

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	19 December 2024
Decision Maker (Officer):	Richard Barrett
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4(ii) – Part 3.39). The Director has delegated responsibility for matters relating to the associated procurement activity being undertaken / proposed. (as set out in the Council's Procurement Rules) The decision is supported by the Council's Monitoring Officer who has reviewed the proposed decision to provide the necessary independence, given the role of the S151 Officer in terms of them as both the decision maker and as the required consultee when determining procurement exemptions as set out in the Constitution. (Please see further comments within the attached report.)
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Finance and Governance Procurement exemptions can be granted at the level proposed following this necessary consultation.
Ward Member(s) consulted?	n/a
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To agree an exemption from the Council's Procurement Rules along with the associated award of contract in

	respect of the printing, enveloping and posting of Council Tax Bills for 2025/26.	
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	To enable the engagement of an External Supplier to provide the necessary services associated with the distribution of Council Tax Bills for 2025/26.	
Highlight any associated risks/finance/legal/equality considerations:	The proposed approach enables the Council to secure the necessary services to address the potential risk of delays to the distribution of Council Tax Bills to households across the District ahead of 1 April 2025.	
Details of any Alternative Options Considered and rejected (together with reasons):	Not applicable. However additional comments relating to the expectations / procurement of similar services for 2026/27 are set out within the attached report.	
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	N/A	
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	X	Not applicable – Decision [and report] to be published
	If Report is not to be published – tick one of the following boxes:	
	☐	The report supporting the Decision contains confidential information
	☐	The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
	☐	• Relates to an individual
	☐	• Likely to reveal the identity of an individual
	☐	• Relating to financial or business affairs of a person or organisation
	☐	• Relates to a claim for legal professional privilege in legal proceedings

		Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
		Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
	<u>And</u> is exempt 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 Reasons: n/a	

Officers

Signed: Richard Barrett

Title: Director Finance & IT

Signed:

Title:

In consultation with:

Signed:

Portfolio Holder For Finance & Governance

Signed:

Section 151 Officer (if required)

Signed:

Monitoring Officer (if required)

Dated: