

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	The Director of Strategy and Resources		
Contact person:	Peter Harding	Telephone number: 0113 37 89119	
Subject²:	Housing Benefit e-forms		
Decision details³:	What decision has been taken? The Chief Digital and Information Officer gave approval to enter a call-off agreement with IEG4 through the G-Cloud 13 Framework, at a value of £101,822.00 ex VAT. From 1st April 2024 – 31st March 2025		
	A brief statement of the reasons for the decision An eForm solution from the supplier IEG4 is currently in use by the Welfare and Benefits Service to enable the following functions: <ul style="list-style-type: none"> - Make a claim for Housing Benefit, Council Tax Support and Free School Meals. - Enable existing claimants to submit details of any Change in Circumstances which may affect their entitlement. The contract with IEG4 will expire 31 st March 2024, with no options to extend available, and there is insufficient time to implement a technical solution from any supplier other than the current/ incumbent supplier.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision <ol style="list-style-type: none"> 1 Replace with inhouse build – potential to develop benefits e-Forms in house using existing API to integrate with Revs and Bens system. No external spend or future costs, but not achievable within current timescale. 2 Re-procure – Open competition or framework procurement exercise to award a new contract. Potential for a lower price or technical rationalisation, but not 		

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.

	<p>achievable by end of current contract due to implementation requirements. The contract would likely conflict with year-end, and testing and training requirements would cause significant disruption of service.</p> <p>3 Do nothing – failure to award a new contract would require returning to paper forms, resulting in massive impact on benefits access for vulnerable citizens.</p>		
Affected wards:	ALL		
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

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.

	<p>If exempt from call-in, the reason why call-in would prejudice the interests of the council or the public:</p>	
<p>Approval of Decision</p>	<p>Authorised decision maker¹⁰ The Chief Digital and Information Officer - Andrew Byrom</p>	
	<p>Signature</p> 	<p>Date 02/4/24</p>

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