


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Accept a quotation for a contract related to the Electoral Management System.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.
DO/92/2025 (MW)	<p>Constitution - 3D OFFICER DELEGATIONS - Part A - General Delegations</p> <p>3D.2 Financial Resources</p> <p>a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract standing orders, financial standing orders, financial regulations and financial instructions.</p> <p>b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.</p>
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
10/04/2025	 <p>Matt Wallbank Assistant Director – Democracy & Governance</p>
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>The current system expired end of March 2025.</p> <p>b) The Decision</p> <p>To award a contract to Civica UK Limited following a procurement process via the Crown Commercial Services G-Cloud 14 framework agreement for the provision of an electoral management system for a period of up to 4 years commencing 1st April 2025.</p>	

<p><u>REASON FOR THE DECISION</u></p> <p>The current system expired at the end of March 2025. The Elections team requires elections management software (EMS) to manage the electoral register and elections. There is a statutory duty on the Council to appoint an Electoral Registration Officer (ERO), who then must maintain a “complete and accurate register of electors” as per the Representation of the People Act 1983 and subsequent regulations. It is also noted the Council has County elections in May 2025 and local Borough elections in May 2026 so the continued use of an electoral management system is justified.</p>
<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>Not to have a system. This would result in manual and paper based documentation as well as processes for managing data for the purposes of an election.</p>
<p><u>WARD RELEVANCE</u></p> <p>This decision doesn’t impact a specific Ward directly.</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>Met with existing budget and below the key decision threshold.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>Senior Leadership Team Electoral Services Team Procurement Team Finance Team IT Services Team Transformation Team Portfolio Holder - Resources and Customer Service</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>None.</p>
<p><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>Not applicable.</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>Not applicable.</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>None.</p>

<u>FINANCIAL IMPLICATIONS</u> Being met by existing budgets.
<u>HEALTH EQUALITIES IMPLICATIONS</u> Not applicable.
<u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u> Not applicable.
<u>RISK MANAGEMENT IMPLICATIONS</u> Not having a solution or system in place puts at risk the effective running of an election, noting it is a requirement for the Electoral Returning Officer to complete and maintain an accurate register of electors. Risks identified to be managed in accordance with the project risk register.
<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> None
<u>ENVIRONMENTAL IMPLICATIONS</u> None
<u>LEGAL IMPLICATIONS</u> None other than noting compliance with the procurement regulations is required, including the Contract Procedure Rules and the duty to maintain a complete and accurate register of electors as per the Representation of the People Act 1983 and subsequent regulations.
<u>ANY OTHER COMMENTS</u> None

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER