



Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Approval is sort from the Executive Director for Environment Economy & Resources in consultation with the Portfolio Holder for Finance, Resources and Assets to commence the procurement of the Councils IT Asset Destruction contract. This contract allows the Council to securely dispose of its ICT Hardware.

The current contract for Secure Sanitisation and Asset Disposal ends on the 30th September 2021 and there are no more extension periods available.

The intention is that the replacement IT Asset Destruction will have a maximum duration of 6 years.

This is a concession contract and so the Council will not make any payment to the provider for delivery of the service. Instead, the provider will share with the Council a percentage of the gross income generated they from the destruction, disposal and sale of the assets. The percentage share shall be determined through the procurement process.

A project team will be put in place including colleagues from ICT and Digital and Procurement.

2. Decision being taken

Approval by the Executive Director for Environment Economy & Resources in consultation with the Portfolio Holder for Portfolio Holder for Finance, Resources and Assets to commencement of the procurement process for the IT Asset Destruction contract.

3. Anticipated outcome(s)/benefits

The re procurement of the IT Asset Destruction contract is undertaken.

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

There is the option to not re procure the contract, however there are risks associated with not doing so, such as being unable to guarantee collection, and secure sanitisation and disposal of assets. In addition, not disposing of equipment in a safe and secure manner would mean the Council would no longer be compliant with any of the recognised Cyber Security standards.

5. Background documents considered (web link to be included or copies of documents for publishing)

N/A

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

No

7. 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)

No conflicts of interest have been identified.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

Re-procurement is necessary for the continuation and compliance of the service and security standards. There are no more extensions available. A concession contract, under the regulations, creates a stable framework, subject to compliance with certain

key principles and requirements, whilst providing the freedom to choose how to organise the procedure.

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

The procurement process will help ensure that the Council obtains best value in the letting of the concession contract and the generation of income.

10. Human Resource Comments (Head of People and Culture or nominee)

There are no HR implications

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

If the supplier awarded was not operating the standards expected, this could present some risk of potential security and data breach, this will be mitigated through the procurement process, and regular contract management.

12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?

N/A

13. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director, Environment, Economy & Resources

Signed: 

Dated: 11th August 2021

14. Consultation carried out with Portfolio Holder(s):

Name: Cllr Stan Shreeve

Title: Deputy Leader and Portfolio Holder for Finance, Resources and Assets

Signed: 

Dated: 12th August 2021