

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 of Resources		
Contact person:	Mark Amson		
Subject²:	Approval to award an automated solution to improve processing of Revenues Services transactions		
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 Chief Officer Financial Services gave approval regarding :</p> <p>a) The award of a new contract, in line with CPR 3.1.7, to Govtech Solutions Ltd for the provision of a software system to support the delivery of the end to end automation of many council tax and business rates transactions via the council's website. The contract shall be for the period of 11th July 2022 to 10th July 2024 with the option to extend by two periods of 12 months. The maximum value per annum being £156,875 and so has a potential total of £627,500 if the extensions are taken up in full.</p> <p>b) The variation of the existing Academy Revenues & Benefits contract with Capita PLC for the installation of the API connections for the smooth and efficient transfer of information between the Govtech solution and the Academy system. The variation will be for the one off cost of installation at a total cost of £140,203.</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.

	<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 award of these contracts 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 business rates.</p> <p>This is a significant operational decision as a direct consequence of key decision D55298 taken on 31/5/22</p> <p>Please see attached report.</p>
	<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"> • further automation via our current legacy system, • automation and integration with a specialised portal system designed exclusively for end-to-end automation of council tax and business rates transactions and • to do nothing. <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. On this basis automation was agreed.</p>
<p>Affected wards:</p>	<p>All</p>
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member</p> <p>The Executive Member was consulted on the recommendation on the 4th July 2022.</p> <hr/> <p>Ward Councillors</p> <p>None</p> <hr/> <p>Chief Digital and Information Officer⁵</p> <p>Joint meeting of the Director of Finance and CDIO took place on Friday 24th June 2022 to review the report.</p> <hr/> <p>Chief Asset Management and Regeneration Officer⁶</p>

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

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

	N/A	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation The accountable officer is the Head of Service for Revenues – Mark Amson. The aim is to award the contract early July 2022 with implementation commencing mid July 2022 until the end of October 2022.	
List of Forthcoming Key Decisions⁷	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 report⁸	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 ⁹ 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 ¹⁰ Chief Officer Financial Services – Victoria Bradshaw	
	Signature V. f. Bradshaw	Date 04/07/2022

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

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

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

⁹ 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.

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