



Council

Constitution

RECORD OF DELEGATED DECISION TAKEN BY AN OFFICER UNDER THE COUNCIL'S CONSTITUTION

Matter decided:

Decision Date:.....

Decision Taking Officer:.....

Finance and Contract Procedure Rule No(s) to waiver [Please set out the Rule/Rules]:

THE DECISION

Within this section, detail the decision that is required. Where the decision involves the award of a contract it is important to complete the following table: -

Contract Title	
Contract Period (include any potential extension options and start and end dates)	
Total Contract Value	
How is the contract to be funded	
Provider Name(s)	
Brief Description of the goods / services required	
Is a contract being drafted by Legal Services	

NB: Once a contract has been completed in accordance with **Rule E.98** (which sets out the requirements for written forms of contract by value) **Rule E.89** stipulates that its details are added to the Council's Corporate Contracts Register which can found by clicking on this link: [Contracts Register](#)

REASONS FOR THE DECISION:-

ALTERNATIVE OPTIONS CONSIDERED IN ARRIVING AT THE DECISION

Signed by the Decision Taking Officer

.....

Designation

.....

Date

.....

Signed by the Head of Service

.....

Designation

.....

Date

.....

Approved by Portfolio Holder

For **Name:**

.....

Signature:

Date:

.....

**Approved by
(if needed)
See Note (1)**

.....
**Director of Finance and
Business Services**

.....
Borough Solicitor

Date

.....

.....

APPROVALS:

APPROVED / REJECTED BY	NAME	DATE
PROCUREMENT OFFICER		
<i>Comments:</i>		
LEGAL OFFICER		
<i>Comments:</i>		
FINANCE OFFICER		
<i>Comments:</i>		

Guidance for Signing Officers – Officers should ensure that Rule E4 is satisfied, namely that the Council will;

- ***Get value for money;***
- ***Keep within the law;***
- ***Maintain standards of conduct;***
- ***Be fair to suppliers;***
- ***Protect officers;***
- ***Demonstrate accountability for public money;***
- ***Meet its corporate and directorate aims and policies; and***
- ***Comply with the Council's Procurement Strategy.***

NOTES

(1) Decisions taken under Finance and Contract Procedure Rule E.23 also need to be approved by the Director of Finance and Business Services and the Borough Solicitor and this form completed accordingly, which shall include the sign off the above approvals box by the relevant officers.

(2) If an officer is unsure about his/her powers to take the decision, he/she should seek advice from the relevant officer in their Senior Management Leadership Team.

(3) A copy of this document must be kept in the Register of Delegated Decisions (held in your Directorate) which must be available for inspection at any time during normal office hours by Members of the Council , the Director of Finance and Business Services and Borough Solicitor

(4) The decision must be made in accordance with the requirements of the Finance and Contract Procedure Rules.