

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 10 th April 2019	Ref No: PUR412	
Type of Operational Decision:		
Executive Decision	<input checked="" type="checkbox"/>	Council Decision
Status: For Publication		
Title/Subject matter: The adoption of a Vehicle Licence Verification Process using a third party provider 01 st June 2019 – 31 st May 2022 with an option to extend for a further twelve months		
Budget/Strategy/Policy/Compliance – Is the decision:		
(i) within an Approved Budget		Yes
(ii) not in conflict with Council Policy		Yes
(iii) not raising new issues of Policy		Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]		No
Details of Operational Decision Taken [with reasons]: To use the provider on the direct award Yorkshire Purchasing Organisation framework (792) Driver Licence Verification System to undertake approximately 700 per licence checks per year at a cost of £3.15 per check as the option that provides best value to the Council. The successful provider is: Drivetech(UK) Ltd, PO Box 6956, Fanum House, Basing View, Basingstoke, Hampshire RG21 4EA Please see attached note for further details		
Decision taken by:	Signature:	Date:
Interim Executive Director - Operations		11/04/19
Members Consulted [see note 1 below]		
Cabinet Member/Chair	NOT REQUIRED	

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**