

SUBMISSION OF LATE REPORT

NAME OF COMMITTEE : PENSIONS COMMITTEE

DATE OF COMMITTEE : 16 MARCH 2018

TITLE OF REPORT : PROCUREMENT OF PENSIONS ADMINISTRATION SOFTWARE UPDATE

Please explain why this report is late.

Procurement have requested that Committee be advised of potential costs of new administration software contract.

Please explain:

- why this report must be submitted to the next meeting of the Council/Committee; and
- why it cannot be submitted to a meeting of the Council/Committee at a later date.

Procurement for new benefit administration software needs to be completed before the end of March when our current contract expires.

Director

Date 13/03/2018

The following section must be completed by the Convener where a report must be submitted less than three clear days¹ before a meeting of the Council/Committee.

By law, an item of business must be open to inspection by members of the public for at least three clear days before a meeting.

An item of business not open to inspection for three clear days may be considered at a meeting only by reason of special circumstances, which shall be specified in the minutes, and where the Convener is of the opinion that the item should be considered as a matter of urgency.

Please explain why you are of the opinion that the item should be considered as a matter of urgency.

Convener

Date

M. Jones
14/3/2018

As per reason provided by Director above – potential additional costs require the item to be reported back to Committee – due to timescales for current contract, this cannot wait until the June meeting.

¹ For example if a letter is posted on Monday advising of a meeting on Friday, it gives 3 clear days notice (i.e. Tuesday, Wednesday, Thursday). Saturday, Sunday and public holidays are included within the definition of Clear Days.