

NORTH YORKSHIRE COUNTY COUNCIL

DECISION RECORD

Re: Document Management Centre Technical Support and Software

This record is produced in accordance with the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012

This form should be used to record:

- **EXECUTIVE decisions (key or otherwise) taken by an individual Executive MEMBER; and**
- **EXECUTIVE decisions (key or otherwise) taken by an OFFICER (either alone or in consultation with an Executive Member)**
- **A non-Executive decision taken by an OFFICER which falls into one of the following descriptions:-**
 - (i) **under a specific express authorisation; or**
 - (ii) **under a general authorisation to officers to take such decisions and, the effect of the decision is to**
 - **grant a permission or licence;**
 - **affect the rights of an individual; or**
 - **award a contract or incur expenditure which, in either case, materially affects that relevant local government body's financial position.**

(One form per decision)

The following decision has been taken: -

To issue a call-off contract through HealthTrust Europe LLC Information Communication Technology Solutions (2019) Framework Agreement to Insight Direct (UK) Ltd for the technical support and maintenance as required for the hardware and software in use in the reconfigured Document Management Centre at County Hall, Northallerton.

Contract period: 1 October 2020 – 30 September 2023.
Contract value: £140,164.58

By whom: John Metcalfe

On: 23 July 2020

Was this an executive decision?

YES

If an executive decision, was it also a key decision?

NO

Reasons for decision: -

In 2013, the Authority undertook a project to automate its Document Management Centre. This resulted in a complete reconfiguration of the Document Management Centre, and the purchase of new hardware and software to streamline processes. The Authority have an ongoing need for technical support and maintenance with this hardware and software.

The Authority were seeking to formalise a longer term arrangement for this support, and use of the HealthTrust Europe Framework Agreement offered a compliant and effective means to do this.

Details of any alternative options considered and rejected: -

None.

Conflicts of Interest

Please record below details of any conflict of interest declared by a Member or Officer regarding the decision and any dispensation granted by the Standards Committee or Monitoring Officer in respect of that conflict.

Conflict	Dispensation?

Background Papers

Please attach to this decision notice, for publication, the background papers that disclose any facts or matters on which this decision, or an important part of the decision, was based and which were relied on to a material extent in making the decision, but this does not include published works or those which disclose exempt or confidential information (as defined in Rule 10).

Signed: REDACTED

Publication Date: 29 July 2020

(Name): John Metcalfe

Directorate: Central Services

***Note 1 regarding Executive decisions only:
This decision will come into force, and may then be implemented, on the expiry of 5 clear working days after publication, unless any 6 members of the Council object to it and call it in by notice in writing (including e-mail) to The Assistant Chief Executive (Legal and Democratic Services).***

Note 2: non-executive and non-key executive decisions by Officers are not subject to call in.

Contact for further information: john.metcalfe@northyorks.gov.uk

Contact for copy of report considered: N/A

To: The PA to the Assistant Chief Executive (Legal and Democratic Services) - for onward circulation to:

All Members of the Council; All Management Board; All Management Board Secretaries; All Senior Managers; All Democratic Services Officers; All Corporate Development Officers; Senior Press Officer; Communications Officer