

## DELEGATED/URGENT DECISION RECORD

Name and Title of Officer: Karen Henriksen, Director of Resources		Service: Resources – Financial Services (Income Management)	
Delegated Power Being Exercised: Additional capital expenditure for urgent changes to income management system / payment portals.			
Subject of Decision:	Capital programme for 2020/21	Ref.	RES/2020/03
Decision Taken(specify precise details):	<p>The decision relates to approval to add £5225 to the capital programme to be spent on urgent changes to the income management system / payment portals.</p> <p>Capita has notified the Council that as a result of legislative change relating to increased security for online payments there is a requirement to upgrade our existing online payment portals, by September 2020, to 3DSv2 standard in order for payments to continue to be processed. To ensure that the work can be scheduled and completed in time, an urgent decision is required.</p> <p>There is no approved budget in the capital programme for 2020/21 for this project, which could be funded from the Customer Innovation Reserve. Financial regulations state:</p> <p>H2 Where expenditure is required or anticipated which has not been included in the Capital Programme, then a revision to the Capital Programme is required before that spending can proceed. Revisions to the Capital Programme must be approved firstly by the Corporate Leadership Team, then by Council.</p> <p>As no meetings of Committees or Council were due to take place due to the lockdown, and the matter needed to be progressed urgently, the matter was addressed under the procedure for urgent decisions, as the use of strategic reserves isn't currently delegated.</p>		
Consultation Identify nature of any consultation undertaken or required as part of this decision and attach responses.	<p>Consultation with the Chair of Governance &amp; Resources Committee and the Chair of Council – Cllrs Bull and Fitzherbert, who both approved the proposal. (Cllr Fitzherbert by email 23/04/20 and Cllr Bull by email 27/04/20).</p>		

Budget implications. State value of decision and budget used.	Value: £5,225	Budget Head: Capital Programme 2020/21
Decision to be taken without budgetary provision will need the consent of the Service Director and the Director of Resources	Within budgetary provision?  No	If no. Identify budget head Capital Programme: AIM v13 upgrade Code C007 400 Project 608.  Approved by: (Initials.) KH Director of Resources
Reasons for the Decision (specify all reasons for taking the decision including where necessary reference to Council policy, Contract Standing Orders, Financial Regulations)	To ensure that the Council's payment portals comply with required security standards and are available to process customer payments.	
Alternative Options Considered (if appropriate)	Not to approve the expenditure. If the Council's payment portals are not updated to the new security standard by the September deadline, the Council will not be able to process customer payments by this payment method. This means that there is a risk of lost income and a further risk of reputational damage for the Council.	
List all background/reports/information considered and attached (Legal, Personnel, Financial Implications etc)		
Decision:	Approval given for additional expenditure of £5,225 to be included in the capital programme for 2020/21 for changes to the income management system, to be financed from the Customer Innovation Reserve.	
Signature of Officer and Date:	K Henriksen	27 April 2020