



<u>Decision Ref. No.</u>

B041/20

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 amalgamate and extend the Council's ERP (Enterprise Resource Planning) platform (SAP) contracts, to achieve efficiencies.
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Officer Contact: Anna Morrison	Executive Member: Cllr Ralph Sangster
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Tel: 01992588282	Portfolio: Resources
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1. **Decision**

Terminate existing SAP SuccessFactors contracts and replace with one contract which meets the Council's needs, with a 5-year term.

Director of Resources certifies that the Council would be likely to suffer financial prejudice from a delay in implementation of the decision resulting from the decision being called in.

2. **Reasons for the decision**

The collation and amalgamation of contracts will bring financial efficiencies and alignment of contract dates for critical services.

3. **Alternative options considered and rejected ²**

Do nothing – discounted on the basis that the current contract costs will rise, and back office processes would be more complex and costly to maintain. Misalignment of contract dates will result in limited options for the future.

4. **Consultation**

(a) Comments of Executive Member ^{3 4}

Felt this was the most sensible option and supported the decision.

(b) Comments of other consultees ⁵

SAP Design Authority Board support this decision.

Resources Management Board support this decision.

DECISION RECORD

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: DocuSigned by:
Scott Crudgington
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Title: Director of Resources Date: 30-Jun-2020

6. Copies of agreed document to:

- All consultees
- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- Hard & electronic copy (for public inspection both at County Hall and on www.hertfordshire.gov.uk) Democratic Services - Room 213 County Hall.

¹ for guidance see Chief Legal Officer’s note "Taking Decisions"

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

³ 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

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.