



Hertfordshire

If Key Decision: Decision Ref. No.

(Please enter)

B115/19

If not a Key Decision write n/a above

EXECUTIVE DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject:

To agree the upgrade of HR modules within Hertfordshire County Council's ERP (Enterprise Resource Planning) platform (SAP)

Officer Contact: Anna Morrison

Executive Member: Cllr Ralph Sangster

Tel: 01992588282

Portfolio: Resources

1. Decision

Commitment to upgrade HR modules within the Council's existing ERP (Enterprise Resource Planning) platform. The decision encompasses upfront implementation effort and costs, as well as ongoing commitment to license costs.

2. Reasons for the decision

The upgrade will both improve the user experience for staff and introduce new functionality all of which will enable efficiencies/time savings.

3. Alternative options considered and rejected ²

Do nothing – discounted based on opportunities for improvements presented by an upgrade. Alternative ERP platforms – discounted at this point. This is an upgrade of some modules within HCC's existing platform rather than a large-scale re-platform. In order to maintain the most seamless presentation of a solution for users with clean back office integrations, an upgrade has been selected.

4. Consultation³

Was any Member consulted? Yes

If yes:

(a) Comments of Executive Member

None – Cllr Sangster is supportive

(b) Comments of other consultees

5. Any conflict of Interest declared by a member who has been consulted in relation to the decision⁴

None

DECISION RECORD

6. Following consultation with the Executive Member, I am proceeding with the proposed decision.

Signed:

Title: ...

Date: 20/12/2019

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.⁵

¹ for guidance see Chief Legal Officer's note "Taking Decisions" and Annex 3 to the Constitution

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ Before an Officer takes any decision under delegated powers s/he must consider whether to involve Members. The table below sets out when members should be informed or consulted

Significance of Proposed Action	Controversial	Relevant Member(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Consult relevant Lead Executive Member and where appropriate, Local Councillor
Local	No	Inform Lead Executive Member and Local Member
Local	Yes	Consult Lead Executive Member and Local Councillor
General or County-wide	No	Consult relevant Lead Executive Member(s)
General or County-wide	Yes	Consult relevant Lead Executive Member (s) and Leader of the Council

⁴ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

⁵ The following Officer Decision Records and supporting documents need to be sent to the Democratic Services:

- Key Decisions
- Decisions made by officers pursuant to delegations from Cabinet
- All decisions which affect third parties or involve services to people other than the County Council (but not individual social care/education decisions)
- Any other decisions except decisions of a trivial or insignificant nature or which are part of general administration and cannot be regarded as closely related to a particular executive function