



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

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>)	General authorisation (<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"> • Andrea Sanderson • Leanne Young • Julia Pettit • Paula Hennessey <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.	Do Nothing: 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

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