


Delegated Decision Notification (DDN)

This form is used both to give notice of an officer's intention to make a key decision and to record any delegated decision which has been taken. The decision set out on this form therefore reflects the decision that it is intended to be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

Lead directorⁱ:	Director of Resources and Housing
Subjectⁱⁱ:	Waiver of Contract Procedure Rules (CPRs) 8.1 and 8.2 and approval to enter into a contract with ThirdSpace Ltd, for managed and support services of Forefront Identity Management (FIM) solution.
Decision detailsⁱⁱⁱ:	<p>The Deputy Chief Digital and Information Officer approved the request to waive contract procedure rules 8.1 and 8.2 (in accordance with CPR27) and approve the purchase of the renewal of the support contract, for the ThirdSpace FIM Comprehensive Identity Platform and Essential Support Agreement, over the next three financial years:</p> <ul style="list-style-type: none"> a. Apr 2020 to Mar 2021, value £12,000 b. Apr 2021 to Mar 2022, value £12,000 c. Possibly Apr 2022 to Mar 2023, value £12,000, if implementation of a replacement Identity Management solution is delayed (total contract value £36,000). <ul style="list-style-type: none"> • The contract must be renewed before the end of March each year, when the previous contract expires, to avoid incurring additional costs. • The order to purchase the renewal of the support contract, each year, will be raised by the Identity and Monitoring Manager, Team Leader FIM / AD / System Centre
Type of decision:	<p><input type="checkbox"/> Key decision (executive)</p> <p>Is the decision eligible for call-in?^{iv} <input 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 checked="" 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: N/A</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: N/A</p>

Affected wards:	None	
Details of consultation undertaken:	Executive Member	Date consulted: _____ Interest disclosed? ^{ix} <input type="checkbox"/> Yes Date of dispensation: _____ <input type="checkbox"/> No
	Ward Councillor	Date consulted: _____ Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: _____ <input type="checkbox"/> No
	Others ^x please specify:	Date consulted: _____ Interest disclosed? <input type="checkbox"/> Yes Date of dispensation: _____ <input type="checkbox"/> No
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	Name: _____ Title: _____	Capital scheme number: XXXXX / XXX / XXX Date: _____
Contract details (procurement decisions only)	Contract reference number: ITS180025 YORtender Reference: DN401761	Contract title: ITS180025 Support and Maintenance of Forefront Identity Management solution
		Supplier ThirdSpace, 6th Floor, Seacourt Tower, West Way, Oxford, OX2 0JJ
Implementation (key decisions only)	Officer accountable for implementation: N/A Timescales for implementation ^{xi} N/A	
Contact person:	Identity and Monitoring Manager Name: Allan Grindrod	Telephone number ^{xii} : 01133784375
Decision maker	Chief Digital and Information Officer	Date: 30 Mar 2020

or authorised signatory^{xiii}:	Name: Dylan Roberts 	
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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 forthcoming key decisions, the title of the decision should be the same as that use^d in the list.

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 exemp^t information.

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.

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.

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 refe^rence number).

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.

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.

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.

This may include other elected members, officers, stakeholders and the lo^cal community.

Please include proposed timescales for commencement and / or completion of implementation a^s appropriate.

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

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 representave on the final decision.

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