



**RECORD OF DELEGATED DECISION (OFFICER)**

**CONTRACT AWARD**

<b>1. Decision Reference No.</b>	<b>CEX337</b>
<b>2. Name/Title of Officer</b>	<b>Dawn Garton Director for Corporate Services</b>
<b>3. Email address of Officer</b>	<a href="mailto:dgarton@melton.gov.uk">dgarton@melton.gov.uk</a>
<b>4. Title / Subject Matter:</b>	<b>AOC- Procurement Delivery Services - Bassetlaw District Council</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>Yes</b>
<b>7. Decision Taken:</b>	<ol style="list-style-type: none"><li>1. To enter into a service level agreement to supply Procurement Services to Bassetlaw District Council</li><li>2. To finalise any necessary legal documentation</li></ol>
<b>8. Reasons for Decision:</b>	<p>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 a number of other local authorities.</p> <p>Recently Bassetlaw District Council (BDC) 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 BDC by WPU.</p>
<b>9. Authority / Legal Power:</b>	<p>The Director for Corporate Services has delegated authority to make decisions in relation to Procurement services pursuant to paragraph 12.2 of the Officer Scheme of Delegation.</p>

<b>10. Background Papers attached?</b>	<b>No</b>
<b>11. Alternative options available / rejected:</b> <p>1. Not to provide procurement services to BDC resulting in the loss of potential income which would undermine the new officer structure put in place through decision record CEX322.</p>	
<b>12. Implications:</b>	
<b>Legal</b>	<p>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.</p> <p>The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1).</p> <p>The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council’s Contract Procedure Rules and the Council’s Financial Regulations</p> <p>[Legal Approval – 3 July 2023]</p>
<b>Finance</b>	<p>Entering into this agreement will mean the additional income generated will be used to fund the newly approved officer structure put in place which has been financially modelled based on an additional client authority taking on our procurement services. The BDC agreement will fulfil that gap and ensure the Welland procurement budget is balanced and therefore the associated vacancies within the new structure can be recruited to.</p> <p>[Finance Approval – 23 June 2023]</p>
<b>HR</b>	<p>Resourcing levels to deliver this service have been considered and reviewed as part of this decision</p> <p>[HR Approval – 28 June 2023]</p>

<b>Procurement</b>	There are no direct procurement implications as a service is being procured from MBC.  [Procurement Approval – 3 July 2023]
<b>Other</b>	N/A
<b>13. Signature of Decision Maker with authority to sign:</b>	Email approval received <b>Dawn Garton</b> <b>Director for Corporate Services</b>
<b>14. Consultation with:</b>	N/A
<b>15. Date:</b>	19 July 2023
<b>16. Officer Responsible for Procurement</b>	N/A as BDC are procuring services from MBC