



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX446
2. Name/Title of Officer	Dawn Garton Director for Corporate Services
3. Email address of Officer	dgarton@melton.gov.uk
4. Title / Subject Matter:	Purchase of performance and risk software
5. Type of Decision: (The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the Council's Access to Information Rules)	Public
6. Key Decision? <ul style="list-style-type: none">• Expenditure/income/savings over £50K and/or• Significant impact 2 or more wards	Yes
7. Decision Taken: 1. Authority for the procurement of the software for 2024/25 for a two-year contract with an option for a further 12-month extension.	
8. Reasons for Decision: The decision to procure a new performance and risk management system for the Council to provide a system to develop its approach to support the principle of data driven decision making. The current system is heavily reliant on excel spreadsheets and we are looking to move towards a cloud-based system which is based on an input once use multiple times principle. The new system will enable us to manage the complexity of the information that we collect so that this can be used flexibly multiple times and in different ways and to improve the way we use this information in managing the business of the Council. The system will be procured ready to support the delivery of the new Corporate Strategy.	
9. Authority / Legal Power: (Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action)	

The general fund budget for 24/25 agreed on the 8th February 2024 at Council, included specific provision of £21k for this initial purchase and implementation of the software.

The Director for Corporate Services has delegated authority to take this decision in accordance with paragraph 12.2 of the Officer Scheme of Delegation.

10. Background Papers attached?

(Background papers are to be attached (unless exempt))

Yes

[General Fund budget 2024 25 Council 8 Feb](#)

11. Alternative options available / rejected:

(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

1. Continue as we are with current processes this is not sustainable as it does not give us the functionality to undertake the necessary reporting, data interrogation and functionality required to support the data-driven decision making the Council requires moving forward.
2. Develop our own internal system, we do not have the skills/capacity with the teams to do this.

12. Implications:

Legal	<p>Software provider is ISO:27001 certified and compliant with GDPR and complies with accessibility standards.</p> <p>The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1).</p> <p>The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council’s Contract Procedure Rules and the Council’s Financial Regulations</p> <p>[Legal Approval – 1 July 2024]</p>
Finance	<p>£12k for a year for four modules and the purchase of 40 licences for the Council which equates to £18,500 per year. There is an initial implementation cost of £11,995. The first-year cost of £30,495 will be met from the growth agreed in the 2024/25 budget of £21k funded from reserves. The remaining £9.5k for 24/25 will be met from the Corporate services budget. Future annual provision of £18,500 per year will be met from savings identified from 25/26 onwards.</p> <p>[Finance Approval – Director for Corporate Services 26 June 2024]</p>

HR	<p>Resourcing implications will be considered after the implementation of the system and review of the processes and procedures.</p> <p>[HR & Communications Approval – Assistant Director Organisational Development, 26 June 2024]</p>
Procurement	<p>All quotes available from the government digital marketplace under Digital engagement platform for governments & public organisations.</p> <p>Option proposed is to enter into a 2-year contract with the company through G-Cloud 13 framework which gives us an option to extend for one year at the end of this two-year contract.</p> <p>Contract Procedure rules have been complied with in the purchasing of this system.</p> <p>[Procurement Approval – 14 June 2024]</p>

13. APPROVAL/SIGN OFF (Do not complete until all implications signed off at Section 12)

<p>Signature of Decision Maker with authority to sign (See Section 9): Please do not 'pp' for a Senior Officer</p>	<p>Signature Redacted</p> <p>Email approval received Dawn Garton Director for Corporate Services</p>
<p>Date:</p>	<p>1 July 2024</p>

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