

**Reports and Notices received by the Chair of Overview and Scrutiny Committee as required under the Constitution or Law.**

**1. Items referred to the Chair of Overview and Scrutiny Committee under Contract Standing orders and Standing orders for dealing with Land**

Notifications received where it has not been possible to obtain 3 quotations for a contract estimated to be between £10,000 and £50,000.

- Contract for Consultants Study to Assess Employment Land Needs for the Nottingham Core and Outer Housing Market Areas. The study will form an important part of the evidence base for the Greater Nottingham Strategic Plan now in preparation and other local plans to be prepared within the two housing market areas. The study is commissioned by the eight councils covering the Nottingham Core and Nottingham Outer Housing Market Areas, with Gedling Borough leading on its procurement. The total cost of the commission is to be split equally amongst the eight councils. The Council is looking to appoint a consultant to prepare a study of the employment land needs for both the Nottingham Core and Nottingham Outer Housing Market Areas. This study will form an important part of the evidence base for the Greater Nottingham Strategic Plan now in preparation and other local plans to be prepared within the two housing market areas. The study is commissioned by the eight councils covering the Nottingham Core and Nottingham Outer Housing Market Areas, with Gedling Borough leading on its procurement. The total cost of the commission is to be split equally amongst the eight councils. The Council undertook an open procurement process and a request for quotations was published by the Council on 10<sup>th</sup> August 2020 in accordance with the Council's Contract Standing Orders and Procurement Policy. Only two quotations were received. Both bids have been evaluated and the Assistant Director proposes to enter into a contract with Nathaniel Lichfield and Partners Ltd (trading as Lichfields) for the provision of an employment land needs study to assess future employment floorspace need in the study area in accordance with the quotation received.
- Contract for Building Survey and Compliance Work. Michael Page Property & Construction – are a company who have been supplying building survey and compliance management services to the Council. The value of this work was initially valued under £10,000 and as such, no quotes were required for the works and no written contract was completed. The amount of work required to complete the project however has been underestimated and further work is now required in respect of understanding and managing the maintenance of Council buildings. It is intended that for the sake of continuity and consistency in reporting the relative condition of buildings in the portfolio that the council continues to use Michael Page Property & Construction. Continued use will not only ensure consistency it will also save time and costs in respect of not having to repeat on site inductions and training on the council's systems and report formats and procedures. It is therefore intended that this work is continued by the same supplier for a

further year at the approximate cost of £10,000 which would bring the total amount spent with this supplier over the past 3 years to £20,000. Although it would be possible to obtain 3 quotes it is proposed to enter into a contract to continue with this work.

- Contract with Unit 4, a one-year extension to the support and maintenance contract for the core financial management system. The Council's core financial management system, known as Unit4 Agresso, was originally implemented in 2006 and has been upgraded twice since its implementation, in 2010 and 2015. The system comprises the Council's general ledger, budget setting and monitoring, purchase to pay and treasury management modules. The current version of the software being used is known as Milestone 5, which is no longer supported for development by the software provider, Unit4. In April 2019 it was determined that the system should be upgraded to a version that had full support and, at that time, the version available to upgrade to was already 12 months old and a new version was set to be released in June 2019. It was therefore decided to purchase a one-year support and maintenance package for the current version of the software being used and upgrade to the latest version due to be released in June 2019 with an estimated implementation date of June 2020. The upgrade was due to commence in March 2020 to enable completion by the expected implementation date of June 2020, however the Covid19 pandemic has resulted in a delay of the commencement of the project. The project is now expected to commence in September 2020 with a revised implementation date of February 2021. The current support and maintenance package expires at the end of August 2020. The risk of having the Council's core financial system unsupported is too great, support is essential in order to ensure the stability of the system and the financial data. It is therefore proposed to enter into a contract with Unit4 for a term of 12 months for the provision of support and maintenance to continue whilst the upgrade is being implemented.