

This form is incorporated in the “portfolio holder decision report template” and should only be used on its own if:  
(a) it records a key decision taken by an officer (although it should for preference be used in association with a report); or  
(b) A decision is urgent and there is not time to write a report.

## RECORD OF DECISION

The law says that this form (or an equivalent) must be used in the following situations:

- any decision taken by an individual councillor
- a key decision taken by a council officer.

These types of decision are normally subject to call in. If you wish to exempt your decision from call-in on the grounds of urgency, then paragraph 8 must be completed. If the decision is not urgent then paragraph 8 should be deleted.

### 1. List of documents considered.

Report to Portfolio Holder ‘Procurement of Finance Software Systems’ (Exempt Appendix A)

### 2. Summary of any other consultation

It's not necessary to include any consultation referred to in documents listed in 1.

Corporate Management Team  
Leader of the Council  
Chair of Strategic Overview and Scrutiny Committee (to take decision under Part 4, Section 3, Paragraph 15 of the Council's Constitution)

### 3. Date of decision

**23/12/2024**

### 4. Decision

**That the Portfolio Holder for Resources:**

**Authorises the Director of Resources & Housing to proceed as per the recommendations set out in Exempt Appendix A.**

These recommendations relate to the Procurement of Finance Software Systems and are exempt from publication by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

### 5. Reasons for decision

The reasons for the decision are set out in in Exempt Appendix A.

### 6. Alternatives considered and rejected

Alternatives considered and rejected are set out in in Exempt Appendix A.

### 7. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (if yes give details and date of dispensation)
None		

8. Exemption from call in

I certify that this decision is urgent and therefore exempt from call-in for the following reasons:

N/A

Signed

*Martin Cook*

Councillor Martin Cook  
Portfolio Holder for Resources

**FOR COUNCILLOR SERVICES USE:**

Reference:

**PH/24/09**

Title:

**Procurement of Finance Software Systems**

This decision is

**NOT FOR PUBLICATION**

Date of publication/Circulation to Councillors:

**23/12/2024**