

OFFICER DECISION RECORD SHEET

Name of decision maker: Assistant Director of Finance & Resources

Service Area: Revenues, Benefits & Fraud

Title of Decision: Approval to award contract for National non-domestic rates (NNDR) maximisation

Decision made and reasons:

Decision: The approval to award contract for NNDR maximisation to Inform CPI Ltd.

Reason: A joint tender process was carried out by Hertsmere Borough Council to set up a 4 year Framework Agreement for a NNDR maximisation and analysis Solution. This included 8 Councils within Hertfordshire.

This contract was tendered under the Public Contract Regulations 2015 and a robust evaluation process was carried out by officers from Hertsmere and the other Councils. This led to the contract being awarded to Inform CPI Ltd.

As part of this Framework Agreement, the Council now need to confirm that we wish to be included within the Framework Agreement for the next 4 years.

This contract will allow the Council to make use of a service which will undertake an ongoing review of NNDR properties. Where the service provider has evidence which suggests that the current rateable value (RV) is too low, they will provide the Council with details of this in a format suitable to be sent to the Valuation Office Agency to request a review of the valuation.

Reports considered:

None

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Group Manager of Revenues, Benefits & Fraud

Revenue Managers from the 8 Councils who signed up to the tender process.

Team Leader of Commissioning, Procurement & Compliance

Financial Comments: Contract costs are expected to be in line with previous costs incurred, these will continue to be met by the surplus in business rates generated as a result of the new business rates achieved

Monitoring Officer Comments:

Officers should ensure that an appropriate service/call-off agreement is finalised before the services commence.

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Deputy S151 Officers Comments:

This contract provides good value for money as the cost of the contract is exceeded by the increase in business rates received by DBC. This contract also provides an additional check and control mechanism to ensure that businesses are paying the correct business rates on an annual basis.

Implications:

Value for Money: An OJEU compliant tender process was carried out by Hertsmere Borough Council using both price and qualitative criteria. This will ensure that we do not look solely at the lowest price tender, but takes into consideration other aspects of the requirements to ensure true value for money. The cost of this service is shared with Herts County Council, which pays one third of the overall charge, based on the proportionate NNDR shares within the rates retention scheme.

Financial: The cost of the service is based on a finder's fee – 10% of the increase in RV due to the information provided. This means that an exact estimate of cost is not possible, but as an indication over the last two years, the cost of this service to the Council ranges from c£17k to c£27k. Increases in RV lead to increased NNDR liability, and so the cost of service can be paid for out of increased receipts of retained business rates.

Risk: If this contract is not awarded it is likely that the Council will miss out on increases to NNDR income.

Officer Signature:

Date: