

**SHEFFIELD CITY COUNCIL**  
**OFFICER DECISION RECORD**

The following decision was taken on 22 February 2024 by the Executive Director, Neighbourhood Services.

Date notified to all members: 12/04/2024
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1. **TITLE**

Corporate Property Asset Management System

2. **DECISION TAKEN**

It is recommended that the Executive Director of Neighbourhood Services:

- Approves the commissioning of a Corporate Property Asset Management system, including an upgrade to the existing system, from an external provider for a period of 4 years and for an estimated value of £971,568 as set out in this report.

3. **Reasons For Decision**

The recommendation is to approve the commissioning of a Corporate Property Asset Management system, for a maximum 4-year period. This will ensure the Council has a functioning, fit for purpose back-office asset management system. Without it the Council would risk the effective operational management and compliance of our corporate property estate including statutory servicing programmes, statutory risk assessment programmes (including fire risk assessments), and capital programmes and there would be considerable disruption for the management of property transactions and private leaseholders.

4. **Alternatives Considered And Rejected**

The following alternative options were considered:

Do nothing:

This is not an option as the function of the system is to manage the property asset management risks to the Council, which will cease to be available March-June 2024 when it becomes end of life. This creates a significant risk around loss of operational data and/or the data becoming static and out of date if returned to the Council.

Due to the imminent end of life of the current system and the requirements of the Council, the sourcing of a replacement is the only viable option at this time.

When the current solution becomes end of life, the Council will be without a supported, functioning corporate asset and property management system. This puts the Council at considerable risk both financially and in terms of its statutory compliance obligations.

5. **Documents used in making decision:**

Contract (confidential)

6 **Any dispensation granted by the Head of Paid Service**

None

7. **Respective Director Responsible for Implementation**

Director of Operational Services