

**NORTH LINCOLNSHIRE COUNCIL  
OFFICER DECISION NOTICE AND RECORD  
(PUBLISHED)**

**1. DECISION TAKEN**

To authorise the Programme Director – Strategic Projects to take such urgent decisions as are proportionate and necessary during the period of the 3<sup>rd</sup> April 2020 until the 30<sup>th</sup> June 2020 in response to the Council's Business Continuity process relating to the COVID 19 pandemic including, but not limited to, the purchase of Personal Protective Equipment ('PPE') and other such incidental and ancillary equipment and provisions.

<b>EXECUTIVE</b>	√	<b>NON-EXECUTIVE</b>		<b>(Please tick either)</b>	
<b>IS THIS A 'KEY DECISION' ? (see definition overleaf)</b>				Yes <input checked="" type="checkbox"/>	No
<b>DOES THIS DECISION RELATE TO EXEMPT INFORMATION?</b>				Yes	No <input checked="" type="checkbox"/>
<b>EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)</b>					

<b>2. OFFICER DECISION TAKER</b>	<b>NAME</b>	Simon Green			
	<b>POSITION/POST</b>	Deputy Chief Executive			
	<b>SIGNATURE</b>			...	
	<b>DATE</b>	...15.04.20			

<b>3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)</b>	<p>Due to the significant restrictions arising from the COVID 19 pandemic, there is a need to ensure a dynamic and responsive approach to the purchase of vital products so that sourcing decisions can be made, particularly when scarce stock becomes available. Existing providers and frameworks will be utilised where possible, however there will be situations where the Council will have to engage with new suppliers when they have stocks available.</p> <p>In particular there is a need to purchase PPE so as to best protect staff when undertaking their duties in order to ensure service provision.</p> <p>Regulation 32(2) (c) of the Public Contract Regulations 2015 allows contracting authorities to enter into a negotiated procedure without prior publication of public supply contracts due to urgency arising from unforeseeable events. The Cabinet Office has issued a Procurement Policy Note 01/20 which supports the reliance on this procedure due to the unforeseeable challenges arising from COVID 19. The Council continues to use commercial judgement to make best use of our resources during this process.</p> <p>Authority to the Programme Director – Strategic Projects to take such decisions as aforesaid is hereby delegated.</p>
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<b>4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))</b>	The Council's ability to responsively and flexibly contract for necessary goods and services identified through its Business Continuity Process in relation to COVID 19 will be compromised if these arrangements are not approved.
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*TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.*

<b>5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER</b>	<b>COUNCILLOR</b>	.....
	<b>POSITION</b>	.....
	<b>SIGNATURE</b>	.....
	<b>DATE</b>	.....

<p>6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN</p>	
<p>7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)</p>	

**PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.**

**WHEN COMPLETE, PLEASE SEND TO SERVICE MANAGER: DEMOCRACY FOR PUBLISHING.**

**(The definitions of a key decision** are when an **executive** decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).