

Delegated Decision Notice (DDN)

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input 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 checked="" 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 & Resources		
Contact person:	Andy Keightley	Telephone number: 07830 452355	
Subject²:	Accounts Payable Audit Solution.		
Decision details³:	What decision has been taken? Approval to direct award a new contract to Fiscal Technologies Ltd. under Regulation 32(2)(b)(ii) of the Public Contracts Regulations (PCR) 2015 - Use of the negotiated procedure without prior publication for the provision of the Council's Accounts Payable Audit Solution.		
	A brief statement of the reasons for the decision (The Council's Business Support Centre (BSC) uses the Accounts Payable Audit Solution to provide pre-payment quality assurance checks on all the payments being made by the Council and to highlight potential duplicate payments, anomalies that could lead payment errors and to detected potential fraud. Awarding a new contract for the period 1 st April 2024 to 31 st March 2027 will ensure the Council can continue to use the current Account Payable Audit Solution during the implementation period and will allow familiarity to ensure integrity and provide assurance during the transition.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision It is recognised that there are potentially other suppliers and a review of the technology in this space is in scope for the CBT Programme and this element will be picked up as part of the continual improvement element of the Source to Pay workstream following the Microsoft Dynamics F&O go-live which is scheduled for Autumn 2024. The intention is to undertake a competitive exercise in advance of the expiration of this contract in March 2027.		

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.

Affected wards:	
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ Yes
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	The software is already in use
List of Forthcoming Key Decisions⁷	Date Added to List:-
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:
	If published late relevant Executive member's approval Signature _____ Date _____
Call-in	Is the decision available ⁹ for call-in? <input type="checkbox"/> Yes <input checked="" 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 Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ 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.

Approval of Decision	Authorised decision maker ¹⁰ Andrew Byrom – Deputy Chief Digital & Information Officer	
	Signature 	Date 20 th March 2024

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.