

# **CABINET AGENDA**

**Monday, 7<sup>th</sup> February 2022 at 7.15pm**

**Council Chamber, Braintree District Council, Causeway House, Bocking  
End, Braintree, CM7 9HB**

Members of the public will be able to view and listen to this meeting via YouTube.  
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**Members of the Cabinet are requested to attend this meeting to transact the business set out in the Agenda.**

**Overall Strategy**

**Innovative Environment**

Finance and Corporate Transformation

Climate Change and The Environment

Operations and Commercialisation

**Connecting People, Places and Prosperity**

Economic Growth

Housing, Assets and Skills

Planning and Infrastructure

**Supporting Our Communities**

Health and Wellbeing

Communities

Councillor G Butland (Leader of the Council)

Councillor J McKee

Councillor Mrs W Schmitt

Councillor R van Dulken

Councillor T Cunningham (Deputy Leader)

Councillor K Bowers

Councillor Mrs G Spray

Councillor P Tattersley

Councillor F Ricci

**Invitees:** Councillors J Abbott, Mrs J Pell and D Mann are invited to attend as Group Leaders

Members unable to attend the meeting are requested to forward their apologies for absence to the Governance and Members Team on 01376 552525 or email [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk) by 3pm on the day of the meeting.

A WRIGHT  
Chief Executive

## **INFORMATION FOR MEMBERS – DECLARATIONS OF MEMBERS' INTERESTS**

### **Declaration of Disclosable Pecuniary Interests (DPI), Other Pecuniary Interests (OPI) or Non-Pecuniary Interests (NPI).**

Any Member with a DPI, OPI or NPI must declare the nature of their interest in accordance with the Code of Conduct. Members must not participate in any discussion of the matter in which they have declared a DPI or OPI or participate in any vote, or further vote, taken on the matter at the meeting. In addition, the Member must withdraw from the Chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

### **Public Question Time – Registration and Speaking:**

The Agenda allows for a period of up to 30 minutes for Public Question Time.

Members of the public wishing to participate are requested to register by contacting the Governance and Members Team on 01376 552525 or email [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk) by midday on the second working day before the day of the Committee meeting. For example, if the Committee meeting is due to be held on a Tuesday, the registration deadline is midday on Friday, (where there is a bank holiday Monday you will need to register by midday on the previous Thursday). Public Question Time speakers may participate in person or virtually. Speaker preference must be indicated upon registration.

The Council reserves the right to decline any requests to register for Public Question Time if they are received after the registration deadline.

All questions or statements should be concise and should be able to be read within 3 minutes allotted for each question/statement.

The Chairman of the Committee has discretion to extend the time allocated for public question time and to amend the order in which questions/statements are presented to the Committee.

### **Public Attendance at Meetings:**

Public attendance is welcomed, but is subject to restrictions due to the Council's arrangements for keeping Causeway House Covid secure and visitors safe.

Public attendance is limited and will be on a first come first served basis with priority given to Public Registered Speakers. In order to maintain safe distances, the Council may have to refuse entry to members of the public. The public may not be able to sit in the Council Chamber, but will be able to observe the meeting from a public gallery through a large screen. Alternatively, the Council meetings are webcast and are available via the Council's YouTube Channel and can be viewed by the public as a live broadcast, or as a recording following the meeting.

Public speakers and public attendees are required to attend on their own, and where possible only one representative of any community group, family household or Company should attend. Members of the public intending to come to Causeway House to observe a meeting are recommended to watch the meeting via the webcast, or to contact the Governance and Members Team to reserve a seat within the public gallery.

### **Health and Safety/COVID:**

Causeway House is a Covid secure building and arrangements are in place to ensure that all visitors are kept safe. Visitors are requested to follow all instructions displayed at Causeway House or given by Officers during the course of their attendance. All visitors will be required to wear a mask or face covering, unless an exemption applies.

Anyone attending meetings is asked to make themselves aware of the nearest available fire exit. In the event of an alarm you must evacuate the building immediately and follow all instructions provided by staff. You will be directed to the nearest designated assembly point until it is safe to return to the building.

**Documents:** Agendas, Reports and Minutes can be accessed via [www.braintree.gov.uk](http://www.braintree.gov.uk)

**Data Processing:** During the meeting the Council will be collecting performance data of participants' connectivity to the meeting. This will be used for reviewing the functionality of MS Teams/Zoom and YouTube as the Council's platform for virtual meetings and for monitoring compliance with the legal framework for Council meetings. Anonymised performance data may be shared with third parties.

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**Mobile Phones:**

Please ensure that your mobile phone is switched to silent during the meeting in order to prevent disturbances.

**Webcast and Audio Recording:**

Please note that this meeting will be webcast and audio recorded. You can view webcasts for up to 6 months after the meeting using this link: <http://braintree.public-i.tv/core/portal/home>. The meeting will also be broadcast via the Council's YouTube Channel.

**Comments and Suggestions:**

We welcome comments to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended, you can send these to [governance@braintree.gov.uk](mailto:governance@braintree.gov.uk)

**1 Apologies for Absence****2 Declarations of Interest**

To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.

**3 Minutes of the Previous Meeting**

To approve as a correct record the minutes of the meeting of the Cabinet held on 29<sup>th</sup> November 2021 (copy previously circulated).

**4 Public Question Time**

(See paragraph above)

**5 OVERALL STRATEGY****5a Council Budget and Council Tax 2022/23 and Medium-Term Financial Strategy 2022/23 to 2025/26**

Please note: This has been circulated as a separate report and published on the Council's website.

**6 OPERATIONS AND COMMERCIALISATION****6a Award of Tender for In-Cab Technology****5 - 8****7 Urgent Business - Public Session**

To consider any matter which, in the opinion of the Chairman, should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

<b>Report Title: Award of Tender for In-Cab Technology</b>	
<b>Report to:</b> Cabinet	
<b>Date:</b> 7 <sup>th</sup> February 2022	<b>For:</b> Decision
<b>Key Decision:</b> Yes	<b>Decision Planner Ref No:</b> DP/2021/59
<b>Report Presented by:</b> Councillor Richard van Dulken, Cabinet Member for Operations and Commercialisation	
<b>Enquiries to:</b> Samir Pandya, Operations Strategy & Policy Manager	

## **1. Purpose of the Report**

- 1.1 To approve the award of a Contract to Bartec Municipal Technologies (BMT) for Braintree District Council's (the Council) Customer Relationship Management (CRM) and In-Cab Technology system.

## **2. Recommendation**

- 2.1 To approve, subject to the approval of the Council's Budget on 21<sup>st</sup> February 2022, the award of a 7-year Contract to BMT for the total value of £343,670, commencing in February 2022.

## **3. Summary of Issues**

- 3.1 In 2014, the Council awarded a contract to Selected Interventions for the supply and maintenance of its CRM including In-Cab Technology. Their 'ECHO' system is a service management framework used primarily in waste and street cleansing operations to plan, manage and deliver front line services. It is also used as the main framework for managing the Council's interactions and communication with its customers, providing real time information on service issues etc.
- 3.2 The existing Contract was awarded for a 7-year period up to and including 31<sup>st</sup> July 2021. This was further extended by a further 11 months to 30<sup>th</sup> June 2022 as a result of the Covid-19 pandemic. This was to give the market and suppliers the opportunity to recover and provide a better platform on which the Council could successfully re-tender the Contract.
- 3.3 Since the existing Contract was awarded, the IT industry has evolved significantly and there have been further improvements in technology both in the hardware and software available. The Council has learned from the management of the existing Contract and it is essential that the replacement system is robust and fit for purpose in meeting the ever-changing needs of the service whilst providing excellent value for money. A prerequisite of the new Contract was to minimise and reduce the overall revenue expenditure over its lifetime by ensuring that it is flexible and encapsulates the Council's full

requirements, thus avoiding additional charges for maintenance and modifications.

- 3.4 In considering the specification for the new system, a decision was taken to engage an experienced ICT professional via the East of England Local Government Association (EELGA) to review the Council's requirements. This support has been invaluable in providing the enhanced IT knowledge, skills and experience needed to help shape the new specification and ensure that it fully meets the Council's requirements, both from an ICT and operational perspective, as well as delivering value for money.

### **The Procurement Process**

- 3.5 The Council commenced a procurement process in September 2021 and five IT service providers tendered for the Contract. The evaluation process was in three parts, Financial, Quality and Demonstration of the bidder's system. The financial part was evaluated by the Procurement Team, and the quality element of the submissions was evaluated by a Corporate Team comprising officers from ICT, Customer Services and Operations, plus the external consultant from EELGA.
- 3.6 In December 2021, all five service providers were invited to demonstrate the capability of their systems to the corporate team and each one was assessed and scored against agreed criteria that reflected the specification and overall requirements. The overall scores for each of the tenders is shown below.

<b>Bidder</b>	<b>Overall Score (Weighted)</b>
Bartec Municipal Technologies (BMT)	77.60
Supplier 2	72.89
Supplier 3	66.15
Supplier 4	64.75
Supplier 5	64.03

- 3.7 BMT had the highest score and was significantly cheaper than Supplier 2, over the 7-year contract period. Accordingly, BMT were selected as the Council's preferred bidder.

## **4. Options**

### **Option 1**

- 4.1 The Council could determine not to award the contract to BMT at this time. However, as the current contract is due to expire in July 2022, this would either mean that the Council would need to retender for the contract, which may not be possible in the timescales, or it allows the contract to expire which would mean that the Council would no longer have the use of the CRM and In-Cab Technology system. This is not the recommended option.

## **Option 2**

- 4.2 The recommended option is to award the contract to BMT. The new contract will result in a saving of £37,000 in year 1, and a total saving of £282,000 across years 2-7, against the Council's base budget.
- 4.3 BMT are a multi-national company with over 30 years' experience in the design, development and delivery of innovative solutions for front line municipal services including refuse and recycling, environment, and street scene. They have an extensive portfolio of both public and private sector customers in the UK including work with other Essex Councils.
- 4.4 BMT is offering the latest tried and tested cloud based technology which has been developed with waste service operators, including Local Authorities over a considerable period.
- 4.5 Testing the market has proved to be successful culminating a revenue saving of £282k over the lifetime of the contract.

## **5. Next Steps**

- 5.1 This decision is subject to the approval of the Council's Budget on 21<sup>st</sup> February 2022. If the budget is approved by full Council, the Council will be able to proceed with the award of the Contract to BMT and finalise the relevant contract.

## **6. Financial Implications**

### **Capital**

- 6.1 A capital allocation of £150,000 has been requested as part of the 2022-23 budget to cover the cost of the new equipment (software and hardware). This is due to be considered by full Council on 21<sup>st</sup> February 2022, as part of its annual budget setting meeting.

## **7. Legal Implications**

- 7.1 The Council has already extended the contract with Selected Interventions up to and including 30<sup>th</sup> June 2022 as part of the transitional arrangements between the old and new contracts.
- 7.2 The Council has completed a full procurement process in accordance with the Councils Procurement Procedure Rules and the relevant Legislation.
- 7.3 All relevant contracts will be entered into between the Council and BMT. The Contract to include a break clause that will allow for the early termination of the contract in the event this is required.

## **8. Other Implications**

- 8.1 There are no other implications arising from the recommendation in this report.

## **9. Equality and Diversity Implications**

- 9.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
  - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
  - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 9.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 9.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

## **10. List of Appendices**

- 10.1 None.

## **11. Background Papers**

- 11.1 None.