



OFFICIAL EXECUTIVE DECISION NOTICE PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

Title of decision	Corporate Technology and Innovation Programme - Release No: 2 – Development of consignment tracking system for the Imported Food Office, Heathrow
Reference No.	421
Date of decision	Wednesday 16 March 2022
Call-in expiry date	5pm, Wednesday 23 March 2022
Relevant Select Committee(s)	Public Safety and Transport Select Committee
Relevant Ward(s)	All

Decision made

Cabinet Members making the decision	Councillor Martin Goddard – Cabinet Member for Finance Councillor Douglas Mills - Cabinet Member for Corporate Services & Transformation Councillor John Riley - Cabinet Member for Public Safety & Transport
	Approved That the Cabinet Member for Finance, Cabinet Member for Public Safety & Transport and Cabinet Member for Corporate Services & Transformation: 1) Accepted the single tender from RH Environmental Ltd for the continuation of the further development of a hosted consignment tracking system to the London Borough of Hillingdon at a value of £112k. 2) Approved the capital release request of £126k from the Corporate Technology & Innovation programme budget, to be funded through grant monies, for the continuation of the provision of a hosted Consignment Tracking System to the London Borough of Hillingdon.
Reason for decision	The Imported Food office is based at Heathrow Airport and operates a service 24/7 and 365 days a year. The team is responsible for checking and sampling food products that have

	<p>been imported into the UK through Heathrow Airport. The Inspection Officers and Veterinarians have to ensure that products from non-European Union (EU) countries (third countries) comply with European standards and legislation. The processes are currently managed manually and require automation.</p> <p>Following an ICT review and analysis it became apparent that there are no commercial off-the-shelf (COTS) systems available that will meet the business requirements fully. RH Environmental Ltd (RHE) were awarded the contract in 2019 to develop a bespoke solution that will meet all the needs identified by the business. RHE has partially developed the system; however, further funding is required to implement the changes following BREXIT such as integration with the Import of Products, Animals and Food System (IPAFFS) and to further automate the processes to negate duplication and manual entry.</p>
Alternative options considered and rejected	One option is to do nothing and continue to run the services manually. This option is not recommended. Any solution sought for this project will need to be bespoke and specialised due to the nature of the service.
Classification	Part 2 – Members’ Only and Not for Publication
Link to associated report	<i>This item is included in Part 2 as it contains information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighs the public interest in disclosing it (exempt information under paragraph 3 of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 as amended).</i>
Relevant Officer contact & Directorate	Harjeet Sohal / Stephanie Waterford – Place Directorate
Any interest declared by the Cabinet Member(s) / dispensation granted	N/A

Implementation of decision & scrutiny call-in

[Internal Use only]	
When can this decision be implemented by officers?	<p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p>5pm, Wednesday 23 March 2022</p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request,</p>

	Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.
Councillor scrutiny call-in of this decision	<p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p>Scrutiny Call-In - Power Apps (secure)</p>
Further information	<p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: democratic@hillingdon.gov.uk.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;">Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</p>