

MINUTES

Project Board Decision Meeting

24th June 2020, 13:00-14:00

Microsoft Teams

Attendees:	Andrew Errington (AE) Steven Brookes (SB) Paul Dales (PD) Ryan Denton (RD)
Apologies:	Colin Monckton (CM) Duncan Newbutt (DN)
Item 1:	<u>Welcome and Introductions</u> All were welcomed to the meeting and apologies were noted. It was noted that this meeting would discuss the necessary decisions for the project due to the limited timescale of the project.
Item 2:	<u>Project Decisions</u> Decision One: Andrew agreed that the 12 month Civica Flare contract was to be pursued (Note that legal confirmed it is a new contract and not a continuation). Decision Two: Community Protection discussion to follow on how to fund the £71K contract price shortfall with finance colleagues. SB to arrange. Discussion of looking into the proportion of users for services to allocate cost split. Decision Three: SB to write a Delegated decision for the additional monies, in Andrews's name. DDM draft to be reviewed by Paul Dales and Duncan Newbutt with Cllr Webster comments needing to be taken into account. NB Dependency on Decision2 above. Decision Four: Project to 'hibernate' until 1 st December 2020, the Project Board to ratify this at the July meeting. Decision Five: Re-plan the project for a December re-start. Expectation that the project should focus on the system to provide needed statutory functions due to expected budget constraints. Decision Six: Andrew asks Paul Dales to discuss the project for example in terms of finances, and key project needs with Simon Salmon and Dave Walker.

