

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 checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input checked="" 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 type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	The Director of Resources		
Contact person:	Kelsey Campbell		Telephone number: 0113 33 68625
Subject²:	Authority to commence a procurement for the provision of services to re-platform and replace the Council's Microsoft Access Databases.		
Decision details³:	<p>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.)</p> <p>The Director of Resources approved the procurement for the services of a supplier/s to work in partnership with the Council's Integrated Digital Services (IDS) team on delivery of the replacement of Microsoft Access databases.</p> <p>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)</p> <p>This is a new procurement in order to complete delivery of an existing project. The capital spend under Applications Portfolio Programme (APP) was approved in March 2021 and this tender is within the agreed project budget and governance under APP. The project team are working closely with strategic sourcing on the procurement aspect and implications of this.</p> <p>The plan is to award to a maximum of 4 suppliers and allocate workload</p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

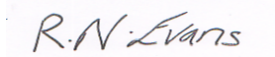
² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	by grouped initiatives, to ensure the work and the contract are more manageable.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>There are limited options available to us in order to deliver replacements in a quick and efficient manner. Internally, the resource is not available to manage the number of databases which require replacement. In addition, the size of the team required to work in an accelerated manner, means individual contractors were not an option.</p> <p>If we were to do nothing, we risk maintaining data security and our Public Services Network certification, which could result in the stoppage of services and/or financial penalty.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	<p>Others</p> <p>Chief Technology Officer – Dale Coombs</p> <p>Head of Portfolio Management Office – Claire Grundy</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Kelsey Campbell – Project Manager</p> <p>Contract award estimated – December 2021</p> <p>Start date of supplier/s – January 2022</p>
List of Forthcoming Key Decisions⁵	Date Added to List:- 15/10/2021
	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

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

	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 checked="" 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 The Director of Resources - Neil Evans	
	Signature 	Date 08/12/21

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.