

Cabinet Urgency procedure - Leader's Action – Meeting held on Thursday, 23rd October, 2025.

Present:- Councillor Smith

1. Declarations of Interest

None declared.

2. Collection Fund Income Maximisation Partner - Contract Award

The Leader of the Council considered a report that sought approval to award a contract to Inform Holdings Ltd, trading as Analyse Local to provide the Council with strategic support through the identification of unassessed or under-assessed properties in the area of the Council liable for Council Tax and Business Rates following a procurement exercise/Call -Off carried out via the CCS G-Cloud 14 Framework (RM1557.14 – Lot 2) via a mini-competition.

The cost of this contract to the Council would depend on the number of properties that the supplier was likely to identify. The Council would pay the supplier only when new Business Rates Rateable Value (RV) or missing Council Tax (CT) liability was identified and successfully billed by the Council.

It was proposed that the contract start as soon as practically possible due to the urgency in submitting the Billing Authority Reports (BAR), with a 2-year initial term, with options to extend for a further period of 1-year (3-years in total).

An urgent decision was required before the next scheduled Cabinet meeting and it was not considered practical to call a special Cabinet meeting.

The proposed decision was being considered under paragraph 2.11 (urgency procedure – Leader's Action) of Part 4.4 of the Executive Procedure Rules as set in the Constitution.

Prior to taking the decision, it was confirmed that:

- The relevant Lead Member had been consulted;
- The Leader had considered whether a special meeting of the Cabinet be convened to consider this matter, but had decided that this was not practical given the need to enter into the contract to achieve the proposed savings as soon as possible;
- It was noted that the relevant notice of a key decision had been published 28-days prior to this decision being taken;
- The Chair of the Corporate Improvement Scrutiny Committee had agreed that the five day call-in period be waived so that the decision could be implemented immediately.

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- In accordance with the recommendation of the Finance Commissioner, a report would be provided to the next meeting of the Cabinet to note this key decision, the reasons for it and why the decision was treated as a matter of urgency.

The Leader considered the report and agreed the recommendations.

Resolved –

- (a) That the award of the contract to Inform Holdings Ltd, trading as Analyse Local for a period of 3-years from the earliest possible date for the provision of services to identify unassessed or under-assessed properties liable for Council Tax, or Business Rates be approved.
- (b) That delegated authority be given to the Executive Director Corporate Resources, in consultation with the Lead Member for Finance, Children and Lifelong Learning, to finalise the contractual arrangements and enter into the contract.

Chair

(Note: The Meeting opened at 3.15 pm and closed at 3.24 pm)