

OFFICER DECISION RECORD 2 FORM

This form should be used to record Officer Decisions which have a financial impact (income/expenditure) between £25k - £100k.

Decision Reference No: PLACE24 0958

BOX 1.

DIRECTORATE: PLACE

DATE: 26.02.2024

Contact Name: Jonathan Clarke

Tel. No.: 01302 735 316

Subject Matter: Doncaster Local Records Centre

BOX 2**DECISION TAKEN:**

In line with the Technology Governance Board (TGB) Decision on 20th July 2023, to agree that the Doncaster Local Records Centre (LRC) is migrated away from Recorder 6 to a new system called Orca. As part of this, the Assistant Director of Economy & Development to sign the contract with the supplier of Orca (COFNOD) on behalf of the Council.

BOX 3**REASON FOR DECISION AND ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:**

These are set out in the TGB Report but, in short, this decision will ensure that the Doncaster LRC evolves into a modern, fit for purpose, customer focussed service available around the clock as opposed to being a part-time administrative heavy system. In addition to these benefits to direct users, the efficiencies will free up officer time and resource to focus more on the data inputting and management of records. This includes looking at further datasets and information that the LRC could provide in the future for the benefit of users as well as improving the understanding of the Borough's biodiversity richness for everyone.

BOX 4**BACKGROUND PAPERS**

YES (If YES please list and submit copies with this form)

YES – Technology Governance Board Report - The Doncaster Local Records Centre & Migration to Orca – 20th July 2023

BOX 5
INFORMATION NOT FOR PUBLICATION:

It is in the public interest to be aware of this decision record under the freedom of information act 2000, therefore this decision will be published. However, redaction of signatures will need to take place. In addition, any current or future contract value information should also be redacted from this report and / or background papers. These redactions will be in line with Section 43 of the Freedom of Information Act

Name: __Jenna Rumley **Signature:** J Rumley **Date** _28/02/2024_____

Name of FOI Lead Officer for service area where ODR originates

BOX 6
AUTHORISATION:

Name: Scott Cardwell **Signature:** Scott Cardwell **Date:** 26.02.24

Assistant Director Economy and Development

Does this decision require authorisation by the Chief Financial Officer or other Officer?

YES/NO

If yes please authorise below:

Name: _____ **Signature:** _____ **Date:** _____

Chief Executive/Director/Assistant Director of _____

Consultation with Relevant Member(s)

Name: _____ **Signature:** _____ **Date:** _____

Designation _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

Declaration of Interest YES/NO

If YES please give details below:

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE
IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION**

Once completed a PDF copy of this form along with any relevant background papers should be forwarded to Governance Services at Ladem@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.