



## **PORTFOLIO HOLDER DECISION NOTICE**

### **INDIVIDUAL DECISION BY THE LEADER**

### **TOPIC – CONSULTANCY SERVICES - HAMPSHIRE AND ISLE OF WIGHT IMPROVEMENT (HIOW) GROUP - REVENUES AND BENEFITS PROJECT**

### **PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of the Principal Scrutiny Committee and all Members of the relevant Scrutiny Panel (individual Ward Members are consulted separately where appropriate). In addition, all Members are notified.

Five or more of these consulted Members can require that the matter be referred to Cabinet for determination.

### **Contact Officers:**

**Case Officer:** Gill Cranswick, Tel: 01962 848 190, Email: [gcranswick@winchester.gov.uk](mailto:gcranswick@winchester.gov.uk)

### **Committee Administrator:**

Frances Maloney, Tel: 01962 848 155, Email: [fmaloney@winchester.gov.uk](mailto:fmaloney@winchester.gov.uk)

### **SUMMARY**

Approval is sought to let a contract for consultancy services on behalf of the authorities involved in the Hampshire and Isle of Wight Improvement (HIOW) Group - Revenues and Benefits Project. There are a number of such contracts for HIOW shared service projects, with the work shared across the different authorities, and it is reasonable that Winchester plays a part in this project.

On Friday 25 January the HIOW Board met and approved the next stage of the Revenues & Benefits project. £65,000 of funding was released. The majority of the funding (£55,000) will be used to engage a revenues 'expert' to move ahead with collaboration on training, temporary staff, business rates & fraud work.

Procurement officers from Basingstoke and Fareham will prepare tender documentation which will be approved by the Project Board comprising of officers from Basingstoke & Deane, Fareham, Portsmouth, Winchester and the Improvement Director, HIOW LGA. The Head of Revenues will oversee the tender administration process which will be conducted in accordance with Winchester's Contract Procedure Rules. Winchester will enter into the contact on behalf all authorities and will recover the funding from HIOW.

**DECISION**

That the Head of Revenues in consultation with Head of Financial Services be authorised to let a contract for consultancy services on behalf of the authorities involved in the Hampshire and Isle of Wight Improvement (HIOW) Group - Revenues and Benefits Project within the limit of the £65,000 HIOW funding provision.

**REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

There are a number of such contracts for HIOW shared service projects, with the work shared across the different authorities, and it is reasonable that Winchester plays a part in leading this project.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE**

N/A

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED**

None

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

N/A

**Approved by: (signature)**

**Date of Decision**

**Councillor George Beckett – The Leader**