

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

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| Decision type | <input checked="" type="checkbox"/> Key Decision | <input type="checkbox"/> Significant Operational Decision | <input type="checkbox"/> Administrative Decision |
| Approximate value | <input type="checkbox"/> Below £500,000 <input checked="" type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000 | <input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 |
| Director¹ | Director of Strategy and Resources | | |
| Contact person: | Kevin Davies | Telephone number: 0113 378 4373 | |
| Subject²: | Approval of direct award contract through the Yorkshire Purchasing Order framework to Access UK Ltd for move to vendor supplier hosting and ongoing support & maintenance of Mosaic | | |
| Decision details³: | What decision has been taken? | | |
| | <p>The Director of Strategy and Resources has given approval to a direct award through Yorkshire Purchasing Organisation (YPO) framework a contract to Access UK Ltd for the implementation of supplier hosting (SaaS) and support and maintenance, for the period 1st April 2024 – 31st March 2028.</p> <p>The cost of making a direct award of the contract for this period is £911,632 to 31st March 2028.</p> <p>The decision to award the contract is being taken on technical grounds as Mosaic is fully embedded into the Council's systems and can only continue to be supported and maintained by Access UK Ltd.</p> <p>The decision is based following a feasibility assessment, to move the Mosaic from on premise to cloud hosted in line with the Government and corporate 'Cloud First' principle.</p> | | |
| | <p>A brief statement of the reasons for the decision</p> <p>Please refer to attached report.</p> | | |
| <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Please refer to attached report.</p> | | | |

¹ Give title of Director with delegated responsibility for function to which decision relates.

² 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

³ Simply refer to supporting report where used as these matters have been set out in detail.


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| Affected wards: | All | | |
| Details of consultation undertaken⁴: | Executive Member | | |
| | Ward Councillors | | |
| | Others - Director of Children and Families Service | | |
| Implementation | Officer accountable, and proposed timescales for implementation: Continuation of service provision. | | |
| List of Forthcoming Key Decisions⁵ | Date Added to List: General exception requested. | | |
| | If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision In accordance with section 2.5 of the Executive and Decision-Making Procedure Rules, this decision is being made under General Exception provisions. This is due to the time sensitive nature of the decision. If the decision were to be made in accordance with standard Key Decision rules (which require 28 clear calendar days between publication in the List of Forthcoming Key Decisions and the decision being taken), this would mean that the discounted offer to be in place for the end of March 2024 would not be in place, resulting in extra cost for the council. As such, to not approve this contract under the General Exception provisions would risk signification extra cost to the council. | | |
| | If Special Urgency Relevant Scrutiny Chair(s) approval | | |
| | Signature | Date | |
| Publication of report⁶ | If not published for 5 clear working days prior to decision being taken the reason why not possible: | | |
| | Signature | Date | |
| Call In | Is the decision available ⁷ for call-in? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| | If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: | | |

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

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| Approval of Decision | Authorised decision maker ⁸ Director of Strategy and Resources - Mariana Pexton | |
| | Signature  | Date 08/03/24 |

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.