

OFFICER DECISION RECORD SHEET

Name of decision maker:	Nigel Howcutt
Officer title:	Assistant Director (Finance & Resources)
Date of Decision:	

Title of Decision:	Award of contract for the Housing Benefit Resilience Service
Part 1 or Part 2 decision:	Part 1
Reason, if Part 2:	

Decision made and reasons:	<p>To award the contract for the Housing Benefit Resilience Service to Liberata UK Ltd</p> <p>Authority to award the contract has been delegated to the Assistant Director (Finance & Resources) by the Portfolio Holder (Finance & Resources). This can be found in Portfolio Holder decision PH-030-18.</p> <p>The contract is for a three year period with the option to extend for one further year. The total value of a four year contract will be £540k. The expenditure will be met from existing budgets.</p> <p>The service that Liberata will provide is the processing of Housing Benefit and Council Tax Support claims. The service will be on-demand, meaning that the resources available can be increased or decreased depending on service requirements and capacity.</p>
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Reports considered: (here reference can be made to specific documents)	Procurement Report CPU00409 – Housing Benefit Resilience Service (part 2)
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Officers/Councillors/Ward Councillors/Stakeholders Consulted:	<p>Group Manager (Revenues, Benefits & Fraud)</p> <p>Team Leader (Commissioning, Procurement & Compliance)</p> <p>Team Leader (Benefits)</p>
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Monitoring Officer comments:	Officers should ensure that an appropriate service contract is agreed prior to commencement of the services.
Deputy S151 comments:	The value of this resilience contract award is within the approved budget. The nature of the contract will provide resilience to the service whilst also allowing this resilience to be demand led, to allow the service to react to changes in demand driven by government policy in regards to benefits.

Implications:	
Risk:	If the contract were not to be awarded, there is a risk that performance of the benefits team would be significantly reduced,

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Value for Money:	leading to financial hardship and increased risk of eviction for residents.
	The Council has carried out a compliant tender process using both price and qualitative criteria. This ensures that the Council does not look solely at the lowest priced tender, but takes into consideration other aspects of the requirement to ensure true value for money.
Options Considered and reasons for rejection: See procurement report for more information about other tenderers.	

Officer's Signature:
Date:
Details of any interests declared and any dispensations given by the Standards Committee:

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Date Decision Record Sheet received from Officer:	
Date Decision Published:	Decision No: