

**RECORD OF DECISION TAKEN UNDER SCHEME  
OF DELEGATION BY MEMBER OF SENIOR  
MANAGEMENT TEAM IN CONSULTATION WITH  
PORTFOLIO HOLDER/COMMITTEE CHAIRMAN**



<b>Leadership Member:</b>	Paul Hussey
<b>Service Group:</b>	ICT
<b>Portfolio Holder/Chairman:</b>	Cllr Matthew Tomlinson
<b>Portfolio/Committee:</b>	Finance, property & Assets

**Subject:** To retain the services of TechAlign to provide ongoing Strategic Support and Guidance in the delivery of the Digital to Improve program.

**Decision:** It is recommended that the council retain the services of TechAlign to support the delivery of the Digital to Improve program for 4 days per month for a period of 6 months.

**Details and Reasoning:** The Council has outlined a set of key requirements for this consultancy retainer with the following outputs:

- An ongoing programme of technical leadership to support in-house ICT Project Management
- Support in completing benefits realisation, resourcing profiles and shared services opportunities/impacts for all digital to improve programme projects.
- Support with the programme ICT service improvement and transition plan.
- Support and guidance with engagement, workshop delivery and project scoping for distinct projects in the digital to improve programme.
- Support with cloud strategy, governance, integration and adoption.
- Support with any future tender evaluations for major projects, strategic decision making and the continued direction and coherence of the digital to improve programme.
- Support and evaluating future opportunities not known/available in the market today, in line with key projects within the digital to improve programme.

**Wider Implications  
(including Financial, Legal,  
Equality and Risk):**

**Finance**

The retainer is for 4 days per month at £650 per day, which is a total cost of £15,600. This can be funded from underspends in the IT staffing budget, which have arisen due to vacancies.

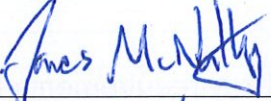
**Legal**

This is a low value contract. In accordance with the Contract Procedure Rules best value should be achieved. As the contract is over £10,000, the request for quotations is required. However, if this is not achievable, then the reasons for not doing so should be recorded.

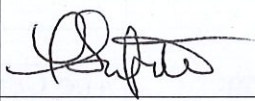
**Report attached?  
Exempt from publication?  
If exempt, give reason(s):**

No
No

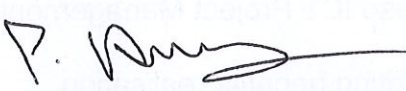
**Signed:**


Date: 10/10/19

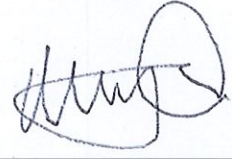
Financial  
Management


Date: 10/10/19

Legal  
Services


Date: 10/10/19

Leadership  
Team  
Member


Date: 10/10/19

Portfolio  
Holder/  
Chairman

**Publication Date (DST use):**

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Decision template revised June 2013

**THIS DECISION WILL COME INTO FORCE AND MAY BE IMPLEMENTED FIVE  
WORKING DAYS AFTER ITS PUBLICATION DATE, SUBJECT TO BEING  
CALLED IN IN ACCORDANCE WITH THE COUNCIL'S CONSTITUTION**