



**EXECUTIVE DECISION RECORD  
Officer**

**REF No: 121.24**

<b>A1</b> Service Area	Corporate & Commercial Services
<b>A2</b> Title	Provision of Consumables (Janitorial Supplies)
<b>A3</b> Decision Taken By	Chief Officer
<b>A4</b> Chief Officer	Please print name: Mark Rizk  Please sign name: (Approval by email 12/02/2024)
<b>A5</b> Leader / Deputy Leader consulted?	Please print name: Michael Fitzpatrick  Please sign name: (Consulted via email)
<b>A6</b> Date of Decision	14 <sup>th</sup> February 2024

**Confidentiality**

<b>A7</b> Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
<b>A7.1</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.	N/a

**Conflict of Interest**

Are there any conflicts of interest to declare? No

(If “Yes” please contact the Chief Executive before making the Decision. A note of dispensation should be attached).

**Scrutiny/Audit**



**A8** Which Committee should this decision be submitted to? *(Please tick as appropriate)*

- Scrutiny (Value for Money Council) Committee ✓
- Scrutiny (Regeneration Development and Market Hall) Committee
- Scrutiny (Health and Wellbeing) Committee
- Scrutiny (Climate Change and Environment) Committee
- Audit Committee

<b>B1</b> What is the Decision?	To appoint Nobisco Ltd as consumables supplier to ESBC for a period of 2 years, commencing 1 <sup>st</sup> March 2024.
<b>B2</b> What are the reasons for the Decision?	A request for quotations was undertaken in January 2024 to identify a suitable supplier to provide the service to the Council.  4 submissions were received and evaluated against the criteria set out in the RFQ document, identifying Nobisco as the most economically advantageous tender.
<b>B2</b> Alternative options considered and rejected?	Other suppliers were assessed during the procurement process
<b>B3</b> What are the contributions to Corporate Priorities?	Indirectly contributes to all the delivery of all priorities
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

### Financial Implications

<b>B5</b> What are the financial implications?	The main financial issues arising from this decision are as follows:  This is a 2 year contract totalling approx. £30,000 (£15,000 per year).  Costs will be incurred by the Council against the contract when orders for goods are placed. The goods orders are funded from budgets across different portfolios. Budget holders identify relevant budget at the point of placing an order, which ensures funding is in place.
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Revenue	2023/24	2024/25	2025/26
Estimated cost across Council Portfolios		15,000	15,000
Capital	2023/24	2024/25	2025/26

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: James Hopwood Please sign name: (Approval by email 12/02/2024)
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### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	Yes

### Equalities Implications

<b>B8</b> What are the Equalities implications:
<b>B8.1</b> Positive (Opportunities/Benefits): <ul style="list-style-type: none"> <li>• None identified</li> </ul>
<b>B8.2</b> Negative (Threats): <ul style="list-style-type: none"> <li>• None Identified</li> </ul>
<b>B8.3</b> The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
<b>B8.4</b> The equality impact assessment identified the following actions to be carried out: N/A

**B8** What are the Equalities implications:

### **Risk Assessment**

**B9** What are the Risk Assessment implications:

**B9.1** Positive (Opportunities/Benefits): Ensures continued value for money for the Council

**B9.2** Negative (Threats): Not awarding the contract could impact the Council obtaining supplies at the best possible rate.

**B9.3** The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

### **Legal Considerations**

**B10** What are the Legal Considerations:

**B10.1** 1 The legal implications arising from this decision are:

The procurement of the Service has been in accordance with the Council's Contract Procedure Rules.

The draft Contract has been prepared by the Legal Services Team.

**This section has been approved by the following member of the Legal Team**

Please print name: Glen McCusker – Locum Solicitor and Deputy Monitoring Officer.

Please sign name: (Approval by email 12/02/2024)

### **Sustainability Implications**

**B11** What are the Sustainability implications:

**B11.1** The proposal would result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).

**B11.2** Positive (Opportunities/Benefits): N/A

**B11.3** Negative (Threats): N/A

## Health & Safety Implications

B12 What are the Health & Safety implications:

B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

B12.2 Any financial implications to mitigate against these hazards and risks are considered above.

### Key Decision

**B13** Is this a Key Decision?      No

**Note: A Key Executive Decision is one where:**

1. **REVENUE** – Any contract or proposal with an annual payment or saving of more than £100,000
2. **CAPITAL** – Any capital project with a value in excess of £150,000
3. **A decision which significantly affects communities living or working in an area comprising two or more wards.**

<b>B13.1</b> If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA
<b>B13.2</b> If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA

**NOTE:** If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to  
[democratic.services@eaststaffsbc.gov.uk](mailto:democratic.services@eaststaffsbc.gov.uk)