



<b>OFFICER DECISION TITLE:</b> <b>IT Procurement Delegation</b>
<b>NAME OF OFFICER EXERCISING DELEGATED POWERS:</b> <b>Monitoring Officer and Legal Counsel</b>
<b>DATE OF OFFICER DECISION: 28 March 2018</b>

Responsible Director:	<i>Kim Sawyer, Legal Counsel and Monitoring Officer</i>
Is this a public report? If a key decision, it will be a public report and will be published on the CA website.	No
Does the report have any annex that contains exempt information?	No

Decision taken	<i>Please provide an overview of the decision taken.</i>  The Monitoring Officer and Legal Counsel has delegated authority to the Combined Authority's Office Managers/PAs to purchase IT hardware, software and consumables up to a single-spend limit of £1,000.
Authorisation ( <i>delete as appropriate</i> )	<b>General authorisation</b> ( <i>those decisions delegated to officers as per the Constitution</i> ):  Authority delegated by the Constitution to agree funding for contracts within service area
Background Information	Currently, IT procurement is a time-consuming process – every individual order must be approved by the Monitoring Officer and Legal Counsel. With the merging of the officer base of the Combined Authority and GCGP LEP, there is a need to act with greater expediency in relation to purchasing new hardware and software.  This delegation will allow the CA to act with greater speed and efficiency, at a time when the requests for new IT equipment are exponentially increasing.



	<p>The PAs/Office Managers able to instruct 3C Shared Services on behalf the Combined Authority are:</p> <ul style="list-style-type: none"> <li>• Andrea Sanderson</li> <li>• Leanne Young</li> <li>• Julia Pettit</li> <li>• Paula Hennessey</li> </ul> <p>This will be governed by the understanding that all spend is accurately recorded and communicated to the CA's Finance team on a quarterly basis.</p>
Alternative options considered.	<b>Do Nothing:</b> This option was discounted on the basis that there would be delays in procuring the necessary hardware, software and consumables; thus limiting the productivity and effectiveness of current and future CA employees.
Consultation	The Monitoring Officer has been consulted on the proposed delegated authority.
Declarations / Conflicts of Interests (only if the decision falls under the 'Express Authorisation' category)	None
Supporting documentation	None

<b>Officer signature</b>	Kim Sawyer approved by email (28.03.2018)	<b>Date</b> <b>28/03/2018</b>
<p><b><i>Once signed please file in the electronic file Documents/Governance/ office decision notice and enter details in the register.</i></b></p> <p><b><i>If a public report, pass to Democratic Services and we will arrange publication.</i></b></p>		