

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 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 checked="" 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:	Claire Grundy	Telephone number: 0113 378 4812	
Subject²:	Use of Government Digital Market Place to engage a supplier to deliver Robotic Process Automation (RPA) that will new technical solutions that support the digital transformation work necessary to support financial savings.		
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.) The Chief Digital & Information Officer has approved an exercise to procure additional technical resources, skilled and experienced in the development and employment of Robotic Process Automation (RPA) technologies. This is to augment existing resources. Additional resource is required to expedite the development and implementation of technical solutions that will support: <ul style="list-style-type: none"> • achievement of efficiencies; • income generation; • digitisation and modernisation of services and back-office processes. 		
	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 faces significant financial challenges and better and increased use of the capabilities provided by RPA technologies will help support delivery of efficiencies and income generation through increased digitation, automation and modernisation of service delivery and back-office processes. RPA solutions will save time and human effort as it automates the execution of repetitive tasks. RPA provides increased productivity and reduces errors. As RPA's automated software robots are programmed more effectively, these bots can perform a greater number of routine tasks, extending our human staff resource even more. RPA solutions will also provide enhanced customer interactions as it moves processes faster and		

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>more efficiently than human staff. With more low-level customer requests handled automatically, those customers will have a better experience. Increased RPA across the authority will generate efficiencies to support the financial challenge.</p> <p>IDS does not have sufficient capacity or skills in RPA to deliver solutions in a timely manner and so a procurement exercise is required to secure additional capacity from a suitably experienced and skilled supplier with a proven track record.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>To deliver appropriate and supportable solutions in a timely manner requires the augmentation of existing IDS resource. Procuring supplementary resources affords the most expedient and cost-effective route to facilitate delivery at pace.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ This work is being commissioned via the CDIO.
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others N/A
Implementation	Officer accountable, and proposed timescales for implementation Claire Grundy, Head of Portfolio Management Office, is the accountable officer. Proposed timescales for implementation are from November 2022.
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A
	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	If not published for 5 clear working days prior to decision being taken the reason

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

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

report⁸	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 Digital & Information Officer - Leonardo Tantari,	
	Signature 	Date 22/9/22

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.