



RECORD OF DELEGATED DECISION (OFFICER)

CONTRACT AWARD

1. Decision Reference No.	CEX312
2. Name/Title of Officer	Dawn Garton Director for Corporate Services
3. Email address of Officer	dgarton@melton.gov.uk
4. Title / Subject Matter:	Procurement delivery services to Harborough District Council
5. Type of Decision:	Public
6. Key Decision?	Yes
7. Decision Taken: 1. To enter into a service level agreement to supply Procurement Services to Harborough District Council 2. To finalise any necessary legal documentation	
8. Reasons for Decision: The Welland Procurement Unit (WPU) are hosted service by Melton Borough Council with an objective to supply procurement services to outside public bodies. At present it provides procurement support to 6 other local authorities. Recently Harborough District Council (HDC) have approached the WPU to explore the option for delivery of procurement services. Following a review of requirements and negotiations an agreement has been reached to move ahead and agree an initial 3 year contract period for the provision of procurement services to HDC by WPU.	
9. Authority / Legal Power: (Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action) Legal – See below	

10. Background Papers attached?	No										
11. Alternative options available / rejected: 1. Not to provide procurement services to HDC resulting in the loss of potential income											
12. Implications: <table border="1" data-bbox="134 551 1485 1702"> <tr> <td data-bbox="134 551 419 954"> Legal </td> <td data-bbox="419 551 1485 954"> Local Authority (Goods and Services) Act 1970: Local authorities are enabled to trade with other local authorities and designated public bodies for the supply of goods or materials; provision of any administrative, professional or technical services; use of any vehicle plant or apparatus including appropriate staff; works of maintenance in connection with land or buildings. Under this act, authorities can make a profit on services, if sold to another local authority, but are not allowed to trade with private sector or individual customers for profit. [Legal Approval – 20 April 2023] </td> </tr> <tr> <td data-bbox="134 954 419 1178"> Finance </td> <td data-bbox="419 954 1485 1178"> Previously the WPU has provided procurement services to 7 client authorities with the associated income stream matching the resources employed therefore entering into this agreement brings the financial budget back into line for WPU. [Finance Approval – Director for Corporate Services - 20 April 2023] </td> </tr> <tr> <td data-bbox="134 1178 419 1328"> HR </td> <td data-bbox="419 1178 1485 1328"> No HR implications as a result of this decision [HR Approval – 25 April 2023] </td> </tr> <tr> <td data-bbox="134 1328 419 1480"> Procurement </td> <td data-bbox="419 1328 1485 1480"> Not a procurement – nothing to comment on. [Approval – 25 April 2023] </td> </tr> <tr> <td data-bbox="134 1480 419 1702"> Other </td> <td data-bbox="419 1480 1485 1702"> The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates - Health and safety policies </td> </tr> </table>		Legal	Local Authority (Goods and Services) Act 1970: Local authorities are enabled to trade with other local authorities and designated public bodies for the supply of goods or materials; provision of any administrative, professional or technical services; use of any vehicle plant or apparatus including appropriate staff; works of maintenance in connection with land or buildings. Under this act, authorities can make a profit on services, if sold to another local authority, but are not allowed to trade with private sector or individual customers for profit. [Legal Approval – 20 April 2023]	Finance	Previously the WPU has provided procurement services to 7 client authorities with the associated income stream matching the resources employed therefore entering into this agreement brings the financial budget back into line for WPU. [Finance Approval – Director for Corporate Services - 20 April 2023]	HR	No HR implications as a result of this decision [HR Approval – 25 April 2023]	Procurement	Not a procurement – nothing to comment on. [Approval – 25 April 2023]	Other	The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates - Health and safety policies
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13. Signature of Decision Maker with authority to sign :	Email approval received Dawn Garton Director for Corporate Services										
14. Consultation with:	N/A										

15. Date:	16 May 2023
16. Officer Responsible for Procurement	N/A as HDC are procuring services from MBC