

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 checked="" 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	Director of Children and Families		
Contact person:	Paula Brookes	Telephone number: 0113 3782850	
Subject²:	Request for approval to award a direct contract to Oksidia Oy to provide a Tuition Management system for Artforms - waiver of CPRs 8.1 and 8.2		
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 Deputy Director for Learning approved:</p> <ul style="list-style-type: none"> • The waiver of Contract Procedure rules 8.1 and 8.2 and to directly award a contract to Oksidia Oy without competition on a time and materials basis. The contract will expire at the end of March 2027. The estimated total contract value is in the sum of £50,000. • The contract is to commence as soon as possible following authority to award and will be for a duration of 4 years. <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 recommendation will enable ArtForms Music to respond more efficiently to changes in business conditions by having access to data and trends.</p> <p>A move to the Eepos Music Hub Management system would enable us to achieve the following:</p> <ol style="list-style-type: none"> 1. Streamlined workflow for ArtForms administrative staff from channel shift to an online focus. 2. Automation of manual financial processes. 		

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.

	<ol style="list-style-type: none"> 3. More reliable process with less space for human error. 4. Smoother and more accessible experience for customers. <ol style="list-style-type: none"> a. Provide an online enrolment system. b. Parent portal facility allows parents to manage engagement with the service. 5. Greater potential for ArtForms management to have an overview of uptake and demand, allowing us to adjust provision accordingly. 			
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>This management software is a niche product, devised specifically for use by Music Services and Music Education Hubs. As such, there are a very limited number of products available.</p> <p>The service is not happy with the current provider, given its historically poor support and inability to deliver on the transformational finance and billing system integration. As such the decision to stay with them was rejected.</p> <p>The option to build in-house was rejected based on the low value of the product and timescales to implement. The Service have been attempting to update their IT system for over 2 years, and this has hampered their attempts to modernise, drive operational efficiencies, and improve the music offer.</p> <p>Following a desk based market appraisal, supplier demos, and peer review involving other local authorities, the Service feel the Eepos Music Hub Management system stands out as best of breed, and has been selected on this basis.</p> <p>The option to go to market and select a new supplier has been ratified by Integrated Digital Services Design Authority.</p>			
Affected wards:	none			
Details of consultation undertaken⁴:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Executive Member</td> </tr> <tr> <td style="padding: 5px;">Ward Councillors</td> </tr> <tr> <td style="padding: 5px;">Chief Digital and Information Officer⁵</td> </tr> </table>	Executive Member	Ward Councillors	Chief Digital and Information Officer ⁵
Executive Member				
Ward Councillors				
Chief Digital and Information Officer ⁵				

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

	Chief Asset Management and Regeneration Officer ⁶	
	Others	
Implementation	Officer accountable, and proposed timescales for implementation Paula Brookes, implementation to start May 2023	
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 Shaheen Myers – Deputy Director for Learning	
	Signature 	Date: 1/6/23

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.