

**Officer Decision Record Template**

Record of Decision of the implementation of Victoria Solutions Localised Verification Framework to replace current contract (A207 - Risk Based Verification)

– Service Director Neil Copley

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Subject

Request to waiver for the implementation of Victoria Forms: Localised Verification Framework – This solution will replace the current RBV contract with Victoria Solutions (A207) - As an alternative to Third-party RBV services, Victoria Forms have created a Localised Verification Framework approach designed to reduce the amount of Evidence that is requested by the form, at the point of submission, using the knowledge and expertise of your Local Authority to determine how much evidence should be requested. By switching to this solution, this will generate approx. £20,882.00 per annum in comparison to the current contract costs. A new contract will be agreed with Victoria Solutions based on a 3 year term and this will generate over £60k of savings in total.

Authority

*Minute Number:*

Decision Taken

Implementation of Victoria Forms: Localised Verification Framework based on a 3 year commitment. Charging period from 01/12/2019 to 31/11/2022 (3 Years) at a cost of £7,125 per year.  
Total waiver value and contract cost £21,375.00

Date of Decision

07<sup>th</sup> November 2019

Signature

(Insert Officer name)

NEIL COPLEY

*Scan / email the completed form and appendices to the Council Governance Unit and keep the original on the project file*