

URGENT KEY DECISION NOTICE

In accordance with paragraph 13.11 of the Council's Constitution, the Monitoring Officer, is satisfied that a matter of urgency has arisen in connection with the work of the Cabinet and requires a decision before the next regular meeting of Cabinet. In such circumstances the Leader of the Council is authorised to take the Key Decision.

SPECIAL URGENCY PROVISION NOTICE

Following the announcement of the death of Her Majesty, Queen Elizabeth II, the Council has taken the decision to cancel the meeting of Cabinet scheduled to take place on 12 September 2022. All non-urgent business will be considered at the next available meeting.

However, the following item requires the Council to consider the matter in accordance with the Special Urgency provisions as set out in the Constitution:

1. To approve the award of a contract to Softcat Plc for the provision of the MHR iTrent system for the period 30 September 2022 to 31 March 2027 via a direct award through the NHS SBS Digital Workplace Solutions framework with a total contract value of £395,290.59.
2. To give delegated authority to the Corporate Director (Support Services) to agree the Service Level Agreement covering the third party permitted agency arrangement for use of the system by other councils under Braintree's contract.

Braintree District Council's current human resources and payroll system, iTrent, is provided by MHR under a contract that has been in place since March 2016. The iTrent system has facilitated the digitalisation of the Council's HR processes, including supporting self-service for staff, managers, and Members, and has delivered operational efficiencies, including through joint procurement and collaboration across partners. A significant development from sharing the iTrent system was the establishment of the shared payroll service, which is led by the Council, providing payroll services to the three original partner authorities, and more recently extended to include Brentwood Borough Council, Castle Point District Council, and Rochford District Council.

To ensure that a contract renewal of the existing system could demonstrate optimum value, the Partnership have been working with the Essex Procurement Hub over the last 12 months. After reviewing a number of Frameworks, it is considered that the NHS SBS Digital Workplace Solutions framework (NHS SBS), which allows direct award to MHR via the reseller Softcat, provides the most economically advantageous solution. This framework also provides the flexibility to accommodate individual authority requirements regarding future module developments and, importantly, allows for the permitted agency arrangements to continue for the shared payroll service, and will support its further expansion.

The contract renewal will start from the 30th September 2022, but will remain on the same pricing terms as the existing contract with Insight for the period up to 31st March 2023. This is to enable access for the Council and Partners to the current, more favourable, pricing terms under the above frameworks which are time limited before renewal from October.

In accordance with paragraph 15.17 (Special Urgency relating to key Decisions), the Chairman of the Performance Management Scrutiny Committee, having considered the matter, is in agreement that the taking of the decision is urgent and cannot reasonably be deferred.



Accordingly, Notice is given that, in accordance with the Council's Constitution, Councillor Graham Butland, Leader of the Council, will be taking the Key Decision.

A report will be taken to the next available meeting of Council, namely 10 October 2022, setting out the decision made, the particulars of the decisions taken, and a summary of the matters in respect of those decisions.

A handwritten signature in black ink, appearing to read "Kim Cole", is written in a cursive style.

Kim Cole, Head of Governance and Monitoring Officer

9 September 2022