

Delegated Decision Notice

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 type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Strategy and Resources, Mariana Pexton		
Contact person:	Mark Barrett	Telephone number: 0113 33 68969 Email: mark.barrett@leeds.gov.uk	
Subject²:	Variation to contract with KPMG to extend the timeline of new Financial System implementation		
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 style="margin-left: 40px;">a. The Chief Officer Financial Services has approved the variation of the contract to KPMG LLP to increase the value by £1m and to extend the implementation services due to the revised programme timeline.</p> <p style="margin-left: 40px;">b. The Chief Officer Financial Services has approved the variation of the contract to increase the day rates charged by KPMG.</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>A review of the CBT programme timelines was carried out by the CBT Programme Team in November 2023 and as a result the CBT Programme Board agreed to a revision of timelines with the first release of MS Dynamics re-scheduled to October 2024. The revised timescales remain within the timescales outlined in the Executive Board Report of February</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.

	2023 and within the approved budget.
	Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision The options of maintaining the timeline of an April 2024 go live, a slight delay to July 2024 go live, and a phased implementation, were all considered. Each of these increased the risk of further delays and potential overrun of the project budget.
Affected wards:	N/A
Details of consultation undertaken⁴:	Executive Member N/A
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ The Chief Information and Digital Officer is a member of the CBT Board. The proposal to amend the programme timescales including the additional costs was discussed at the board meeting on the 16 th October and agreement was given to proceed.
	Chief Asset Management and Regeneration Officer ⁶ N/A
	Others
Implementation	Officer accountable, and proposed timescales for implementation Suzanne Hopes, CBT Programme Manager. Implementation is underway with a revised go live date of October 2024.
List of	Date Added to List:-

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.

Forthcoming Key Decisions⁷	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 VICTORIA BRADSHAW Chief Officer Financial Services	
	Signature <i>V. f. Bradshaw</i>	Date 8th February 2024

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.