

REPORT FOR RESOLUTION

SUBJECT: PATROL ADJUDICATION JOINT COMMITTEE FINANCIAL
REGULATIONS AND PROCUREMENT

REPORT OF: THE LEAD OFFICER

PURPOSE OF REPORT

To report to the Joint Committee in accordance with the Financial Regulations those suppliers for whom the approved tendering process as not been followed and to seek approval for plans to market test these services.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Notes the list of strategic supplies at Appendix 1
- [ii] Approves the plans for reviewing these services

FINANCIAL CONSEQUENCES OF THIS REPORT

The report details arrangements for reviewing for these services.

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BACKGROUND

- 1.1 The Joint Committee approved its Financial Regulations at its annual meeting in September 2010. Those Financial Regulations included arrangements for procuring goods and services. The Regulations state that the Head of Service can allow exceptions to these regulations if it is believed that the best interests of the PATROL Joint Committee would be served if the regulations were not applied.
- 1.2 A number of strategic suppliers were in place prior to the introduction of the Financial Regulations and some have been in place since the inception of the Joint Committee where reliance was placed upon the Lead Authority's approved suppliers.
- 1.3 The purpose of this report is to report on services which have been procured outside the framework of these regulations, to seek approval for the planned arrangements for reviewing these services.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Notes the list of strategic suppliers at Appendix 1
- [ii] Approves the plans for reviewing these services

APPENDIX 1

Suppliers falling outside the procurement framework set out in the PATROLAJC Financial Regulations

Supplier	Service	Comments	REVIEW
Active Documents	Document Management	Strategic IT Supplier	Business Process and IT Review
Arcanciel	Postcode Database	Strategic IT Supplier	Business Process and IT Review
Bath & North East Som	TRO Working Group	Waived	One off expenditure
Brighton Race Course	Hearing Venue	Aggregated	Replace 2011/12
British Telecom	Telephony Services	Strategic Supplier	Telephony Review 2011/12
Church House	Advisory Board/User Group	Aggregated	Review 2012/13
Citrix	Remote access	Strategic Supplier	Business Process and IT Review
Colman Getty	PR support to Tribunal	Tested in 2008	Market Test 2012/13
Computerland UK Ltd	Hardware	Lead Authority Supplier	Business Process and IT Review
Eggbaston Cricket Club	Joint Committee Meetings		Review 2012/13
Egan Reid	Stationery	Lead Authority Supplier	Market test 2011/12
Emerson Mgt Services	Headquarters Premises		Lease expires Oct 11
FRS	Design and Print	Tested in 2008	Market Test 2011/12
Hays	Agency	Waived	One off expenditure
HP Info Security		Strategic Supplier	Business Process and IT Review
JADU	Content Management System	Strategic Supplier	Business Process and IT Review
Jobwise	Agency		Market Test 2012/13
Leeds City Council	TRO Working Group	Waived	
Learning Tree	Training	Waived	One off purchase
Log Me In	Remote desktop access	Strategic Supplier	Business Process and IT Review
Lotus	Desktop and software licences	Strategic Supplier	
Manchester City Council	Lead Authority Services & audit	5 year appointment	Review 2013
Mandata Contractors	Off-site Archiving		Market Test 2012/13
Microsoft	Desktop and Software licenses	Waived	
Mint Hotel	Meetings/Accommodation	Aggregated	Market tested on individual bookings
Monkton Chambers	Legal Services to Adjudicators	Waived	
Neo post	Franking facilities	Lead Authority Supplier	Market Test 2012/13
Nortel	Telephony	Lead Authority supplier	Review 2011/12 new system
02	Remote emails	Strategic Supplier	Business Process and IT Review
Oscura	Appeal on Line	Strategic Supplier	Business Process and IT Review
PGP	Encryption services	Strategic Supplier	Business Process and IT Review

Supplier	Service	Comments	REVIEW
Practical Imaging	File compression	Strategic Supplier	Business Process and IT Review
Ricta UK	Appeal Forms print & distribution	Tested in 2008	Market Test 2011/12
Secure Test	Security Testing	Strategic Supplier	Business Process and IT Review
Sopra Group	Case Management System Support	Strategic supplier	Business Process and IT Review
Sweet and Maxwell	Legal Publications	Waived	
Sybase Ltd	Remote patch management	Strategic Supplier	Business Process and IT Review
TMobile	Mobile Telephony	Strategic Supplier	Business Process and IT Review
UNet	Server Support	Strategic Supplier	Business Process and IT Review
Uniglobe	Travel services	Previously MCC supplier	Market Test 2011/12
Vistorm	Security – data transfer	Strategic Supplier	Business Process and IT Review
WebEx	On line conferencing	Strategic Supplier	Now cancelled
Xerox	Copy/scanning facilities	Strategic Supplier	Business Process and IT Review

Notes:

Strategic Suppliers are IT suppliers whose review is detailed under separate cover.

Waived in accordance with Financial Regulations

Where the term aggregated is used – it refers to the overall expenditure during the year falling outside the financial regulations framework rather than individual purchases.