




Record of Delegated Decision

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| Decision made by | George Candler – Executive Director – Place & Economy |
| Decision Title | Contract with Society Works for Fix My Street |
| Date of decision (same as date form signed) | 31/01/2024 |
| Key Decision | No |
| Decision | Approval of Direct Contract Award to Society Works |
| Reason/s for Decision | The procurement for the Street Issue Reporting Software has been undertaken using a compliant procurement framework agreement provided by CCS, and process required by the Council's Contract Procedure Rules. This process was supported by the Procurement Officer (Business Services) and Procurement Category Manager (Business Services), as such the Procurement Category Manager (Business Services) is happy to support award of the contract using this approach, despite receiving less than three (3) bid responses. |
| Alternative options considered and rejected | <p>A search was undertaken on CCS Framework to identify alternative solutions but no alternatives were identified.</p> <p>An in-house developed alternative was considered but felt there was insufficient time to develop something within the timescales required.</p> |
| Legal implications | Legal have provided advice throughout and have agreed the terms of the contract agreement. |
| Financial implications | The costs of the system will be covered from existing highways budgets. |
| Other implications | The contract is to be awarded for 1 year only with option to extend by 1 year whilst in-house development is reviewed. |
| Background papers considered | None |
| Declarations/conflict of interest? | No declarations or conflicts of interest were identified by those engaged in the process. |
| Consultation | Engagement with Portfolio Holder – Cllr Matthew Binley |

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| | Engagement with Digital Portfolio Board |
| Exempt Decision? | No |
| Officer/ Executive member |  George Candler, Executive Director Place & Economy |

Annex 1

Key Decisions

- 1.1. The definition of a Key Decision is set out in The Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2000 and is defined as;
- 1.2. An executive decision, which is likely
 - i. to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant; or
 - ii. to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions
- 1.3. The council has decided that significant expenditure or savings are those amounting to above £500,000.
- 1.4. All Key Decisions must be published on the website 28 days in advance of them being made unless they are urgent in which case there are processes to follow which include seeking the notification/approval of the Chair of the relevant Scrutiny Committee. The Forward Plan enables the public and all members to understand the key decisions that are going to be taken and make representations in advance.
- 1.5. Key Decisions must be published within 2 clear working days of being made and will be published on the website.
- 1.6. Scrutiny Committees have the ability to call in Key Decisions and any other decisions which have been included on the Forward Plan and have 5 clear working days to call in the decision following their publication on the website (in accordance with the Scrutiny Procedure Rules).

Annex 2

Descriptions of Exempt Information

Exempt information means information falling within the following categories (subject to any qualification):

- 1) Information relating to any individual.
- 2) Information which is likely to reveal the identity of an individual.
- 3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- 5) Information in respect of which a claim of legal professional privilege could be maintained in legal proceedings.
- 6) Information which reveals that the authority proposes:
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
- 7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Qualifications

Information falling within the above descriptions is not exempt information if it is required to be registered under:

- (a) the Companies Acts (as defined in section 2 of the Companies Act 2006);
- (b) the Friendly Societies Act 1974;
- (c) the Friendly Societies Act 1992;
- (d) the Co-operative and Community Benefit Societies Act 2014;
- (e) the Building Societies Act 1986; or
- (f) the Charities Act 2011

Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission or permission in principle pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

Information which falls within any of the descriptions above; and is not prevented from being exempt by the previous two qualifications is exempt information if and so long, as in all the

circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.