

## Delegated Decision Notice (DDN)

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

<b>Decision type</b>	<input type="checkbox"/> Key Decision	<input checked="" 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 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
<b>Director<sup>1</sup></b>	Director of Children & Families		
<b>Contact person:</b>	Amanda Ashe	<b>Telephone number:</b> 07891 275941	
<b>Subject<sup>2</sup>:</b>	Approval to award a contract for a new Nursery Business Management System for the Little Owls Child care business		
<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, Social Work approved the award of a contract to Famly Ltd for the procurement of a new Nursery Digital Information Management System for an initial period of two (2) years from April 2023 to April 2025 with the option to extend for a further period of up to twenty four (12+12) months (subject to further approval) for a maximum of four (4) years in total.</p> <p>The total cost of the contract for the initial two (2) year period is £92,400.00.</p> <p>Any extensions taken after the initial period will be at a cost of 3% per year increase to the standard annual rate of £46,200.</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 award of a contract for the provision of a new Nursery Business Management System will support and contribute to the delivery of the following Council policies and priorities:</p> <ul style="list-style-type: none"> <li>i) Sustainable Infrastructure</li> <li>ii) Becoming a More Efficient and Enterprising Council</li> </ul>		

<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.

	<p>iii) Little Owls Nurseries contribute to the outcomes of the Childrens and Young Peoples Plan, Best Start and the Child Friendly City initiatives.</p> <p>The decision to carry out a competitive tender exercise procurement of a single integrated cloud hosted Nursery Business Management System which can provide both improved and integrated functionality for all the Little Owls Service (Nurseries) will support the Council's ambitions and strategic objectives to rationalise its software systems estate, reduce manual recording and paper-based systems as well as reducing reliance on in-house servers, thereby helping to reduce technical debt.</p> <p>Finance colleagues have confirmed that they are happy to award the contract from a finance perspective. We are confident that the cost of the business system will be met from existing revenue resources as it is intended that the implementation of the system will deliver efficiencies through improved income management, increased setting capacity and reduced admin time.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>An in house-built system was attempted in 2016. This failed due to reliance on the CCMS system which was unable to support the extra data and reporting. Research was undertaken on several other systems already implemented by Leeds City Council including synergy. None of these systems provided the functionality that is required to run a childcare nursery business. Some excel spreadsheet systems are currently being used to support business management, but these are not real time system and therefore cannot provide the functionality required.</p>
<b>Affected wards:</b>	All
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member For Childrens and Families; Cllr Venner has been consulted and has given her full support</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer<sup>5</sup> Approved by Digital Board</p> <p>Chief Asset Management and Regeneration Officer<sup>6</sup> N/A</p> <p>Others N/A</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Childrens Centre &amp; Early Start Lead, Amanda Ashe</p>

<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.

	Implementation from April 2023	
<b>List of Forthcoming Key Decisions</b> <sup>7</sup>	Date Added to List:-	
	<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</b> <sup>8</sup>	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 type="checkbox"/> Yes <input checked="" 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> Ruth Terry – Chief Officer, Social Work	
	Signature 	Date: 6/4/23

<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.