

## Delegated Decision Notice

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

<b>Decision type</b>	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
<b>Approximate value</b>	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input checked="" 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
<b>Director<sup>1</sup></b>	Director of Resources		
<b>Contact person:</b>	Mark Amson	Telephone number: 0113 3788290	
<b>Subject<sup>2</sup>:</b>	Approval to procure an automated solution to improve processing of Revenues Services transactions.		
<b>Decision details<sup>3</sup>:</b>	<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 Chief Officer Financial Services approved the request :</p> <p style="padding-left: 40px;">To undertake a procurement exercise, in line with CPR 3.1.7, to appoint a software supplier to support the delivery of the end to end automation of many council tax and business rates transactions via the council's website at an estimated project cost of £1.1m.</p> <p style="padding-left: 40px;">To utilise the Crown Commercial Services (CCS) G-Cloud 12 framework : Software Supplier (Lot 2) to carry out the procurement exercise.</p> <p style="padding-left: 40px;">For Revenues Service and IT Procurement officers to complete all the actions necessary to undertake the procurement and award the contract at the beginning of June 2022.</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>The proposal will improve the customer experience when accessing council tax and business rates services and speed up response times when dealing with resident's communications . Services will be able to focus on more complex cases and be able to bill quickly and set up payment methods automatically leading to improvements for collections of council tax and</p>		

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> 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

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

	business rates.
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>The business case considered:</p> <ul style="list-style-type: none"> <li>• further automation via our current legacy system,</li> <li>• automation and integration with a specialised portal system designed exclusively for end-to-end automation of council tax and business rates transactions and</li> <li>• to do nothing.</li> </ul> <p>It was considered that to do nothing would not align with the Council's digital journey and would not provide the access to services that residents now require.</p> <p>On this basis automation was agreed.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	Executive Member
	None
	Ward Councillors
	None
	Chief Digital and Information Officer <sup>5</sup>
	The project plan and procurement method was discussed with the CDIO on Friday 6 <sup>th</sup> May and was approved to progress procurement on the basis of the G-Cloud 12 framework.
	Chief Asset Management and Regeneration Officer <sup>6</sup>
	N/A
	Others
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>The accountable officer is the Head of Service for Revenues – Mark Amson.</p> <p>The aim is to commence the procurement of the software supplier partner at the end of May/ early June 2022 with a view to awarding the contract by mid June with implementation commencing at the end of June 2022 until the end of October 2022.</p>
<b>List of</b>	Date Added to List:- 21 <sup>st</sup> April 2022

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<b>Forthcoming Key Decisions<sup>7</sup></b>	<b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision	
	<b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
<b>Publication of report<sup>8</sup></b>	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 _____	
<b>Call In</b>	Is the decision available <sup>9</sup> for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:	
<b>Approval of Decision</b>	Authorised decision maker <sup>10</sup> VICTORIA BRADSHAW Chief Officer Financial Services	
	Signature V. f. Bradshaw	Date 20 / 05 / 2022

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> 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.

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