

Delegated Decision Notice

PART A¹

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision² or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Publishable Administrative Decision
Reason for publication	<input type="checkbox"/> In excess of £500,000 <input type="checkbox"/> Significant Impact in an area the size of one ward or more	<input checked="" type="checkbox"/> Over £250,000 <input type="checkbox"/> Below £250,000 and other reason for publication
Decision timetable	Date added to List of Forthcoming Key Decisions:	
	Decision date 21/10/24	Date call in will close
Director³	The Director of Strategy and Resources	
Contact person:	Iain Hirst	Telephone number: 0113 378 6281
Subject⁴:	<p>The provision of the Council's Automated Invoice Processing Solution at a total cost to the Council of £380,968.91.</p> <p>The automated invoice processing solution is now an integral system for enabling effective processing of supplier invoices. It has facilitated significant efficiency savings within the Business Support Centre and the improved application of best practice and policy across the council.</p> <p>The Core Business Transformation Programme has identified the existing automated invoice processing solution as a key system to support the implementation of a new finance system.</p>	
Decision details:	Set out in report attached. <input checked="" type="checkbox"/>	
EDCI	Screening attached <input type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
Approval of publication of Decision	<p>The decision maker has approved the recommendations set out in the report attached with effect from the decision date.</p> <p>In addition the decision maker approves the decisions set out below: (Set out any additional necessary decisions to be taken by the decision taker including exempt information, exemption from call in etc. if not already included in report)</p>	


¹ Complete for ALL publishable decisions (key and administrative)

² The DDN should be completed, signed and published together with the supporting report **five clear days in advance** of a key decision being taken and made available for call in, unless special urgency applies. For publishable administrative decisions the DDN and report should be published as soon as practicable after the decision has been taken.

³ Director with delegated responsibility set out in Constitution for function to which decision relates.

⁴ 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

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	Authorised decision maker ⁵ Chief Digital Information Officer (interim) – Andrew Byrom	Signature 
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Information for monitoring purposes

Approximate value⁶	Proposed Expenditure £380,968.91	Anticipated Saving	Anticipated Income
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PART B URGENT KEY DECISIONS AND APPROVALS ONLY

Complete Part B for key decisions only where urgency provisions have been used.

List of 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 agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred. Relevant Scrutiny Chair: Signature Date

Publication of report⁸	If not General Exception or Special Urgency but published at short notice, the reason why not possible to give five clear working days notice of the report prior to decision being taken:
	If report published at short notice relevant Executive member's approval. Relevant Executive Member: Signature Date

Call In⁹	Is the decision available for call-in?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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⁵ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

⁶ Over lifetime of decision (or one year if decision open-ended)

⁷ See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

⁸ See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

⁹ See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

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	<p>If exempt from call-in¹⁰, the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):</p>
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<p>Following Call In¹¹</p>	<p>If decision confirmed by Director following call-in, the reason why the decision is urgent and cannot reasonably be deferred until considered by Executive Board:</p>	
	<p>Agreement of relevant Executive Member that decision is urgent and cannot be deferred:</p>	
	<p>Relevant Executive Member:</p>	
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature</td> <td style="width: 50%; border: none;">Date</td> </tr> </table>	Signature
Signature	Date	

¹⁰ Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

¹¹ See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.