

Delegated Decision Notification (DDN)

Lead directorⁱ:	Director of Environment and Housing
Subjectⁱⁱ:	Report to support a framework agreement procurement for the provision of digitisation and storage of paper records in Environment and Housing
Decision detailsⁱⁱⁱ:	<p>The Director of Environment and Housing agreed to approve the commencement of a procurement exercise to put in place a Scanning and document related services framework. Housing Management currently have in excess of 3 million paper records which require digitising and secure off site storage to enable the implementation of the community hub programme and also to improve existing record management practices and compliance with the Data Protection Act.</p> <p>Through the scanning of these records the council will make savings of over £2 million over a number of years “through the release of assets, staff mileage costs and supplies. It will also result in:</p> <ul style="list-style-type: none"> • Faster access to information leading to more efficient use of staff time • Better management of records • A consistent approach to corporate information management leading to consistent standards and improved compliance with the Data Protection Act. <p>On completion of the scanning of records in Environment and Housing, the framework agreement can be scaled up and services can be utilised by any other area in the council who require similar service provision.</p>
Type of decision:	<p><input checked="" type="checkbox"/> Key decision (executive)</p> <p>Is the decision eligible for call-in?^{iv} <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the decision exempt from call-in?^v <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Significant operational decision (council or executive^{vi} – not subject to call-in)</p> <p><input type="checkbox"/> Administrative decision (council or executive^{vii} – not subject to publication or call-in)</p>
Notice^{viii} or call-in (key decisions only):	<p>Date the decision was published in the list of forthcoming key decisions: 29/04/2016</p> <p>If not on the list of forthcoming key decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision.</p> <p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public.</p>
Affected	N/A

wards:			
Details of consultation undertaken:	Executive Member Councillor Lewis Councilor Coupar	Date consulted: 09/05/2016 09/05/2016	Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Ward Councillor N/A	Date consulted:	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Other Neil Evans Director of Housing and Environment- Richard Ellis, Head of Finance Jill Wildman, Chief Housing Officer Housing Management SMT Jane Watson Change in the Workpalce Richard O' Brien- Solutions Architect	-25th November 2015 -29th April 2016 - 19th April 2016 - 22nd April 2016 - 18th April 2016 - 10th March 2016 - 28th April 2016	Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: <input type="checkbox"/> No
	Neil Evans Director of Housing and Environment Andy Nutting Corporate Information Governance Manager Robert Greaves ICT Strategic Sourcing - Value for Money Assessment/Shared Services Agreement	- 25 th November and 29 th April 2016 - 18 th April 2016 - 25 th April 2016	
Capital injection approval required:	Injection approval required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, you must complete the Approval box below)		

Capital Injection approval	N/A Name: Title:	Capital scheme number: XXXXXX / XXX / XXX Date:
Contract details (procurement decisions only)	Contract reference number N/A	Contract title
		Supplier
Implementation (key decisions only)	Officer accountable for implementation Girish Solanki Timescales for implementation ^x Published on list of forthcoming key decisions – 29 th April 2016 Expected Date of Decision by Director of Environment and Housing –27 th May 2016	
Contact person:	Girish Solanki	Telephone number ^{xi} : 07877865370
Decision maker or authorised signatory^{xii}:	Neil Evans The Director of Environments and Housing 	Date: 25/05/16

ⁱ The leader of the council may also make executive decisions and should be specified as the lead director where appropriate.

ⁱⁱ A brief title should be inserted here. If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list.

ⁱⁱⁱ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding on the chosen option, although care must be taken not to disclose any confidential or exempt information.

^{iv} See the executive and decision making procedure rules for eligibility. The decision will not be eligible for call-in if it has already been subject to call-in i.e. considered by the relevant scrutiny board. This includes a decision which has been modified by the decision maker following a recommendation by a scrutiny board after call-in of the earlier decision.

^v If the decision is exempt from call-in a reason must be provided in the 'notice or call-in' box and in the report. The call-in period expires at 5pm on the 5th working day after publication. Scrutiny support will notify decision makers of matters called-in no later than 12 noon on the 6th working day.

^{vi} If the decision would have been a key decision but for an exception set out in article 13.4(b), please refer to the connected key decision in the decision details (either by the title or the reference number).

^{vii} Administrative decisions do not need to be published on the council's website but this form may be used

for internal recording of the decision.

viii All key decisions should appear on the list of forthcoming key decisions for 28 clear days before the decision can be taken. If 28 clear days' notice has not been provided, a reason must be provided here.

ix No member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

x Please include proposed timescales for commencement and / or completion of implementation as appropriate.

xi Please insert a complete telephone number whether land line or mobile, rather than an extension number so that you can be contacted from outside the council.

xii The signatory must be duly authorised by the lead director to make a decision in accordance with the relevant sub-delegation scheme. It is not acceptable for the signature to be 'pp' for the authorised signatory. For key decisions only, the date of the authorised signature signifies that, at the time, the officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have on the final decision.