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

<table>
<tr><td colspan="2">SUBJECT OF DECISION

Procurement of “The Obligations Office” via contract to support the implementation of the new S106 Monitoring Software.</td></tr>
<tr><td>DECISION REFERENCE

DO/57/2026 (LH)</td><td>SOURCE OF AUTHORITY AND REFERENCE (i.e. Committee/ Constitution/Minute No. etc.

Business Case Approval via SLT – March 17th 2026
Budget Variation Cabinet Report Approval – 27th May 2026 (Agenda Item 9; Section 2b)

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.

3D.1 General Delegations
b) Take any action on matters relating to the day to day administration of services within their unit.
c) Take any action to maintain the operation and effectiveness of services within their unit.</td></tr>
<tr><td>DATE OF DECISION
16/10/2026</td><td>DECISION MAKER (Name and Job Title)
Louise Hryniw – Assistant Director for Planning

</td></tr>
</table>

RECORD OF THE DECISION

a) The issue

Currently, all S106 agreements are managed by the Planning team, primarily by the S106 Monitoring Officer, using a central audit spreadsheet that tracks key information. The complexity and volume of S106 agreements places a significant demand on the planning team's resources, making it challenging to provide adequate oversight. Therefore, a project was commissioned to procure and implement a S106 monitoring software.

The approval for the project came from SLT, with the business case being approved for the overall project. There is an overall project budget of £123,209.30. This is to cover 2 contractual elements:

1) S106 Monitoring System Implementation and Ongoing Costs – Budget - £70,849.30
   This contract has been signed and agreed.

2) Historic Data Upload – Budget - £52,360.00
   This is the reason for the delegated decision and the expenditure.

b) The Decision

The decision required surrounds element 2 and The Obligations Office. With the contract for element one being procured, the historic data requires upload into the system and therefore the contract for The Obligations Office needs procuring. **The decision has been made to procure The Obligations Office contract.**

REASON FOR THE DECISION

To complete the historic data upload to the system as current capacity doesn't permit this option. This is also similar to how other authorities have approached the upload of data. (examples include: South Cambridgeshire District Council, Torbay Council and Bath & North East Somerset Council).

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

Having procured EXACOM as the S106 Monitoring software, there are no alternative external providers. There is the option to complete this in-house, however capacity is an issue, and there is no internal experience with Exacom or with uploading S106 documents into a system as this is the first time the Council has had a designated system..

WARD RELEVANCE

N/A

FINANCIAL AND BUDGET IMPLICATIONS

Met by the Transformation Reserve and existing Planning budgets as detailed in the business case.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS
Senior Leadership Team.
Planning Manager

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED
No Members Consulted.

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).
N/A

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)
None

HUMAN RESOURCES IMPLICATIONS
None

FINANCIAL IMPLICATIONS
The implications listed in the “record of the decision” section are primarily financial and are the sole implications behind the delegated decision.

HEALTH EQUALITIES IMPLICATIONS
None

SECTION 17 CRIME & DISORDER IMPLICATIONS
None

RISK MANAGEMENT IMPLICATIONS
None

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS
None

ENVIRONMENTAL IMPLICATIONS
None

LEGAL IMPLICATIONS
None as appropriate procurement regulations have been followed.

ANY OTHER COMMENTS

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