



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX 529
2. Name/Title of Officer	Michelle Howard, Director for Housing and Communities
3. Email address of Officer	<u>mhoward@melton.gov.uk</u>
4. Title / Subject Matter:	Extension of contract for housing system
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken: <ol style="list-style-type: none">1. To endorse the extension of the NEC Housing system contract for a period of two years in line with the existing contract (5+2 years).2. Authority to enter into any associated legal documents to effect the extension.	
8. Reasons for Decision: <p>The NEC Housing system is the software system used to manage Housing Revenue Account, Revenues and Benefits and Homelessness activity. The original five-year contract, including the option to extend for two years, was approved at Council on 21st February 2020 and was signed on 23rd March 2020. The original period is due to expire on 24th March 2025.</p> <p>Performance of the contract has been good, especially during a period of significant change and the implementation of a number of new modules and system configuration.</p> <p>A draft variation to the contract has been proposed by NEC Housing to enable to enactment of the two-year extension. The cost of this extension has been included in the 2025/26 budget for each service area. As the performance on the contract has been in line with the contract terms it is proposed to extend the contract for a further two years.</p>	
9. Authority / Legal Power: <p>The Director for Housing and Communities has delegated authority to take any decision in relation to the functions within their area of service responsibility and as such, is authorised to take this decision on behalf of the Council. This decision is taken within the parameters set out within the constitution.</p>	

10. Background Papers attached?	<u>Decisions for issue NORTHGATE IT SYSTEM - Melton Borough Council</u>						
11. Alternative options available / rejected: 1. Not to extend the contract - Significant investment has been made in this system to create a single place for all housing and R&B management. This has been successful, and the contract continues to perform well, so this option was rejected.							
12. Implications: <table border="1" data-bbox="148 595 1497 1261"> <tr> <td data-bbox="148 595 432 891"> Legal </td> <td data-bbox="432 595 1497 891"> The NEC software was previously procured through a framework and included provision for extension of the contract. This decision endorses the extension period in accordance with the contract. [Legal Approval – 21 March 2025] </td> </tr> <tr> <td data-bbox="148 891 432 1111"> Finance </td> <td data-bbox="432 891 1497 1111"> Sufficient budget exists in the 2025/26 budgets for each service area and an allowance has been made for the 2026/27 period in service area projections. [Finance Approval – 21 March 2025] </td> </tr> <tr> <td data-bbox="148 1111 432 1261"> HR </td> <td data-bbox="432 1111 1497 1261"> N/A </td> </tr> </table>		Legal	The NEC software was previously procured through a framework and included provision for extension of the contract. This decision endorses the extension period in accordance with the contract. [Legal Approval – 21 March 2025]	Finance	Sufficient budget exists in the 2025/26 budgets for each service area and an allowance has been made for the 2026/27 period in service area projections. [Finance Approval – 21 March 2025]	HR	N/A
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HR	N/A						
13. APPROVAL/SIGN OFF (Do not complete until all implications signed off at Section 12)							
Signature of Decision Maker with authority to sign :	Signature redacted Director for Housing and Communities (Deputy Chief Executive)						
Date:	21 March 2025						