

Delegated Decision Notice


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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director, Resources & Housing		
Contact person:	Lorna Gladstone – Corporate Records Manager		Telephone number: 0113 3786625
Subject²:	Approval to award a framework agreement for the provision of Scanning and Document Digitisation Services		
Decision details³:	What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.) In line with Contract Procedure Rule (CPR) 18, the Director of Resources & Housing approved the request to appoint Restore Digital Ltd to the Framework Agreement to Restore Digital Ltd for the provision of Scanning and Document Digitisation Services for a period of four (4) years from 1 st February 2021 to 31 st January 2025. The total spend allowable under the Framework Agreement is £2 million.		
	A brief statement of the reasons for the decision: (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate) The Council's previous contract for Scanning and Document Digitisation Services was awarded in 2016 and has now expired. The establishment of a new Framework Agreement is required to support those service areas across the Council will enable services across the Council to continue the digitisation of their paper records, making them instantly available to users anytime, anywhere.		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision: n/a		

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:	All wards		
Details of consultation undertaken⁴:	Executive Member		
	Ward Councillors		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation Corporate Records Manager Implementation – immediate, but utilisation of the Framework will be dependant upon individual Service Area requirements.		
List of Forthcoming Key Decisions⁵	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 report⁶	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 ⁷ 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:		
Approval of Decision	Authorised decision maker ⁸ Neil Evans, Director of Resources and Housing		
	Signature 	Date: 21/01/21	

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.

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