





### Chief Executive Urgency Decision

This form is to be used for the purposes of recording the Chief Executive's agreement to proceed with an urgency decision. The form should be signed by the Monitoring Officer or other Chief Officer prior to submission to the Chief Executive.

<b>Your Name</b>	James Devonshire
<b>Job Title</b>	Specialist Services Manager
<b>Brief description of the matter</b>	<p>A business case was recently presented to ELT to postpone the go live of the Northgate migration from CAPITA until October 2021.</p> <p>In doing so additional costs of approximately £95k would be incurred due to a £70k annual extension of the CAPITA Licence and £25k in support fees.</p> <p>After negotiation with CAPITA a revised licence fee of £49K was presented to ensure system maintenance until 30 September 2021. This has been reduced to £42K by further negotiation. In addition to this the £25k support fees have been reduced to £7k which can be funded from within the 2021/22 IT budget.</p> <p>Total additional cost of postponement on allocated budgets is £42k. This will be financed by ringfencing surplus from 2020/21 budgets for the conclusion of the Northgate project which was anticipated to have concluded within year.</p>
<b>Lessons Learnt</b>	N/A
<b>Comments from Head of Legal / Monitoring Officer</b>	
<b>Is the matter urgent? If so, why.</b>	<p>A decision is required urgently to ensure the Revenues and Benefits CAPITA system is maintained during the extended period until 30 September 2021.</p> <p>Failure to maintain the system may result in the Councils inability process and administer Housing Benefit applications, collect Council Tax and collect Non-Domestic Rates in accordance with its statutory duties.</p>
<b>Authority</b>	<p>The Council's constitution contains the following urgency provision:</p> <p style="text-align: center;"><b>No. 33</b></p> <p style="text-align: center;"><b>GENERAL URGENCY PROVISION</b></p>

	<p><i>"The Chief Executive and other Chief Officers shall be authorised to take decisions on the grounds or urgency regarding matters which would otherwise be reserved for determination by a Committee or the Council. A matter can be deemed urgent if, in the reasonable opinion of the Chief Officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision."</i></p> <p>The Chief Officer concerned shall also:</p> <ul style="list-style-type: none"> <li>• advise and seek the views of the Political Group Leaders and the Chair of the appropriate Committee at the earliest opportunity; and</li> <li>• report the matter to next scheduled meeting of the appropriate Committee.</li> </ul>
<p><b>Are there any key risk factors for example organisation reputation, financial or political interest?</b></p>	<ul style="list-style-type: none"> <li>• Loss of income due to inability to submit Subsidy claim</li> <li>• Loss of income due to Local Authority error</li> <li>• Financial penalties due to inability to process Business Grants</li> <li>• Reduction in administration Grants</li> <li>• Reputational damage / bad press</li> </ul>
<p><b>Any additional information.</b></p>	<div style="text-align: center;">   </div> <p>Tandridge Support RE Extension of Quotation April 21, Support and Maintenance</p>
<p><b>Signed by the Executive Head of Communities</b></p>	
<p><b>Date</b></p>	<p>12<sup>th</sup> April 2021</p>
<p><b>Signed by the Interim Chief Executive</b></p>	
<p><b>Date</b></p>	<p>21/4/21</p>