

DELEGATED POWERS REPORT NO.

1972

SUBJECT: Authorisation to Continue to Purchase Services from CIPFA Business Limited

Control sheet

All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to the Governance Service for publishing

All reports		
1. Governance Service receive draft report	Name of GSO Date	Andrew Charlwood 21/03/2013
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Andrew Charlwood 22/03/2013
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Finance officer Date	John Hooton 27/03/2013
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Resource officer Date	Not Applicable
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	Lesley Meeks 26/03/2013
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date:	Sheila Saunders 28/03/2013
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 21/03/2103
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Andrew Nathan 21/03/2103
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	John Hooton 27/03/2013
10. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Name of GSO Date	Andrew Charlwood 28/03/2013
11. Report published by Governance Service to website	Name of GSO Date	Andrew Charlwood 02/04/2013
12. Head of Service informed report is published	Name of GSO Date	Andrew Charlwood 02/04/2013
Key decisions only:		
13. Expiry of call-in period	Date	N/A
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (EXECUTIVE FUNCTION)

Subject **Authorisation to Continue to Purchase Services from CIPFA Business Limited**

Officer taking decision Chief Operating Officer

Date of decision 28 March 2013

Summary	This report seeks authority to (1) continue meeting current agreed commitments with CIPFA Business Ltd as a single source supplier for the provision of services to the Council and (2) to increase the Purchase Order to enable this to take place for 2012/13 and 2013/14
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Officer Contributors Catherine Peters – Head of Finance SAP Systems, Closing & Monitoring

Status (public or exempt) Public

Wards affected Not applicable

Enclosures None

Reason for exemption from call-in (if appropriate) Not applicable

Key decision No

Contact for further information: Catherine Peters, Head of Finance, 020 8359 7142.

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1. RELEVANT PREVIOUS DECISIONS

1.1 None

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

2.1 In accordance with the Corporate Plan 2012-13, “we will continue to drive costs out of the Council through transforming our internal organisation” and that we will focus on “.....making sure we get the best value from resources across the public sector, including our people and our assets”. To meet the Council’s corporate priority of “Better services with less money” there is a strategic goal to maximise improvements and savings in the back office functions.

3. RISK MANAGEMENT ISSUES

3.1 I do not consider the issues involved are likely to raise significant levels of public concern or give rise to policy considerations.

3.2 Failure to purchase the relevant publications, some of which are regulatory, or attend the relevant courses from the Chartered Institute of Public Finance and Accountancy (CIPFA) may result in the Council not being up to date with current or future requirements. In addition the Council will not have access to benchmarking data which assists the Council in determining whether it is achieving value for money compared to other local authorities or other members of the benchmarking club.

4. EQUALITIES AND DIVERSITY ISSUES

4.1 CIPFA Business Ltd is a committed equal opportunities employer, and seeks to ensure all individuals feel secure and content in the workplace, free from intimidation and do not feel victimised or subjected to discrimination or harassment.

4.2 CIPFA’s ‘Equal Opportunities Policy’ is based on the Equality Act 2010.

4.3 Under the Equality Act 2010, the council and all other organisations exercising public functions on its behalf must have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- advance equality of opportunity between those with a protected characteristic and those without;
- promote good relations between those with a protected characteristic and those without.

4.3 The ‘protected characteristics’ referred to are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex and sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination. .

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 5.1 It is estimated that the level of commitment for the year 2012/13 and 2013/14 will be £60,000 and £62,000 respectively. This is funded from the relevant budget heads within Financial Services and Strategic Finance.

6. LEGAL ISSUES

- 6.1 Where the total lifetime value of the contract is above the, relevant, European threshold, the Council must comply with the Public Contracts Act 2006 (as amended) and, also, with the principles of non-discrimination, fairness and transparency contained within the Treaty on the Functioning of the European Union.
- 6.2 The continuing arrangement between the Council and CIPFA must be captured in written documentation, executed in accordance with the Council's Contract Procedure Rules.

7. CONSTITUTIONAL POWERS

- 7.1 Council Constitution, Part 3, Responsibilities for Functions, paragraph 6.1 states that chief Officers can take decisions, without consultation with the Cabinet Member concerned, where it is in respect of operational matters within the Chief Officer's sphere of managerial or professional responsibility and is not significant in terms of budget or policy, and to authorise and accept quotations for contracts to the limits placed on Chief Officers by Contract Procedure Rules for approved schemes with sufficient estimate provision.
- 7.2 Council Constitution, Contract Procedure Rule 6 provides that; "Where the Director/Head of Service is satisfied, following the making of suitable investigations, that there is only one supplier in the market for the required supplies/ services/ works, the competitive tendering provisions will not apply provided that:

6.11.1 the Director/ Head of service approve the entry into the contract with the single provider; and

6.11.2 there is compliance with the Authorisation and Acceptance procedures"

8. BACKGROUND INFORMATION

- 8.1 CIPFA Business Ltd is a single source supplier, who provides the Council with finance training, membership subscriptions and information regarding benchmarking across the Local Authority and other public sector organisations.

It has been projected that the level of commitment for the year 2012/13 will be £60,000 and that for 2013/14 £62,000.

9. LIST OF BACKGROUND PAPERS

9.1 None

10. OFFICER'S DECISION

10.1 I am satisfied, following the making of suitable investigations, that there is only one supplier in the market for this type of service;

10.2 I authorise and accept the Council to increase Purchase Order requirement to meet the commitment level projected for the year 2012-13 and 2013-14.

Signed

Chris Naylor

Chief Operating Officer

Date

28 March 2013
