

Record of Cabinet portfolio holder decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Councillor Rob Simister
Key decision?	Yes
Date of decision (same as date form signed)	2 April 2015
Name and job title of officer requesting the decision	Andrew Down Head of HR, IT & Technical Services
Officer contact details	Tel: 01235 540372 Email: andrew.down@southandvale.gov.uk
Decision	To authorise the Head of HR, IT & Technical Services to procure office furniture using the Crown Commercial Service framework agreement.
Reasons for decision	<p>Since the destruction of the Crowmarsh office by fire, the councils' staff have been working in difficult temporary conditions at Abbey House and Old Abbey House in Abingdon, at serviced offices in Sandford, and at home.</p> <p>Terms have been agreed for the rental of premises at 135 Eastern Avenue, Milton Park. It will be necessary to procure furniture for the whole building to replace what was lost at Crowmarsh.</p> <p>We provided details of framework agreements for purchase of office furniture to our agents, Lambert Smith Hampton (LSH). LSH have carried out a cost comparison exercise and have identified a preferred supplier, Triumph Furniture, based on competitive pricing and on LSH's knowledge of and satisfaction with the product range. Triumph Furniture is included in the Crown Commercial Service (CCS) framework RM1501 which permits public authorities to buy direct without the need to go through a full procurement exercise.</p> <p>Our loss adjusters, GAB Robins, have given their agreement to proceed with the procurement of furniture from Triumph, the costs of which will be underwritten by our insurers under the contents policy.</p> <p>The furniture to be bought includes:</p>

	<ul style="list-style-type: none"> • Desks and pedestals • Workstation chairs • Acoustic screens • Storage cupboards • Meeting tables and chairs 																																				
Alternative options rejected	A full competitive procurement exercise would have required advertisement in the Official Journal of the European Union, and would have taken several months. We do not have the luxury of this length of time. The use of the CCS framework is fully compliant with procurement regulations and the council's contracts procedure rules.																																				
Legal implications	This procurement is carried out under Contracts Procedure Rule 72(f), covering government framework agreements, and will be subject to the standard CCS contract terms.																																				
Financial implications	The total cost is estimated at £400,000 and final figures will be agreed with our loss adjusters, the cost to be underwritten by our insurers.																																				
Other implications	None																																				
Background papers considered	None																																				
Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?	N/A																																				
List consultees	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Outcome</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Ward councillors</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Legal</td> <td>Pat Connell</td> <td>Agreed</td> <td>30 March 2015</td> </tr> <tr> <td>Finance</td> <td>Bob Watson</td> <td>Agreed</td> <td>27 March 2015</td> </tr> <tr> <td>Health and safety</td> <td>Sarah Minns</td> <td>Agreed</td> <td>27 March 2015</td> </tr> <tr> <td>Sustainability</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Diversity and equality</td> <td>Cheryl Reeves</td> <td>Agreed</td> <td>30 March 2015</td> </tr> <tr> <td>Communications</td> <td>Shona Ware</td> <td>Agreed</td> <td>27 March 2015</td> </tr> <tr> <td>Strategic Management Board</td> <td>David Buckle</td> <td>Agreed</td> <td>27 March 2015</td> </tr> </tbody> </table>		Name	Outcome	Date	Ward councillors				Legal	Pat Connell	Agreed	30 March 2015	Finance	Bob Watson	Agreed	27 March 2015	Health and safety	Sarah Minns	Agreed	27 March 2015	Sustainability				Diversity and equality	Cheryl Reeves	Agreed	30 March 2015	Communications	Shona Ware	Agreed	27 March 2015	Strategic Management Board	David Buckle	Agreed	27 March 2015
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Confidential decision? If so, under which exempt category?	No																																				
Call-in waived by	N/A																																				

Scrutiny Committee chairman?	
Has this been discussed by Cabinet members?	Yes
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature: Councillor Robert Simister Date: 2 April 2015

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 2 April 2015	Time: 9:40
Date published to all councillors	Date: 7 April 2015	
Call-in deadline	Date: 13 April 2015	Time: 5:00pm