

## DECISION UNDER DELEGATED POWERS

Subject	IKEN End User Software Licence and Services Agreement
Officer Requesting Decision	Legal Services Team Leader
Officer Making the Decision	Executive Director
Authority for Decision	Delegated authority under paragraph 2.3(b) of Part 2B of Rugby Borough Council's Constitution – each head of service is authorised to take any action to maintain the operation and effectiveness of services within his or her remit.
Recommendation	To enter into the IKEN End User Software Licence and Services Agreement and pay the initial licence fees, annual licence fees and consultancy fees as set out in Schedule 1 of the Agreement.
Alternatives considered and rejected	To not enter into the IKEN End User Software Licence and Services Agreement.  To enter into a software licence and service agreement with an alternative provider.
Decision	Approve
Reason	To secure the installation and roll out of the IKEN document management system within the Legal Services Team to address the identified risks associated with the current lack of a document or case management system.
Date	13 February 2020
Background Papers	Schedule 1 of the IKEN End User Software Licence and Services Agreement is "confidential information" for the purposes of regulation 9 of the Openness of Local Government Bodies Regulations 2014
Decision record kept until	13 February 2026
Background papers kept until	13 February 2024

Signed... *Adam Norburn* .....

Dated... *13/2/20* .....