


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u> Procurement of OpenText Content Manager Software Maintenance	
<u>DECISION REFERENCE</u> DO/50/2024 (JL)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. Part 3D paragraphs 3D.2 a) and b) of the Council's Constitution
<u>DATE OF DECISION</u> 4 th November 2024	<u>DECISION MAKER</u> (Name and Job Title) Jamie Lees – Assistant Director for Central Operations 
<u>RECORD OF THE DECISION</u> a) The issue The contract for software licensing and maintenance of the OpenText Content Manager records management system expires in October 2024. Licensing and software maintenance are required in order to use, manage and update the system. b) The Decision In order to ensure continuation of access to, and use of, the system, a decision has been taken to Direct Award the contract for software maintenance for 12 months with an option to extend for a further 12 months via the Crown Commercial Services (CCS) RM6259 Lot 1 Framework Agreement in accordance with the framework award procedure.	
<u>REASON FOR THE DECISION</u> Evaluation of service offers available via the appropriate lot has determined a single offer that meets our requirements.	

<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>a) Migration to a new software product would require considerable time and planning, as the system contains over 2 million records and multiple document workflow processes to manage invoices, incoming post, etc. There is potential to migrate to Sharepoint, which is being implemented shortly, so continuation of the current system is the preferred option in the meantime. Software maintenance and support is required to use the system.</p> <p>b) Do nothing – we would be unable to use the Content Manager system, which would halt many operational processes, perhaps most importantly, processing of invoices received outside of Ebuy. Failure to upgrade the system would prohibit achieving compliance with PSN and Cyber Essentials accreditation.</p>
<p><u>WARD RELEVANCE</u></p> <p>None</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>No implications as within current revenue budget</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>ICT & Communications Manager</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>None</p>
<p><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>N/A</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>None</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>None</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>None</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>None</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>None</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>None</p>

<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> None
<u>ENVIRONMENTAL IMPLICATIONS</u> None
<u>LEGAL IMPLICATIONS</u> None
<u>ANY OTHER COMMENTS</u> None

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER