

## PORTFOLIO HOLDER DECISIONS



**Please refer to Guidance Notes overleaf**

Forward Plan Ref. No.	<b>2017 268 January RIAMS Licence Continuation</b>	Date of decision: 30/12/16
Name of Portfolio Holder	Nigel Taylor	
Name of Officer	Claire Malcolmson	
Details of Decision	Take out 3 year licence for RIAMS Premium Membership at £3,500 per year (£10,500).	
Details of consultation carried out:		
Chief Executive/ Deputy Chief Executive	Name: Donna Nolan	Date: 10/01/17
Legal	Name: Lesley Dolan	Date: 03/01/17
Finance	Name: Paul Deal	Date: 03/01/17
Group Manager	Name: Claire Malcolmson	Date: 29/12/16
Portfolio Holder	Name: Nigel Taylor	Date: 30/12/16
Ward Member (mark NA if necessary)	Name: NA	Date:
Reasons for Decision	<p>To take advantage of licence savings and improved package the Community Health Service wish to take out 3 year licence with the provider of Regulatory Information and Management Systems (RIAMS – provided by RH Environmental). By doing this the licence in total becomes £10,500 (£3,500 per year) as opposed to the current annual renewal fee of £3,710 therefore will now fall under procurement rules. This is a licence that has been renewed annually for many years and provides working procedures and guidance for the Council. No other provider offers this service and without it the council would have to spend valuable time annually creating, modifying and reviewing procedure and policy. The service provides up to date guidance and amends working procedures with changes in legislation, case law and good practice from across England. This new 3 year licence will offer additional features and provide an annual saving of £210. Portfolio Holder decision is sought under the exemption paragraph 12(f) to Contract Procedure Rules (s.22 Constitution) as:-</p> <p>(f) <i>Sole source of supply - Where suitable goods or service are genuinely only available from one supplier (e.g. if patent, copyright or other exclusive design rights exist). Similarly, for any highly specialised/niche services where, for all practical purposes, no realistic alternative source of supply exists.</i></p>	
Any alternative options considered and rejected	Failure to take out licence would impact service delivery as all the work would have to be undertaken in house preventing other work being undertaken. The solution to use this provider was sought over 5 years ago when procedures were	

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	not being updated in a timely manner due to the resource required across the service. It was calculated that the review of legislation, new case law and good practice developments and then internal procedures was time consuming and cost more than £3,500 per year. Failure to keep procedures up to date raises risk of legal challenge, failure in prosecution cases and criticism by external agencies e.g. Food Standards Agency/ Health & Safety Executive and hence reputation of the Council.
Financial and personnel implications	Agreement to the new 3 year membership will offer a saving of £630 over the 3 years.
Any relevant personal Interest under the Code of Conduct	No
Reports and Background papers relevant to the decision	None
Date e-mailed to Members incl Scrutiny Board Chair	<b>Wednesday, 11 January 2017</b>
Date of Publication of Notice	<b>Wednesday, 11 January 2017</b>
Date Decision comes into force (*see below)	<b>Thursday, 19 January 2017</b>
* <b>Please Note:</b> The decision detailed above will come into force, and may be implemented, 5 clear working days after Publication unless subject to call-in by the Scrutiny Board.	
<b>Signature of Portfolio Holder</b>	.....

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