

**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Award Contract for provision of Income Maximisation and Revenue Forecasting Software	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. <i>Cabinet 25th February 2026 CB93 General Fund Revenue Budget 2026/27 Full Council 25th February 2026 CL70 Recommendations from Cabinet and Other Committees vi) General Fund Revenue Budget 2026/27</i> <i>3D OFFICER DELEGATIONS - Part A - General Delegations 3D.2 Financial Resources a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract orders, financial standing orders, financial regulations and financial instructions. b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.</i>
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
31/07/2026	Liam Brown  Assistant Director - Finance
<u>RECORD OF THE DECISION</u>	
a) The issue The Council's contract for Income Maximisation and Revenue Forecasting Software ended in January 2026. b) The Decision This is to approve the decision and enter into a contract.	

<u>REASON FOR THE DECISION</u> NBBC require Real-time Analysis and reporting to ensure income maximisation for Non-Domestic Rates. The previous contract offers a secure portal with regular analysis of the live rating list, maximisation of Business Rates Retention opportunities, validation and verification of data sources and Business Rates Consultancy/Support. The council has conducted a procurement process through G-Cloud 14 for a forecasting solution.
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u> To not enter into a contract – this is rejected due to the information being fundamental in pulling together information in relation to NNDR1 and NNDR3 governmental returns to ensure we have the correct data and provisions in relation to the collection fund.
<u>WARD RELEVANCE</u> None
<u>FINANCIAL AND BUDGET IMPLICATIONS</u> The current budget is already in place to reflect the current contract; there is sufficient budget in place to cover a rise in costs.
<u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u> Members – None (directly) – The budget has been approved by Cabinet Officers – Head of Revenues and Benefits Assistant Director – Finance Assistant Director – Democracy & Governance ICT and Communications Manager Note – Business case has been approved.
<u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u> None
<u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given). None.
<u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u> None.

<u>HUMAN RESOURCES IMPLICATIONS</u> None.
<u>FINANCIAL IMPLICATIONS</u> The current budget is already in place to reflect the current contract; there is sufficient budget in place to cover a rise in costs.
<u>HEALTH EQUALITIES IMPLICATIONS</u> None.
<u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u> None.
<u>RISK MANAGEMENT IMPLICATIONS</u> Failing to award the contract would have a detrimental impact, this software is critical to the day to day management of business rates and information, the portal gives us access to data which is utilised for government returns.
<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> None.
<u>ENVIRONMENTAL IMPLICATIONS</u> None.
<u>LEGAL IMPLICATIONS</u> Compliant with contract procedure rules and please see "Risk Management Implications" above.
<u>ANY OTHER COMMENTS</u> None.

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER