

**WARRINGTON BOROUGH COUNCIL**  
**RECORD OF DECISION TAKEN BY AN OFFICER**

**DECISION TITLE:                    AWARD OF SUPPLY OF REVENUES AND BENEFITS  
SOFTWARE, SERVICES AND SOFTWARE MAINTENANCE  
CONTRACT**

Cabinet Decision No and/or Forward Plan No (Cabinet decisions only)	N/A
Directorate Ref No (Non Cabinet decisions only) If applicable	N/A
Decision detail	<p>The Council uses the Capita One Revenue and Benefits System for revenue and benefits services. The current system provides limited online self-service options and the majority of transactions require significant manual processing. Under the Council's Transformation Programme it was proposed to upgrade some existing modules and acquire new modules for the revenue and benefits system that will deliver new web portal functionality and improved application processing.</p> <p>The Council awarded a contract for the supply of software modules, services, and software maintenance for the Council's revenue and benefits system to Capita Business Services Limited under Regulation 32 (2) (b) of the Public Contracts Regulations 2015 (use of the negotiated procedure without prior publication).</p>
Reason for Decision	This offers the Council enhanced functionality and software maintenance services for the Council's revenue and benefits system for 3 years.
Decision Maker/Responsible Officer	Lynton Green Director of Corporate Services
Directorate	Corporate Services
Lead Cabinet Member consulted (if applicable)	N/A
Decision Date	30 April 2020
Date Decision was published / notified (normally within 2 clear working days of decision being made)	1 May 2020
Summary of options considered	<ul style="list-style-type: none"> <li>- Continue to operate the existing revenues and benefits system without any improvements</li> <li>- upgrade some existing modules and acquire new modules for the Council's revenue and benefits system that will deliver new web portal functionality and improved application processing</li> </ul>

Interests declared	N/A
Background Papers (if applicable)  <i>(period expires after 4 years from date of decision)</i>	Commercial contract documentation
Confidential / exempt information	Confidential
Category (if applicable)	

**NB. This form expires after 6 years.**