

Officer Decision Record

Record of Decision of the Neil Copley, Service Director, Finance.

Subject

The project to implement a direct debit solution in SAP was undertaken and completed 2018/2019. The rationale for the project was to provide a direct replacement for direct debit functions in the council's SAP system and retire our previous BottomLine legacy system. The project was divided into phase 1 and phase 2 elements; critically phase 1 was designed to deliver requirements that were critical to business continuity by October 2018 when the contract for BottomLine was terminated. Phase 2 deliverables will address the outstanding requirements to provide the additional functionality to allow improved automation for customer direct debit rejections, cancellations and amendments. Consultation has taken place with the supplier and the project team have agreement on the outstanding deliverables and responsibilities.

The works will be delivered under an existing contract with the supplier; CGI. The cost for CGI to deliver the project is £49,980.

Authority

Authority is given by the Service Director, Finance in accordance with his delegated powers under BMBC's Scheme of Delegation.

Decision Taken

To proceed with undertaking the phase 2, direct debit development work in the council's SAP system for the cost stated above.

Date of Decision

11/09/2020



Neil Copley, Service Director,
Finance

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

Officer Decision Record – Spend Approval:

The Officer Decision Record is to be used for approval to spend against your budget.

- (a) Up to £250,000 – Delegated Officer decision, **Executive/Service Director**
- (b) £250,000 to £500,000 – Delegated Member decision, **Member**
- (c) £500,000 and over – Cabinet decision, **Cabinet**

