



**RECORD OF DELEGATED DECISION (OFFICER)**

**CONTRACT AWARD**

<b>1. Decision Reference No.</b>	<b>CEX313</b>
<b>2. Name/Title of Officer</b>	<b>Dawn Garton Director for Corporate Services</b>
<b>3. Email address of Officer</b>	<b>dgarton@melton.gov.uk</b>
<b>4. Title / Subject Matter:</b>	<b>Procurement delivery services to Hinckley &amp; Bosworth Borough Council</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>Yes</b>
<b>7. Decision Taken:</b>  1. To enter into a service level agreement to supply Procurement Services to Hinckley & Bosworth Borough Council  2. To enter into any necessary legal documentation to effect the award	
<b>8. Reasons for Decision:</b>  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 Hinckley & Bosworth Borough Council (HBBC) 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 HBBC by WPU.	
<b>9. Authority / Legal Power:</b>  Legal – See below	
<b>10. Background Papers attached?</b>	<b>No</b>

**11. Alternative options available / rejected:**

1. Not to provide procurement services to HBBC resulting in the loss of potential income

**12. Implications:**

<b>Legal</b>	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]
<b>Finance</b>	Entering this agreement will mean additional resources will need to be put in place but this will also create capacity to deliver additional work / services to other clients and therefore the fee received from HBBC and any other subsequent work will cover the cost of any additional resources required.  [Finance Approval – Director for Corporate Services - 20 April 2023]
<b>HR</b>	No HR implications as a result of this decision  [HR Approval – 25 April 2023]
<b>Procurement</b>	[Not a procurement – nothing to comment on. Approval – 25 April 2023]
<b>Other</b>	The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates - Health and safety policies

**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 HBBC are procuring services from MBC**