



Democratic Services
White Cliffs Business Park
Dover
Kent CT16 3PJ

Telephone: (01304) 821199
Website: www.dover.gov.uk
e-mail: democraticservices@dover.gov.uk

7 January 2025

Dear Councillor

NOTICE OF DELEGATED DECISION – (DD33 24) IMPLEMENTATION OF ‘DOCUSIGN’

Please find attached details of a decision taken by Abi Robinson, Technical and Digital Services Manager, to procure and implement ‘DocuSign’, a software system for signing documents electronically.

As a non-Key Officer Decision, call-in does not apply (paragraph 18(a) of Part 4 (Rules of Procedure) of the Constitution).

Members of the public who require further information are asked to contact Democratic Services on 01304 872303 or by e-mail at democraticservices@dover.gov.uk.

Yours sincerely

A handwritten signature in cursive script that reads 'Kate Breezy - Smith'. Below the signature is a horizontal line.

Democratic Services Officer

ENCL

1 **NOTICE OF DELEGATED DECISION - IMPLEMENTATION OF 'DOCUSIGN'**
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