


**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>	
Award of contract for a contractor to undertake traffic management services and associated services for the management of receipt of election ballot boxes at the count venue, including external building management in relation to the Borough Elections in May 2026.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/Constitution/Minute No. etc.)
DO/110/2026 (MW)	<p>Cabinet 25th February 2026 CB93 General Fund Revenue Budget 2026/27</p> <p>Full Council 25th February 2026 CL70 Recommendations from Cabinet and Other Committees vi) General Fund Revenue Budget 2026/27</p> <p>3D OFFICER DELEGATIONS - Part A - General Delegations 3D.2 Financial Resources a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract orders, financial standing orders, financial regulations and financial instructions. 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</u> (Name and Job Title)
01/04/2026	 Matthew Wallbank Assistant Director – Democracy and Governance

RECORD OF THE DECISION

a) The issue

Provision of a new contract to undertake traffic management services and associated services for the management of receipt of election ballot boxes at the count venue, including external building management for the forthcoming May 2026 Borough Elections.

b) The Decision

To award a contract to Property Management and Event Safety Ltd (T/A Conflux Events) following a below threshold tender process undertaken in accordance with the Contract Procedure Rules and Procurement Act 2023.

REASON FOR THE DECISION

To ensure the Council has a contractor to undertake the required services to ensure a safe and secure process for the receipt of ballot boxes, security of the count venue overnight and during the count process. There is no ability to undertake this in house and given the risk, its best to obtain the specialist expertise and skills to manage this process.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

In-House – no qualified site security staff or traffic management personnel. Only option to out-source.

WARD RELEVANCE

Count Venue – not disclosed ward or count venue location to safeguard where the process takes place.

FINANCIAL AND BUDGET IMPLICATIONS

Cost for the May 2026 Borough Elections within the allocated budget.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Election Project Board and Election Team (including the Returning Officer)
Procurement Service Manager

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None.

<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>N/A</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>None.</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>Not applicable</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>Cost associated to providing the service and equipment is within the approved budget for the May 2025 local borough Elections.</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>Not applicable</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>Not applicable</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>As the Council does not employ qualified site security personnel or traffic management operatives, it was deemed appropriate to outsource the service requirements. Failing to contract this service requirement puts at risk the health and safety of personnel at the ballot box receipt venue and the security of the process.</p>
<p><u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u></p> <p>The successful contractor is classified as a small/medium enterprise and is located in the West Midlands.</p>
<p><u>ENVIRONMENTAL IMPLICATIONS</u></p> <p>No plan for LPG gas to be used or stored on the site, and lighting will be powered by some combination of internal battery and integrated diesel generator. However external lighting will only be required from hours of darkness until completion of ballot box receipt process.</p>

LEGAL IMPLICATIONS

None directly, other than noting the procurement being undertaken in accordance with the Council's Contract Standing Orders and the Procurement Act 2023. A contractual agreement for the service will be signed between the Council and the contractor.

ANY OTHER COMMENTS

None.

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