

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 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
Director¹	The Director of Resources		
Contact person:	Andrew Byrom, IDS, Resources	Telephone number: 0113 37 84339	
Subject²:	Purchase of Microsoft Licences for Dynamics and Power Apps		
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.) At Executive Board on the 19 th of October 2022 a decision was taken to select Microsoft Dynamics to deliver Phase 1 of the Core Business Transformation (CBT) programme. As a consequence of this decision ref (D55730) a significant operational decision will be taken to purchase the required licences.		
	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) Please see accompanying report		
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision Please see accompanying report		

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:	None		
Details of consultation undertaken⁴:	Executive Member Consultation was undertaken with Councillor Coupar on 19 th December 2022 and approval provided by email at 11:13 am.		
	Ward Councillors Not applicable		
	Chief Digital and Information Officer ⁵ Leonardo Tantari has led the negotiation of the purchase of Microsoft Licences for Dynamics and Power Apps.		
	Chief Asset Management and Regeneration Officer ⁶ Not applicable		
	Others		
Implementation	Officer accountable, and proposed timescales for implementation		
List of Forthcoming Key Decisions⁷	Not required, this decision is a consequence of the decision taken at Executive Board.		
	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:		

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

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.

Approval of Decision	Authorised decision maker ¹⁰ Leonardo Tantari, Chief Digital Information Officer	
	Signature 	Date 20/12/22

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