



**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014
RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED AUTHORITY**

1. **SERVICE AREA**

2. **CASE REFERENCE**

3. **DECISION TITLE**

4. AUTHORITY TO TAKE THE DECISION

(tick)

This decision has been taken under a specific express authorisation

This decision has been taken under a general authorisation

The effect of the decision is to:

(a) grant a permission or licence

(b) affect the rights of an individual

(c) award a contract or incur expenditure which materially affects the Council's financial position

5. DETAILS OF THE DECISION MAKING OFFICER

Name of decision making Officer

Ka Ng

Job title

Corporate Director (Resources, Environment and Cultural Services)

Signature

Date this decision was taken

6. DETAILS OF THE DECISION

Decision taken

To award the installation and maintenance contract to Amillan Limited

Reasons

As the report attached

Alternative options considered and reasons for their rejection (if any)

No alternative options considered

7. BACKGROUND PAPERS USED TO INFORM THE DECISION

Background Papers	Location
APPENDIX 1 – TENDER EVALUATION REPORT	Procurement

8. DETAILS OF ANY MEMBER(S) CONSULTED

Not applicable

In the case of a decision made under specific express authorisation, the name of any Member who has declared a conflict of interest

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9. DETAILS OF ANY OFFICER(S) CONSULTED

I have been consulted and agree with the decision

Andrew Harper - Procurement Manager

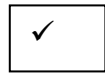
Signature Date

David Houghton - IT Client Manager

Signature Date

10. OPINION OF DECISION MAKING OFFICER AS TO CONFIDENTIAL/EXEMPT INFORMATION

The background papers contain confidential/exempt information and the material is therefore not to be placed on the website or disclosed to the public



11. ACTION FOLLOWING THE DECISION

Date of publication