



Officer Decision Record

1. Subject and details of the matter (to include reasons for the decision)

NELC requires a Supplier to supply and distribute Personal Protective Equipment (PPE) and Corporate Workwear. Prior to Covid, the Authority spent approximately £35,000 per annum on PPE and corporate workwear. This decision is the award of the contract following a further competition conducted via the ESPO Personal Protective Equipment (PPE) Framework 144.

2. Is it a Key Decision as defined in the Constitution?

No.

3. Details of Decision

Award the contract to the successful tenderer. An award recommendation has already been approved by the Director of Resources & Governance.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

5. Anticipated outcome(s)

Approval is given to award the contract.

6. Details of any alternative options considered and rejected by the officer when making the decision

Not award – This is not a viable option as PPE and corporate workwear is required for the workforce.

7. Background documents considered

None.

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No.

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

None.

10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)

The approach of a framework call down has the benefits of approved suppliers already meeting certain benchmarks and flagging agreement in advance to appropriate terms and conditions. Further, the Council may achieve better terms by combining its volume with the other public bodies also taking part.

There are further advantages of assurance in that any such framework by necessity must be compliant with Public Contracts Regulations 2015. A framework approach is considered good practice and comes with its own efficiencies.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The procurement process and utilisation of frameworks helps ensure value for money is achieved when establishing new contracts. Spend will be managed from within existing service budgets.

12. Human Resource Comments (Strategic Workforce Lead or nominee)

There are no direct HR implications in regards to the tender process

13. Risk Assessment (in accordance with the Report Writing Guide)

Several procurement routes were considered but accessing a framework and undertaking a further competition was considered the most value for money option. The Authority has an increased need for PPE due to the current pandemic and it is important that quality items and supply are available.

A project and evaluation team of the Authorities most frequent PPE users was established and directed the procurement process. Known risks were recorded in a dedicated risk log to accompany the procurement process.

14. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director, Environment,
Economy & Resources.

Signed: REDACTED

Dated: 12th January 2021

**15. Consultation carried out with
Portfolio Holder(s):**

Name: Councillor Stan Shreeve

Title: Deputy Leader and Portfolio
Holder for Finance and Resources

Signed: REDACTED

Dated: 13 January 2021

**16. If the decision is urgent then
consultation should be carried out
with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A