

**Oldham Borough Council
Record of Decision**



1. **TITLE:** Principal Decision Report - Locata 1 year contract extension

2. **SERVICE AREA:** Environment Directorate

3. **PURPOSE OF DECISION**

The most recent contract for the provision of Housing Advice and Housing Register ICT systems followed a competitive tender process. The contract was awarded to Locata Housing Services Limited for a term commencing on 18th October 2023 and expiring on 17th October 2026. The contract value was £154,950.

The ICT systems provided by Locata Housing Services system were identified as a solution capable of meeting the Council's housing service requirements providing a comprehensive platform for managing housing applications, allocations, homelessness prevention, and related case management functions. The system is widely used across local authorities and housing providers, demonstrating a proven track record in supporting the effective delivery of housing services.

As the current contract approaches its expiry date, consideration is required regarding the future provision of these ICT systems to ensure continuity of operations, minimise disruption to both residents and staff, and maintain the efficient management of housing and homelessness functions within the Council.

To guarantee continuity of ICT systems and minimise disruption to residents and staff, this report seeks authorisation to:

(a) Waive the requirements of rule 4 of the CPRs to enable a direct contract award to Locata Housing Services Limited; and

(b) Subject to approval of (a), to award for 12- months from 18th October 2026 to 17th October 2027 for a value of £32,400.

4. **DECISION MADE BY:** Director of Environment

5. **DECISION:**

RESOLVED - That:

A 12-month direct award will provide business continuity and maintain uninterrupted access to the existing system while allowing sufficient time to assess future requirements, undertake any necessary market engagement, and complete a compliant procurement process if required. The proposed arrangement represents the most efficient and cost-effective option in the short term, avoiding unnecessary implementation costs and service disruption.

Over the coming months Procurement suggests a review of the market to be initiated and a procurement exercise to be undertaken to ensure a new Contract is procured prior to October 2027.

6. **REASON FOR DECISION**

Option 1 (preferred option)

Decision A: Approve an exemption in respect of rule 4 of the Contract Procurement Rules by utilising rule 21 of the CPRs, and

Decision B: subject to approval of Decision A, directly award and enter into a 12-month contract to the value of £32,400 with Locata Housing Services Limited for the provision of Case Management System from 18th October 2026 to 17th October 2027.

7. ALTERNATIVE OPTIONS CONSIDERED

Option 2

Do not approve an exemption of the requirements of rule 4 of the Contract Procedure Rules by utilising rule 21 of the CPRs.

This means that no request for a direct contract award to Locata Housing Services Limited could be made and that any appointment of a service provider to deliver the case management system until 17th October 2027 would be subject to the Council's Contract Procedure Rules. There would be a gap in service whilst the council re-procured the services. This option may cause unnecessary disruption to the service, the cohort and objectives of the funding. There is an additional risk that no submissions would be received for such a small contract value. It is therefore not recommended that this option is pursued.

Option 3

Do Nothing

Ceasing this contract would mean that we would have no ICT systems in place to run our day-to-day Housing Advice and Housing Register services affecting our administration of Choice Based Lettings (CBL), homelessness applications, and all case management functions. It is therefore not recommended that this option is pursued.

8. INTERESTS AND NATURE OF INTERESTS DECLARED

None

9. PRINCIPAL GROUPS CONSULTED: Not applicable

10. DOCUMENT CONSIDERED: None presented