

**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 Tender for Contract (Purchase to Pay System)	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.
DO/123/2024 (LB)	3D.2B Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
9 th April 2024	Liam Brown – Assistant Director for Finance
<u>RECORD OF THE DECISION</u>	
<p>a) Approval for the purchase to pay system to be awarded to Proactis Ltd. from 01/06/2024 – 31/05/2025 with the option to extend by a further 1 year until 31/05/2026.</p> <p>b) The Decision</p> <p>This is to approve the decision and enter into a contract.</p>	
<u>REASON FOR THE DECISION</u>	
To ensure NBBC is not without a purchase to pay system and ensure business continuity.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
Open tender process - this was rejected due to the timeframes and business needs. The council would have been without a Purchase to Pay System as a full tender process would have foregone the current contract deadline.	
<u>WARD RELEVANCE</u>	
None	
<u>FINANCIAL AND BUDGET IMPLICATIONS</u>	
The proposed contract to be awarded can be managed within existing budgets.	

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Members – None (directly) – The budget has been approved by cabinet and full council (February 2024)

Officers –
Strategic Director – Finance
Assistant Director – Democracy & Governance
Purchase to Pay Supervisor

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None

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).

None

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

None

HUMAN RESOURCES IMPLICATIONS

None

FINANCIAL IMPLICATIONS

The proposed contract to be awarded can be managed within existing budgets.

HEALTH EQUALITIES IMPLICATIONS

None

SECTION 17 CRIME & DISORDER IMPLICATIONS

None

RISK MANAGEMENT IMPLICATIONS

Failing to award the contract could have reputational damage for NBBC by not being able to pay suppliers in a timely manner.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None

ENVIRONMENTAL IMPLICATIONS

None

LEGAL IMPLICATIONS

Compliant with contract procedure rules and please see "Risk Management Implications" above.

ANY OTHER COMMENTS

The contract is required to ensure the Council has a sufficient Purchase to Pay system in place to fulfil day to day orders and service delivery.

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