

Decision Notice

Delegated Decision

Decision No:	DD33
Subject:	IMPLEMENTATION OF 'DOCUSIGN'
Date of Decision:	6 January 2025
Notification Date:	7 January 2025
Implementation Date:	7 January 2025
Decision taken by:	Abi Robinson, Digital and Technology Services Manager
Delegated Authority:	Authority delegated by Cabinet (Cabinet decision CAB 84 of 4 March 2024) and Council (at its meeting held on 6 March 2024) when approving the Council Budget 2024/25 and Medium-Term Financial Plan 2024/25-2027/28 (as set out in Annex 10 of the report) as follows: 'Delegates the approval of projects included in Annex 6C, the Digital & ICT Programme, to the Digital Services Manager, in consultation with the Head of Finance & Investment and the Portfolio Holder responsible for ICT.'
Decision Type:	Executive Non-Key Decision
Call-In to Apply?	No (<i>Call-in does not apply to non-Key Officer decisions</i>)
Classification:	Unrestricted
Reason for the Decision:	To approve a project to procure and implement 'DocuSign' for use within Dover District Council.
Recommendation:	To procure and implement 'DocuSign'.

1. **Consideration and Alternatives** (*if applicable*)
 - 1.1 See attached report.
2. **Any Conflicts of Interest Declared?**
 - 2.1 None.
3. **Supporting Information** (*as applicable*)
 - 3.1 See attached report.