

## 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 checked="" type="checkbox"/> Key Decision	<input 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 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
<b>Director<sup>1</sup></b>	The Director of Strategy and Resources		
<b>Contact person:</b>	Claire Grundy	Telephone number: 0113 378 4812	
<b>Subject<sup>2</sup>:</b>	Integrated Digital Service (IDS) Resource Augmentation Framework		
<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 Director of Strategy and Resources gave approval to commence a procurement exercise to establish a 3-year framework contract for resource augmentation within the Integrated Digital Service.</p> <p>IDS is seeking to award a contract to one or more qualified providers for cost-effective and rapid augmentation services to support a number of ongoing and planned projects in a timely manner and at a cheaper cost than is currently possible.</p> <p>This framework will reduce the time taken to secure additional resources and will reduce the need to continue to use contractors.</p> <p>IDS urgently needs to augment existing resources to support delivery of a number of major council change initiatives in a timely manner. Specifically, specialist technical resources are required to support:</p> <ul style="list-style-type: none"> <li>• Over 215 programmes and projects in delivery with more waiting to start and currently in scoping. This includes major change initiatives including the Corporate Business Transformation (CBT) Programme, the Essential Services Programme (ESP), the Cloud Migration, Modernisation and Compliance Programme and the Drupal Web Replacement Programme</li> <li>• Additional capacity in key posts that IDS has been unable to successfully recruit to.</li> <li>• Additional capacity to existing teams where the volume of work outstrips available capacity.</li> </ul>		
	<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>		

<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>IDS continues to struggle to recruit certain key posts that were identified as part of its Phase 2 structure. In addition, the volume of work is increasing and the gaps in capacity are severely impacting on IDS ability to deliver digital solutions required in a timely manner. Much of the work is required to support the financial challenge agenda.</p> <p>As the volume of work continues to grow and the urgency to deliver on key corporate transformational projects which support delivery of financial savings, IDS needs to be able to flex its resources up and down to meet demand in a timely manner whilst providing the best value for money.</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 has used a mix of contractors and undertaken numerous tender exercises over the last 2 years to secure suppliers to deliver specific pieces of work. However, this mixed economy is time consuming to implement and manage and is not the most cost effective, value for money approach.</p> <p>The resource augmentation framework will allow the service to better manage demand and address resource needs. The framework will allow IDS to drive better pricing through economies of scale.</p>
<b>Affected wards:</b>	N/A
<b>Details of consultation undertaken<sup>4</sup>:</b>	<p>Executive Member</p> <p>Councillor Coupar and Executive Board approval for resource augmentation has been established.</p>
	<p>Ward Councillors</p> <p>N/A</p>
	<p>Chief Digital and Information Officer<sup>5</sup></p> <p>This work is being commissioned via the CDIO.</p>
	<p>Chief Asset Management and Regeneration Officer<sup>6</sup></p> <p>N/A</p>
	<p>Others</p> <p>N/A</p>
<b>Implementation</b>	<p>Officer accountable, and proposed timescales for implementation</p> <p>Claire Grundy, Head of Portfolio Management Office, is the accountable officer. Proposed timescales for implementation are from September 2023.</p>
<b>List of</b>	Date Added to List:- 30 <sup>th</sup> May 2023

<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.

<b>Forthcoming Key Decisions<sup>7</sup></b>	<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<sup>8</sup></b>	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 checked="" type="checkbox"/> Yes <input 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> The Director of Strategy and Resources – Mariana Pexton	
	Signature 	Date 13 July 2023

<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.