

Officer Decision Record – Executive Decision

Decision Ref. No
B087/21

OFFICER DECISION RECORD ⁱ

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: *Commence procurement activity for electronic document records management software following review of existing solution.*

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman:

Portfolio (Executive Functions only):

Officer Contact: Anna Morrison

Tel: 01992 588 282

April 2020

1. **Decision**
To commence procurement activity for a managed cloud solution/provision of electronic document and records management software following review of existing solution, which includes integration with O365.
2. **Reasons for the decision**
Procurement of an electronic document and records management software is business critical, as the current solution will cease to be supported in December 2022 and holds the Council's most sensitive and critical data, including social care, education, employee and highways documentation and records.
3. **Alternative options considered and rejected**
The option not to procure was rejected on the grounds of set out above. Procurement of alternative on-premise solutions were considered and rejected based on cost, capacity/resource availability in-house to provide system support and non-alignment to the Councils Cloud First Strategy.

4. **Consultation** (*see Summary of Requirements below*)

Was any Councillor consulted? No

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

N/A

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **I am proceeding with the proposed decision.**

Signed:

Title: DIRECTOR OF RESOURCES

Date: 1st October 2021

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.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

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