



## 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 a Public and Statutory Notices Advertising Service contract which includes publishing Traffic Regulation Orders.

The current contract for the Public and Statutory Notices Advertising Service ends on the 14<sup>th</sup> July 2023.

The intention is that the replacement contract will have a maximum duration of 48 months.

The estimated whole life value of the contract is £177,984.00

A project team will be put into place including Communications, Procurement and Legal.

**2. Decision being taken**

Approval by the Executive Director Environment Economy & Resources in consultation with the Portfolio Holder for Portfolio Holder for Finance, Resources and Assets for commencement of the procurement process for the Public and Statutory Notices Advertising Service.

**3. Anticipated outcome(s)/benefits**

The re procurement of the Public and Statutory Notices Advertising Service is commenced.

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

It is a statutory requirement to publicise as widely as possible notices of this nature. There is no other way of doing this. We have considered using our own channels, however current guidance received advise that where a print publication is active in an area, then that route must be considered.

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

None.

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

N/A

**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)**

Clearly the service is a statutory requirement and therefore must continue. A compliant procurement exercise will ensure the Council's policy and legal obligations are complied with. A further ODR will be required for any subsequent award. Procurement and legal colleagues will support as appropriate.

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

Provision for the advertising of Public and Statutory Notices is incorporated into existing revenue budgets of the Council.

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

No direct HR implications.

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

If it were not procured then no notices would be put into the public domain, and that is a statutory requirement.

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

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**13. Decision Maker(s):**

Name: Sharon Wroot

Title: Executive Director Place and Resources

Signed: REDACTED

Dated:02.05.23

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

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated: 15<sup>th</sup> May 2023