

**DD number: 255**

## **Decision under Delegated Powers**

### **Officer Making the Decision**

Head of Legal & Electoral Services

### **Recommendation**

That the existing contract with Iken Business Ltd be extended for a 12 month period from 10 February 2025 to 9 February 2026 at a cost of £11,220 excluding vat for 11 user licences. The cost has not increased from the 2023/24 cost.

### **Reason**

Iken Business Ltd provide legal services' case management system which used daily by the entire team and is required in order to ensure efficient and secure case management of legal cases. Notice to extend the contract must be given by 9 January 2025 in order to ensure continuity of service.

### **Authority for Decision**

Section 2.1 of the council's financial regulations states:

'For goods and services estimated to be below £500,000 in value which do not exceed the approved budget for the scheme or supplies in question, decisions on the awarding of contracts are made by the Chief Executive or his/her nominee'.

This decision falls within this regulation.

### **Decision and Date**

N.Ford

Approved 16.12.2024

Nicola Ford Head of Legal & Electoral Services

### **Background**

The current contract was awarded following a procurement exercise and has been in place since February 2022.

## Comments from HR

n/a

## Financial Implications

Nila Patel (16/12/2024)

There is sufficient budget in financial year 2024/25 and in 2025-26 to cover the 12 month period of £11,220 from E010 (Legal) D0616 (Software charges).

Is a virement (budget transfer) required to fund this decision? No

## Risk Management

There are no specific risks associated with this decision.

## Equality, Diversity and Inclusion

None identified.

## Climate Change and Carbon Impact

None identified.

## Crime and Disorder

None identified.

## Wards Affected

n/a

## Publicity Arrangements

n/a

## Consultations

n/a

## Links to the Corporate Strategy

Effective and Efficient Council	Yes
Environment and Climate Change	No
Homes and Communities	No
Economy and Growth	No

Key Decision:

No

Background Papers:

None