



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, Place & Resources in consultation with the Portfolio Holder for Finance, Resources and Assets to commence the procurement of the Councils replacement IT Asset Destruction contract. This contract allows the Council to securely dispose of its ICT Hardware.

The current contract for the IT Asset Destruction has expired and we need to procure a replacement. The intention is that the replacement contract will have a maximum duration of 60 months.

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 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, Procurement and Legal.

2. Decision being taken

Approval by the Executive Director, Place & Resources in consultation with the 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 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 procure a replacement 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)

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)

A decision of this nature is appropriate. A procurement exercise will ensure a legally compliant process. A project team will provide for the appropriate expertise from officers to protect the Council's interests.

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

The procurement process will help ensure the Council achieves best value for money from the contract.

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

There are no direct HR implications arising from the contents of this report.

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, Place and Resources

Signed: REDACTED

Dated: 11.07.23

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

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated: 11th July 2023