

**To: Report of the Chief Executive to the Chair and Members
of the Policy & Resources / Corporate Development Panel
15 January 2009**

Executive Officer: Joe McCarthy (Chief Executive)
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Status : For decision

Cleveland Police Authority Website

1. Purpose of the report

- 1.1 To seek approval from Members for the proposed process to acquire a new website and annual support.
- 1.2 To ask Members to note the use of an exemption to the normal requirement to obtain quotations or tenders in order to secure the continued maintenance of the Authority's existing website.

2. Recommendations

Members are asked to

- 2.1 Agree that the Authority acquires a new website from Creative Lynx in the projected sum of £17K, with annual running costs of £1.2k, subject to the waiving of Contract Standing Orders.
- 2.2 Note the exemption to the normal requirements to obtain quotations or tenders of the extension of the contract with 13 Strides to no later than end January 2010.

3. Reasons

- 3.1 A company, 13 Strides, was commissioned in January 2007 to develop and provide support for a new Website for the Police Authority. The cost was estimated to be £5,000 predicated on the basis that support for the website would transfer in January 2008 to the company providing a new website to the Force.
- 3.2 However it became necessary to extend the limited arrangement with 13 Strides to 31 January 2009 while the Force sourced a provider. This gave a total estimated cost of £9,000. An exemption to the requirement to obtain quotes and tenders was given by the Chief Executive using CSO 4.1.g.
- 3.3 However it is now apparent that the contract to provide the website for the Force does not include the development of that for the authority. Initial costings suggest that this could be £20K with annual maintenance costs of £8K, to provide this additional website facility. It is also unlikely that the provider would be able to commence developmental work until later this year meaning that a new site would not be available until end January 2010 at the earliest.
- 3.4 Your Officers have undertaken a review of options and concluded that the purchase of a ready made website would yield benefits both in cost and also developmental time. A company, Creative Lynx, has developed websites for both Lancashire and Cheshire Police Authorities. The Lancashire website recently received an Excellence Award at the APA 2008 Annual Conference and is seen by the APA as a Beacon site for police authorities.
- 3.5 Indicative costs for development are £17K (over an 8 week period), with annual hosting and traffic analysis costs of £1.2K (to which we should prudently add £2.5K for potential maintenance expenditure) providing significant annual savings against charges from the Force's provider. The anticipated go live date is May 2009, subject to agreement on the proposed procurement method.

Waive Standing Orders

- 3.6 However the acquisition of the website from Creative Lynx does not meet any of the criteria for exemption from the normal requirement to tender. Should Members be minded to accept your Officers proposal then Contract Standing Orders would need to be waived.

Extension to 13 Strides Contract

- 3.7 In the interim, regardless of the solution, it was essential to extend the present contract with 13 Strides. However until the timetable for the agreed solution is fully determined it is was not possible to put a specific end date to this further extension. The arrangement with 13 Strides requires to be flexible,

yet time bound in some respect, hence a termination date no later than the end of January 2010 has been negotiated.

4. Implications

4.1 Finance

The costs are being met from the existing Police Authority budget. Under the proposal initial development costs are of the order of £17K, with hosting and site monitoring costs amounting to £1.2K pa. It is proposed to earmark £2.5K pa in the early period of the contract for any "maintenance" e.g. minor changes and enhancements that may be needed.

4.2 Diversity/Equal Opportunities

None.

4.3 Sustainability

The proposed extension to the contract with 13 Strides secures continued support until this becomes available from the either the Force's provider, or the Authority's supplier.

4.4 Risk

In accordance with our governance principles the decision to apply an exemption to the normal requirement to obtain quotations or tenders is being reported in the minutes of the authority. This provides transparency in decision making, and because the decision meets criteria set down in standing orders this mitigates any potential risk.

The authority is being asked to waive standing orders as the proposed purchase from Creative Lynx does not meet any of the criteria for exemption from the normal process of tendering. Other companies providing similar services may feel disadvantaged by the proposed waiver.

5 Conclusions

There is clearly a need to continue the development of the CPA website and this report suggests a way forward which would give a much earlier implementation date than using the Force's provider, and cheaper annual costs.

Joe McCarthy
Chief Executive