

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	Director Resources		
Contact person:	Richard Bartlett, Head of Dev Ops	Telephone number: 07891 275474	
Subject²:	Award a contract direct to ESRI UK Ltd for the provision of Software licensing and support & maintenance for the Council's Geographical Information System (GIS) under regulation 32(2)(b)(ii).		
Decision details³:	<p>What decision has been taken?</p> <p>The Chief Digital and Information Officer gave approval to invoke Contract Procedure Rule (CPR's) 10.2 and award a new contract for Software licensing and support & maintenance for the Council's Geographical Information System (GIS) for the period 1st April 2023 to 31st March 2026.</p> <p>There is a need to ensure service continuation, maintain support & maintenance on the GIS estate. This access to tooling and support is only available from ESRI UK Ltd. This is to support key council systems which provide legislative services. It also provides tooling linked to the Best City Ambitions</p> <p>Awarding a new contract to ESRI UK Ltd for the period 1st April 2023 to 31st March 2026 is the logical way forward to maintain current services while we to design, plan and conduct a migration from on prem to cloud hosted services and investigate open source alternatives.</p> <p>A brief statement of the reasons for the decision</p> <p>To ensure the Council continues use of and support & maintenance for ESRI services and software the Council must enter into contract with ESRI UK Ltd.</p> <p>ESRI software and services are proprietary, and as such only ESRI UK Ltd are able to provide them alongside on-going support & maintenance, upgrades and fixes. Without a contract access to ArcGIS Online (AGOL) will cease approx. 30 days from 1st April, there will be no access to support or upgrades. This could have</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 detrimental effect on the availability and reliability of other key systems used across the Council. It could also lead to LCC failing to deliver statutory requirements.</p> <p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>IDS conducted a piece of work in August to briefly review the GIS functions at LCC. This review was given to the Digital Board in November where it was agreed to pursue a 3-year contract with ESRI incorporated. This was with a view to maintaining current service while providing time to migrate on prem services to the cloud and investigate the potential use of open-source products. These are currently in progress.</p>
Affected wards:	None
Details of consultation undertaken⁴:	Executive Member
	Ward Councillors
	Chief Digital and Information Officer ⁵
	Chief Asset Management and Regeneration Officer ⁶
	Others
Implementation	Officer accountable, and proposed timescales for implementation Richard Bartlett, to be implemented upon contract award.
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	If not published for 5 clear working days prior to decision being taken the reason why not possible:

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	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 The Chief Digital and Information Officer - Leonardo Tantari	
	Signature 	Date 05.04.23

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.