

## Officer Decision Record Template

Record of Decision of the tender for Digital Customer Services Technician taken in consultation with the IT Manager - Development (*Richard Kingston*), Head of IT – Customer Services (*Hazel Shaw*) and Service Director – Communities, Information & Digital (*David Robinson*)

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*Where the delegation is subject to consultation with a Cabinet Spokesperson or other officer, the position of the Spokesperson or officer should be inserted above and they should be asked to sign below. Where no consultation is required, delete these references.*

### Subject

*The service needs to procure software development services for a 3 month period from Detec Software Ltd to assist service as there is no one employed in the Authority who has the required skills that aren't already committed to priority projects. The requirement is to secure resource from Detec Software Ltd to support the development of software capabilities within the Digital Customer Services Theme of the Digital First programme. The consultancy company has worked with the in-house development team in the past on this same theme, and therefore already has a good understanding of the Council's IT systems, and more importantly the relevant knowledge to continue to assist and deliver.*

### Authority

*Richard Kingston – IT Manager  
Hazel Shaw – Head of Service, Customer Services*

### Decision Taken

*To approve the procurement of the additional resource from Detec Software Ltd for a period of 30 days from 1<sup>st</sup> June 2020 to assist with the Digital Customer Services Theme at a cost of £420 per day totalling £12,600.*

### Date of Decision

*29/05/2020*

### Elected Member Conflicts of Interest

*No known conflicts of interest or dispensations granted*



David Robinson  
\_\_\_\_\_  
(Officer Name)

26 May 2020  
\_\_\_\_\_  
(Date)

*Scan / email the completed form and appendices to the Council Governance Unit and keep the original on the project file*