

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:	20/04/26
Decision Maker (Officer):	Corporate Director Finance and IT and S151 Officer
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)
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Portfolio Holder for Finance and Governance
Ward Member(s) consulted?	n/a
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	To enter into a 2 year (plus 1+1) contract with TET Ltd via the NHS Digital Workplace Solutions 2 Framework, for the provision of a purchase ordering system.

Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	A purchase ordering system is required to support the Council in the delivery of services across a wide range of functions.
Highlight any associated risks/finance/legal/equality considerations:	Total contract cost is £38,846 for the initial two year contract term. Total contract cost will be £58,269 if utilising one 12 month extension. Total contract cost will be £77,692 if utilising both 12 month extension options. This can be accommodated within existing service budgets. The NHS Digital Workplace Solutions 2 Framework permits direct award where a supplier demonstrates they meet all defined service requirements and offers the most economically advantageous solution without the need for further competition. The published framework guidance confirms that authorities may directly award where objective conditions with the framework are met under PCR15. With two months until requirement for contract commencement, this would be an efficient and lowest cost route for contract award. All other framework requirements have been / will be met / undertaken as necessary as part of finalising the arrangements.
Details of Local Government Reorganisation and/or Devolution considerations	The proposed contract term provides the flexibility required in the context of Local Government Reorganisation.

Details of any Alternative Options Considered and rejected (together with reasons):	Several procurement routes and supplier options have been explored to test value for money and compliance. Initial consideration was given to the CCS G Cloud 14 Framework, where price lists indicated an annual cost of £24,995 per annum for the same service. Further market research into alternative providers identified estimated annual costs ranging from £28,490 to £37,960 per annum, with some alternatives operating per user licence models (£4,000–£6,000 per user). This contrasts unfavourably with the current arrangement, which provides unlimited user access for Council employees. Following this, the NHS Digital Workplace Solutions 2 Framework was identified, which comprises of 44 suppliers to identify the range of capabilities for this service, and as part of market engagement an Expression of Interest was issued to all framework suppliers. All suppliers had equal opportunity to respond in line with the statement of requirements which were also shared as part of the market engagement, no alternative suppliers confirmed they could meet the requirements within the budget, functionality and timescale. No feedback was received indicating that the requirements were restrictive, nor were alternative compliant solutions proposed. TET Ltd was the only respondent and submitted a proposal with a contract value of £19,423 per annum, which is equivalent to the pricing available from the direct services from Proactis.
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>	a	Not applicable – Decision 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
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Officers

Signed: Title:

Signed: Title:

In consultation with:

Signed:

Signed: n/a **Section 151 Officer (if required)**

Signed: n/a **Monitoring Officer (if required)**

Dated: 27/10/2025