

DECISION NO:	<i>For Member Services use only</i>
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Concurrence No:	066403
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Action under delegated authority of Chief Executive	
Action under delegated authority of Director of Finance and Cabinet Member for Finance	X
Action taken by Chief Executive in consultation with Cabinet Member(s)	

Subject: Virement from Capital Contingency to Fund a Cash Receipting System Upgrade

Signature and designation of officer(s) taking action:

16/06/20	15/06/2020
_____ Chief Executive Date	_____ Director of Finance Date
	_____ Head of Finance Date

Name of Cabinet Member(s) Consulted:

I have been consulted and concur with the proposals set out below:

Councillor Mason

18/06/2020

Cabinet Member for Finance and Business Services

Signature:

Date:

Councillor

Cabinet Member for

Signature:

Date:

Name of any member who has declared a conflict of interest in relation to this decision: _____

THIS DOCUMENT WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE

The report overleaf sets out the decision to be taken, the reasons for the decision, and the details of alternative options, if any, considered and rejected.

Officer decisions are available for public inspection, both at the Borough Offices and on the Council's website. Officer decisions are kept for a period of six years at the Borough Offices and for six months on the website after the decision is made. Background papers are available for four years.

RECOMMENDED that:

Approval is given for a virement of £18,000 from the 2020/21 capital contingency budget to fund the upgrade of the cash receipting system

Purpose

To request approval for a virement of £18,000 from the 2020/21 capital contingency budget to fund an upgrade to the Council's cash receipting system.

The Project

The Council uses a suite of Capita software to take customer payments via the website and over the phone.

In order to avoid a breach of the maintenance contract and to ensure on-going support the software needs to be updated to the latest version. In addition, the current version of the software uses Microsoft Silverlight which is being de-supported by Microsoft next year.

The upgrade will result in the software being hosted in the cloud rather than on the Council's servers. This is in line with the Council's IT strategy and means that future upgrades will be automatically applied rather than needing to be funded every two years.

Financial, Legal and Risk Management Implications

The upgrade will cost £18,000. There is no budget available to fund this and therefore a virement from the 2020/21 capital contingency budget is requested. There is currently £100,000 available in the contingency budget.

If the upgrade is not undertaken then the current software will not be supported by the supplier, meaning that if any faults occur they will not assist in rectifying them. This would mean that the Council would potentially be unable to take any payments.

Alternative Options Considered and Rejected

The Council could choose not to upgrade. However, for the reasons outlined above, this is not considered to be an appropriate course of action.

Conclusion

The cash receipting software is a key system which allows the Council to take payments and it needs to be upgraded to ensure it continues to be fit for purpose. Therefore, a virement from the capital contingency budget is requested to fund the upgrade.

Contact Officer: Rebecca Keene

Ext:

5871 Date

15 June 2020

Action reported to the Cabinet on: