Cambridge City Council

To:	Executive Councillor for Customer Services and Resources
Report by:	Democratic Services Manager
Scrutiny committee:	STRATEGY AND RESOURCES 8 JULY 2013
Wards affected:	All

Project Appraisal and Scrutiny Committee Recommendation

Project Name: Electoral management software

Recommendations

Financial recommendations:

The Executive Councillor is asked to recommend this scheme (which is not included in the Council's Capital & Revenue Project Plan) for approval by Council, subject to resources being available to fund the capital and revenue costs.

- The total cost of the project is up to £25,000 funded from Corporate Strategy repairs and renewals funding.

- The ongoing revenue costs of the project are up to £10,000 per annum which will be funded from electoral services base budgets

Procurement recommendations:

The Executive Councillor is asked to approve the carrying out and completion of the procurement of electoral management software subject to:

- The permission of the Director of Resources being sought prior to proceeding if the quotation or tender sum exceeds the estimated contract.
- The permission from the Executive Councillor being sought before proceeding if the value exceeds the estimated contract by more than 15%.

Project Name: Electoral Management Software

1   Summary

1.1   The project

Purchase of electoral management software for a five year period.	
Target Dates:	
Start of procurement	July 2013
Award of Contract	December 2013
Start of project delivery	February 2014
Completion of project	March 2014

1.2   Anticipated Cost

Total Project Cost	£ up to 25,000

Cost Funded from:

Funding:	Amount:	Details:
Reserves	£	
Repairs & Renewals	£ up to 25,000	1081 – Corporate Strategy
Developer Contributions	£	N/a
Climate Change Fund	£	N/a
Other	£	N/a

1.3   Procurement process

This will be a joint procurement with Fenland District Council with the City Council as lead authority. All other district councils in the county had been approached.

2   Project Appraisal & Procurement Report

2.1   Project Background

Electoral Management Software (EMS) is required by all Electoral Registration Officers and Returning Officers to meet the statutory requirements for electoral registration and running elections. The software is provided by four companies, with two dominating services to councils in the UK. The City Council has been using the services of Halarose, since 2005. In 2012, the contract was extended for one further year to December 2013 with a view to going out to tender in late 2013 and this is reflected in the 2013/14 Corporate Strategy Operational Plan.

It is sensible to test the market again now not only as it has been eight years since we did, but also more importantly to seek through the procurement that the City Council has the best product for its needs going forward. With the introduction of Individual Electoral Registration in July 2014, the Government is encouraging local authorities to check that they are satisfied with the EMS it uses.

Since the approval of the Operational Plan, the Government has determined that the household Canvass 2013/14 will begin from 1 October with the new Register being published in February 2014 (so that the Electoral Register is as up to date as possible in preparation for the launch of IER in July 2014).

The new contract will be for five years.

2.2   Aims & objectives

Where people matter - The software procured enables citizens to be registered to vote in elections.

2.3 Major issues for stakeholders & other departments

There will be training provided to internal users of electoral software as necessary.

2.4 Summarise key risks associated with the project

-joint procurement inhibits the city council achieving its objectives

-the specification for services does not clearly set out our expectations

-newly appointed ICT contract provider is due to start in July

-project is delayed by unforeseen matter

2.5 Financial implications

a. Appraisal prepared on the following price base: 2013/14

2.6 Net revenue implications (costs or savings)

Revenue	£	Comments
Maintenance	8,000	From 2014/15
R&R Contribution	2,000	From 2014/15
Developer Contributions	N/a	
Energy savings	(0)	
Income / Savings	(0)	
Net Revenue effect	10,000	Cost (funded from base budget)

2.7 VAT implications

There are no apparent VAT Implications by undertaking this project.

2.8 Energy and Fuel Savings

(a) Is this project listed in the Carbon Management Plan?	No

2.9 Climate Change Impact

Positive Impact		No effect	Negative Impact		
	+L				

It is expected that we will reduce the amount of paper produced in electoral services through the use of electoral management software and its working application with the Council email system when transferred to MS Outlook within 18 months.

2.10 Other implications

An Equality Impact Assessment (EqIA) has not been prepared for this project. However the requirements that electoral services provide in registering voters and running elections follow guidance from the Electoral Commission and with performance standards set.

2.11 Staff required to deliver the project

The Electoral Services Manager will lead the project with the necessary support from Democratic Services Manager, ICT Client Team, legal, procurement, internal audit and accountancy.

2.12 Dependency on other work or projects

n/a

2.13 Background Papers

n/a

2.14 Inspection of papers

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Capital Project Appraisal - Capital costs & funding - Profiling   **Appendix A**

	2013/14 £	2014/15 £	2015/16 £	2016/17 £	2017/18 £	Comments
Capital Costs						
Building contractor / works						
Purchase of vehicles, plant & equipment	25,000					
Professional / Consultants fees						
Other capital expenditure:						
Total Capital cost	**25,000**	**0**	**0**	**0**	**0**	
Capital Income / Funding						
Government Grant						
Developer Contributions						
R&R funding	25,000					1081-Corporate Strategy
Earmarked Funds						
Existing capital programme funding						
Revenue contributions						
Total Income	**25,000**	**0**	**0**	**0**	**0**	
Net Capital Bid		**0**	**0**	**0**	**0**	**0**