



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)

To award the contract for IT Asset Destruction & Disposal. This contract allows the Council to securely dispose of its ICT Hardware.

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 retain the income generated to cover operation of the service and to make a profit.

The maximum duration of the contract is 60 months.

Following conclusion of the evaluation process, Restore Technology Limited has been identified as the most economically advantageous tenderer, and so approval is sought to award the contract for IT Asset Destruction & Disposal to Restore Technology Limited.

2. Decision being taken

That the Executive Director, Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets approves the award for the IT Asset Destruction & Disposal contract to Restore Technology Limited For a maximum 60 Months.

3. Anticipated outcome(s)/benefits

The contract for IT Asset Destruction & Disposal is awarded to Restore Technology Limited for a maximum duration of 60 months.

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

There is the option to not 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)

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

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)

This is a purely operational decision and falls to one of the general delegations made to directors - to manage material resources available for their functions.

The procurement of the contract should follow established Council policy and Contract Procedure Rules.

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

As detailed in section 1, this is a concession contract and so the Council will not make any payment to the provider for delivery of the service. The tendering and evaluation process provides assurance that the most economically advantageous tenderer has been appointed.

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 Provider awarded was not operating to the standards expected, this could present some risk of potential security and data breach, this has been mitigated through the procurement process, and further mitigation will be through 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: 15.07.24

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

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated: 15th July 2024