

## Cabinet

<b>DATE OF MEETING:</b>	<b>THURSDAY 7 APRIL 2022</b>
<b>TITLE OF REPORT:</b>	<b>WEBSITE DEVELOPMENT REPORT</b>
<b>Report of:</b>	<b>Joint Chief Executive</b>
<b>Cabinet Portfolio:</b>	<b>Digital</b>
<b>Key Decision</b>	<b>N</b>
<b>Confidentiality</b>	Non-Exempt

### 1 PURPOSE OF REPORT

- 1.1 To update Cabinet on the outcome of the procurement process to identify a digital agency to assist with the implementation and ongoing support of a new corporate website and to seek approval to appoint Big Blue Door as the preferred supplier.

### 2 OFFICER RECOMMENDATION

- 2.1 The evaluation panel recommend that Hart District Council appoint [Big Blue Door](#) to help design, build, host and support the new website for the next two years.

### 3 BACKGROUND

- 3.1 In September 2021, Cabinet approved the website project subject to a further report to confirm costings and specification following the completion of the procurement exercise.

### 4 MAIN ISSUES

- 4.1 Since the report in Sept 2021, the project team became aware of the growing maturity of [LocalGov Drupal](#) framework. This framework is a group of 24 local authorities developing a pool of shared code, resources, research and expertise in Drupal, the web content management platform in place at Hart.
- 4.2 We [published our opportunity](#) on the Digital Marketplace on 4 January 2022 using the Digital Outcomes and Specialist framework. This opportunity set out our ambition to find a supplier to design, implement and support Hart's website using the LocalGov Drupal distribution.
- 4.3 Four suppliers were shortlisted including the agency who currently provides support and hosting services for the website.
- 4.4 Following a series of evaluation methods, Big Blue Door have been selected as the best fit to deliver the new corporate website.

## 5 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5.1 The recommendations are set out in Section 2. No alternatives have been considered or rejected.

## 6 CORPORATE GOVERNANCE CONSIDERATIONS

### Relevance to the Corporate Plan and/or The Hart Vision 2040

The website project meets the Council's ambitions as set out in the Hart Corporate Plan 2017-2022 to be a Council that:

- creates welcoming services that are inclusive and engaging
- creates efficient services available 24/7

### Service Plan

Is the proposal identified in the Service Plan?	Yes
Is the proposal being funded from current budgets?	Yes
Have staffing resources already been identified and set aside for this proposal?	Yes

### Legal and Constitutional Issues

There are no specific legal implications associated with this project.

### Financial and Resource Implications

The procurement is within the Corporate Service Plan. Previous years earmarked reserves were set aside as part of the Digital Strategy to assist with the capital costs for the procurement of the digital agency.

The project costs provided by Big Blue Door will mean that we will be able to deliver the project within the £148,000 budget framework as set out in the September 2021 Cabinet approval.

The four suppliers submitted project costs for the duration of the two-year contract. These ranged from £84,000 to £97,500. Big Blue Door set out total project costs including support and hosting for £93,200.

Project resource has been recruited for as part of the ongoing costs to this project. One officer on a year fixed term contract is in place and assisting with the delivery of the project. There are wider resource implications for the business but expected to be managed as part of day-to-day activities.

The project target dates are set out below.

April 2022	Contract award letter issued to supplier
April	New supplier engaged, kick off meeting
April-June	Design and development of website
July	Proof of concept launched on website
July-Oct	Ongoing development & content migration

Oct	Training and testing
Nov	Launch of new website

## **Risk Management**

By collaborating with a wider network of local authorities reduces the overall risk of the project. A key element of the procurement was to ensure we partnered with an agency who was prepared to engage with the LocalGov Drupal community. This approach provides ongoing support and knowledge transfer to a small project team.

A risk register has been developed and will be actively managed as part of the overall governance.

## **7 EQUALITIES**

- 7.1 An Equality Impact Assessment has been undertaken as part of the project and is available for review.

## **8 CLIMATE CHANGE IMPLICATIONS**

- 8.1 Suppliers were asked to provide clarity around their commitment to climate change, including sight of their roadmap to carbon neutrality. Their response contributed to the final evaluation score of the procurement process.

We have set out our ambition with Big Blue Door to provide as much flexibility around meeting requirements. We will set up virtual meetings as far as possible, reducing the time for representatives from the agency travelling to/ from the civic office.

## **9 ACTION**

- 9.1 Subject to Cabinet approval, the activities set out in Section 6 will be implemented.

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