



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:	24/07/2026
Decision Maker (Officer):	Katie Wilkins, Director – People
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	In accordance with Part 3 of the Council's Constitution, including the Scheme of Delegation to Officers, the Director – People is authorised to exercise executive functions and take operational decisions within their service area. This decision relates to operational contract management and procurement activity within the People service area, is within approved budget, does not constitute a Key Decision, and is subject to compliance with the Council's Procurement Procedure Rules, Financial Regulations and decision-making requirements.
Identify which Portfolio Holder(s)/Committee Chairman consulted?	N/A
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 new one-year agreement with iHasco for the continued provision of the Council's e-learning platform, with effect from 27 July 2026, at a fixed annual cost. The new agreement is for one year only, remains below the £10,000 threshold, maintains the existing nature and scope of provision, and does not create a commitment beyond the approved financial limits. The decision is therefore made under officer delegated authority and in accordance with the Council's Constitution, Procurement Procedure Rules and financial governance requirements. The supporting procurement record will be retained to evidence the value for money assessment and the basis on which the decision has been made.

Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	The Council's current arrangement with iHasco for the delivery of e-learning is due to end on 27 July 2026. A due diligence exercise has been undertaken to consider the Council's current usage, the proposed cost of a new one-year agreement, and indicative comparator costs from alternative providers. The assessment demonstrates that iHasco provides the most cost-effective option when considered against usage levels, course breadth, service continuity and the Council's need to maintain access to mandatory and operational training. A reduced annual fee has also been negotiated, providing further assurance that the proposed new agreement represents value for money. A new one-year agreement provides continuity of training provision while maintaining flexibility in the context of Local Government Reorganisation (LGR). A longer agreement period was considered; however, this was not considered appropriate at this stage, as it would reduce the Council's ability to review future learning and development requirements as part of wider LGR planning. The one-year agreement also preserves the option of exploring collaborative procurement arrangements with partner authorities in the future, should this be considered beneficial.
Highlight any associated risks/finance/legal/equality considerations:	Value for money has been assessed and evidenced through consideration of current usage levels, a negotiated reduction from the supplier's original quote, and indicative comparator costs from alternative providers. The decision is within the approved budget, is proportionate to the value and risk of the procurement, and supports service continuity. The supporting evidence will be retained on file as the procurement record, including the comparator information, confirmation of the negotiated rate and the rationale for entering into a new one-year agreement.
Details of Local Government Reorganisation and/or Devolution considerations	The new one-year agreement represents a single, one-off payment to be made during 2026. A one-year agreement has been selected in preference to a longer-term commitment because it secures continuity of training provision while retaining flexibility ahead of Local Government Reorganisation. This approach supports alignment with the Council's wider learning and development arrangements, including the future review of provision across both e-learning platforms, before any longer-term procurement decisions are made.
Details of any Alternative Options Considered and	Alternative procurement options were explored with two other e-learning training providers. A longer-term agreement with iHasco was also considered, but was rejected at this

rejected (together with reasons):	stage as it would reduce flexibility during a period of potential organisational change linked to LGR. On balance, entering into a new one-year agreement with iHasco is considered the most economically advantageous and operationally suitable option. It secures continuity of provision, represents value for money, and allows the Council to review future learning and development requirements before making any longer-term commitment.	
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>	☒	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:		

Officers

Signed: K Wilkins

Title: Director – People

Date: 24/07/2026