

Report to: Cabinet
Date of meeting: 6 June 2016
Report of: Regeneration & Property Section Head
Title: Atrium – Property Asset Management System, contract extension

1.0 **Summary**

- 1.1 The Council's Contract Procedure Rules allow for exemptions to be made to the usual procurement process in exceptional circumstances. Proposed exemptions must be approved by the Managing Director and Head of Service and the decision reported to the next Cabinet meeting.
- 1.2 The purpose of this report is to inform Cabinet that an exemption has been approved in relation to the contract for the annual support and hosting of Atrium, the Council's Property Asset Management system.

2.0 **Recommendations**

- 2.1 That Cabinet notes that an exemption has been granted in line with the council's Contract Procedure Rules.

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Report approved by: Head of Regeneration & Development

3.0 **Detailed proposal**

- 3.1 The Council procured the Atrium package in 2010 for the management of its property assets.
- 3.2 The package is currently used by Property and Facilities Management. There are plans to increase the user base once the project described below is completed, to allow others teams to access information regarding the Council's land and buildings.
- 3.3 Since May 2015 a project has been underway to improve the quality of the data held

on the Council's property portfolio, ensuring all Council land is registered, as well as mapping the assets in GIS, to eventually enable Council land to be shown on the Watford web site (Explore Watford).

- 3.4 In order to complete the project and ensure full access of the package to users across Watford it was considered inappropriate to competitively retender the contract and a year's extension was granted to April 2017.
- 3.5 In addition a further project is underway to procure external management for the Council's property investment portfolio. As the detailed information relating to these properties is held on Atrium, it was believed that any change in the IT system could delay that procurement exercise.
- 3.6 The annual cost for the service is £16,847 and budget has been allocated this for 2016/17.
- 3.7 Once the new contracts for the Property Investment manager have bedded in, a piece of work will be needed to establish the future needs for managing Watford's properties, especially as the investment properties will be managed externally. This is likely to involve a procurement exercise to deliver a package to meet the Council's long term needs, which may or may not be Atrium.
- 3.8 This decision was approved by the Managing Director and Head of Regeneration and Development on 20 May 2016 and an entry logged on the register of exemptions.

4.0 **Implications**

4.1 **Financial**

- 4.1.1 The Shared Director of Finance comments that there are no additional budgetary implications to the recommendations of this report.

4.2 **Legal Issues** (Monitoring Officer)

- 4.2.1 The Head of Democracy and Governance comments that the legal implications are contained within the body of the report.

4.3 **Equalities**

- 4.3.1 There is not a new or revised policy implication to this report.

4.4 Potential Risks

Potential Risk	Likelihood	Impact	Overall score
By extending this contract for a further year WBC has not tested the market. (However, Trimble update their offering regularly to meet user requirements).	2	2	4

4.5 Staffing

4.5.1 There is no impact on staffing

4.6 Accommodation

4.6.1 There is no impact on accommodation

4.7 Community Safety

4.7.1 There is no impact on Community Safety

4.8 Sustainability

4.8.1 There is no impact on sustainability

Background Papers

- WBC Contract Procedure Rules

File Reference

- None