

WEST DUNBARTONSHIRE COUNCIL

Report by the Executive Director of Corporate Services

Tendering Committee: 20 June 2012

**Subject: Award of Contracts during the period July to August 2012 -
Summer Recess of Council Committees**

1. Purpose

- 1.1** This report seeks the approval of the Tendering Committee to the delegation of powers to the appropriate Executive Director, in consultation with the Executive Director of Corporate Services, to enable the approval and acceptance of the lowest priced or most economically advantageous tender, as the case may be, received during the summer recess of the Council and its committees.

2. Background

- 2.1** A number of tenders are expected to be returned during the summer recess period.
- 2.2** There may be other tenders not yet identified that require to be returned within this same period to ensure continuity of service or adherence to programme.

3. Main Issues

- 3.1** In order to timeously progress activity, in particular the capital programmes, it is desirable to ensure that contracts are awarded with a minimum of delay, and that works are commenced on site at the earliest possible date.
- 3.2** In order to achieve this it is proposed that authority be delegated to the Executive Director whose responsibilities most clearly align with the subject matter of the tender (or jointly where there may be more than one interested party) in consultation with the Executive Director of Corporate Services, to approve the acceptance of the tender, even if the value of the contract is in excess of £50,000 subject to a report being passed to the next appropriate meeting of the Tendering Committee for noting.
- 3.3** Such authority should not be exercised by any Executive Director(s) where in their opinion, or that of the Chief Executive, the subject matter is contentious, or is in respect of a contract on which the Tendering Committee has previously expressed an opinion.

- 3.4** Where tenders are returned in due time for a Tendering Committee then clearly separate reports will be presented to the Committee at the time and delegated authority would not be applied in these specific instances.

4. People Implications

- 4.1** There are no people implications as a result of this paper.

5. Financial Implications

- 5.1** There are no financial implications with this report.

6. Risk Analysis

- 6.1** Without such delegated authority there is a risk that contracts may not achieve the desired spend or income targets in this financial year and key services may be disrupted or delayed.

7. Equalities Impact Assessment (EIA)

- 7.1** It is expected that an EIA will have been completed at the point of initial approval of spend or alternatively will require to be conducted or be updated at the time of the recommendation to the Executive Director.

8. Conclusions and Recommendations

- 8.1** The Committee is invited to delegate authority to the appropriate Executive Director, having regard to the subject matter, in consultation with the relevant Services Convener and the Executive Director of Corporate Services to approve the acceptance the most economically advantageous tenders received during the summer recess period 2012 and referred to in 2.1 and 2.2 above.
- 8.2** The Committee is invited to instruct the appropriate Executive Directors to submit a report to a future Tendering Committee meeting for noting those contracts which have been awarded under delegated authority during the summer recess period 2012.

.....
Angela Wilson
Executive Director of Corporate Services

Date: 27 June 2012

Person to Contact: Ian Hutchison, Corporate Procurement Team Leader
Garshake Road, Dumbarton G82 3PU

Telephone 01389 737177

E mail ian.hutchison@west-dunbarton.gov.uk

Background Papers: None

Wards Affected: All