



DECISION TAKEN BY OFFICER UNDER PARAGRAPH 13(4) OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Name of Officer	Sue Cuerden
Position of Officer	Executive Director of Corporate Services & Assets (Section 151 Officer)
Service Area	

Title of Decision	Adjustment to capital programme budget – Digital Programme
Date of Decision	27 September 2023

Appendix	None
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Exempt or Confidential Information

It is considered that information contained within this report does not contain exempt information under the meaning of Schedule 12A of the Local Government Act 1972, as amended, and therefore can be made public.

Glossary of terms

Term	Definition
CRM	Customer Relationship Management
ERP	Enterprise Resource Planning

Background to decision:

At the end of 2022/23, the first phase of the Digital Programme was largely delivered. CRM works are now substantially complete as at the end of the second quarter 2023/24 and works are currently progressing for implementation of ERP Payroll in December 2023. There is a £0.600M underspend forecast in 2023/24 which relates to Phase 2 of the digital programme and should be rephased to 2024/25.

Authority to make the decision:**Section 3 – Scheme of Delegation to Officers (from Part 3 – Responsibility for Functions of the Council’s Constitution)**

3.14 Executive Director of Corporate Services (Section 151 Officer) Shall: (1) Undertake the allocation and control of the Council’s financial resources in accordance with approved policies.

Financial Procedures – Section B - Financial Management

2.23 An existing capital scheme budget can be moved between financial years, subject to the approval of the Chief Financial Officer where it does not exceed the approved overall value of the scheme.

Reason for Decision:

The capital budget for this scheme is being realigned in accordance with the revised timetable for expected expenditure.

Report/Information considered:

Legal	None
Finance	Included within this report.
Property and regeneration	None
Risk Management	None
Equality, Diversity and Inclusion	None
Consultation and communication	None

Climate Change, ecological and biodiversity	None
HR	None

Alternative options considered and rejected:
None


Decision:

1.1 To rephase £0.600M of the current approved budget from the 2023/24 financial year to 2024/25.

Table 1 – Adjustments to Digital Programme capital scheme

	2023/24	2024/25	2025/26	2026/2027	Total
	£M	£M	£M	£M	£M
Latest approved capital budget	0.761	0.000	0.000	0.000	0.761
Adjustment to capital budget for approval	(0.600)	0.600	0.000	0.000	0.000
Proposed revised capital programme	0.161	0.600	0.000	0.000	0.761

Record of any conflict of interest declared by any cabinet member who was consulted by the decision maker:
None

Signed:	
Name:	Sue Cuerden
Job title:	Executive Director of Corporate Services & Assets (Section 151 Officer)
Dated:	4/12/2023