

Record of Officer Decision

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	City Development	
Contact person:	Sarah Carling	Telephone number: 0113 378 7876
Subject²:	Approval to commence procurement of a CRM system for the AD: Venture Business Support Programme.	
Decision details:	<i>What decision has been taken?³</i>	
	<p>The Chief Economic Development Officer;</p> <p style="padding-left: 40px;">a) Approved commencement of the procurement of a CRM system for the Ad: Venture Business Support Programme.</p>	
	<i>A brief statement of the reasons for the decision⁴</i>	
	<p>Leeds CC is the lead partners for the Ad: Venture business support programmes. The project is funded through ERDF and a range of other partnership sources, and is led and managed by Leeds CC on behalf of a city region wide partnership.</p> <p>The project is delivered by a consortium of “delivery partners “including a number of local authorities, the Chambers of Commerce, the Business Enterprise Fund, a number of the city regions universities, and the Princes Trust.</p> <p>Leeds CC provides the programme management function for project, as part of this role Leeds CC is responsible for commissioning a CRM system that will support the programme manage business participants in their journey through the projects, and meet a range of reporting and record keeping requirement</p>	

¹ With delegated authority set out in Constitution


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 Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

	<p>from funders. Commissioning and delivering the CRM system will fulfil a Leeds CC contractual obligation, set out in the project grant funding agreement.</p> <p>The budget for the project has been established with reference to a market testing exercise undertaken in 2019.</p>
	<p><i>Brief details of any alternative options considered and rejected by the officer at the time of making the decision</i></p> <p>To develop the specification officers undertook a number of consultation sessions with staff that will be using the system. The results of the consultations were used to develop a number of “users stories”. Officers used these “stories” to consider a number of options for delivering the functions the system will provide, and to prioritize the functionality of the system. The CRM will replace a number of processes that are currently being completed manually or on spreadsheet, it will allow the project to operate more efficiently.</p>
<p>Affected wards:</p>	
<p>Details of consultation undertaken⁵:</p>	<p><i>Executive Member</i></p> <p>The original phase application for Ad: Venture was developed on the basis of extensive consultation with a wide range of organisations across the city region. As part of the consultation process within the Council, briefings were held with Executive Members, senior Finance Managers and the Corporate Leadership Team.</p> <p><i>Ward Councillors</i></p> <p><i>Other</i></p> <p>The programme has benefitted from on-going input and consultation from a range of organisations through a Project Board, which provides oversight and scrutiny for all project activities. Project Boards include representation from all participating districts and the combined authority</p>
<p>Implementation</p>	<p>Officer accountable for implementation :</p>

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

	<p>Sarah Carling (Ad: Venture Programme Manager) with support from a range of officer within Digital Information Services.</p> <p>Timescales for implementation ; It is anticipated that the tender will be issued in June 2020, and let in August following assessment of tender submissions.</p>	
List of Forthcoming Key Decisions⁶	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)	
	Signature	Date
Call In	Is the decision available ⁷ for call-in? <input 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:	
Approval of Decision	Authorised decision maker ⁸ Eve Roodhouse : Chief Economic Development Officer	
	Signature 	Date 10/06/2020

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

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