

**ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD**

Please use this form to record any Executive Decision taken by an Executive Lead Member or Chief Officer.

TO BE COMPLETED BY THE DECISION TAKER:	
<b>1.</b>	<p><b>Legal Case Management – Cloud Migration:</b></p> <p>To procure cloud migration and user training services for an upgraded version of Iken Cloud Case Management system. It is also recommended that Bundledocs is purchased alongside Iken. The current annual budget can remain in place to fund both solutions.</p>
<b>2.</b>	<p><b>Is this a Key Decision:</b> A Key Decision is one that is likely to:</p> <p>(a) Result in the Council spending or making savings of over <b>£50,000 revenue</b> or <b>£1m capital</b>, or;</p> <p>(b) Have a significant impact on <b>two</b> or more Wards, or electoral divisions in the Council’s area.</p> <p>Yes - KEY</p>
<b>3.</b>	<p><b>Decision Taken:</b></p> <ol style="list-style-type: none"> <li>1. To approve the procurement of the proposed Legal Case Management System for a period of 3 years with the option to extend up to a maximum of a further 12 months (4 years in total).</li> <li>2. To approve the procurement of Bundledocs on a pay as you go basis.</li> <li>3. To approve the upfront implementation costs for user training and cloud migration of £9,600.</li> <li>4. The annual revenue budget will need to be increased by £3,360 to fund both of these solutions.</li> <li>5. Delegation to extend by a year to the Service Director - Resources and Business Transformation</li> </ol>
<b>4.</b>	<p><b>Reasons for the Decision:</b></p> <p>The renewal of the current licence and support agreement along with the upgrade of the system will provide a continuation of vendor licence and support provision for a specialist product, which is used effectively by the Legal service area. Furthermore, it supports the architecture principle of the authority to migrate its Digital systems to vendor cloud offerings.</p>
<b>5.</b>	<p><b>Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision:</b></p> <p>Not applicable as exempt</p>

**6. Was the Decision classed as exempt? If so, what were the reasons for this:**

EXEMPT – commercially sensitive

**7. Alternative Options Considered / Rejected:**

**Option 1**

**Description – Do Nothing**

This is not an option that should be considered as being out of contract presents several risks both financial and operational. We would also be in a position of having an assumed contract which is not in accordance with the Contract Procedure Rules. A holdover would only be acceptable if it was short-term or where there were mitigating circumstances and neither apply in this case.

**Option 2**

**Description – Upgrade to Iken Desktop Elder (version 8)**

This option would provide a continuation of vendor licence for Iken Desktop but upgrade the software to the latest version.

This option will not deliver any of the benefits detailed above and it contradicts the ADC architectural principles and UK Government Cloud First policy.

**Option 3**

**Description – Upgrade to Iken Cloud with Bundledocs**

This is the recommended an option as it will deliver the most benefits to the Council and supports the ADC architectural principles and UK Government Cloud First policy.

This option will deliver all of the benefits detailed above and provide ADC with a cloud based Legal Case Management solution that is future proofed.

**8. Declarations of Interest and Dispensations – if applicable:**

Not applicable

**9. Name / Title of the relevant Executive Lead Member(s) consulted (if appropriate):**

Cllr Matthew Relf

**10. Name / Title of the decision taker:**

(a) Executive Lead Member:

Cllr Matthew Relf

Executive Lead Member for Regeneration and Corporate Transformation


Date: 24 January 2023

TO BE COMPLETED BY DEMOCRATIC SERVICES	
<b>1. Date that the decision was notified to Members:</b>	25 January 2023
<b>2. Date and time when the Call-In period for this decision ends:</b>	5pm – 1 February 2023
<b>3. Date when the decision can be implemented (five clear working days following publication):</b>	2 February 2023
<b>4. Decision Reference Number (if applicable):</b>	N/A

The completed form should be emailed to the Democratic Services Team:

[democratic.services@ashfield.gov.uk](mailto:democratic.services@ashfield.gov.uk)

They will arrange for it to be published on the Council's web site.