

## ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

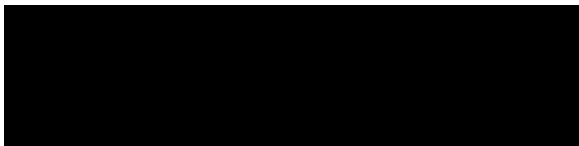
Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

<b>1. Title / Subject Matter:</b>  Authorisation to procure and award the replacement of a stairlift to a Council owned property.
<b>2. Decision Reference No:</b>  HAA-TEC/JE-ODR363
<b>3. Decision Taken:</b>  To provide authorisation to procure and award the services of TK Access Solutions Limited to replace the stairlift to a Council owned property.
<b>4. Reasons for the Decision:</b>  To comply with the Authority's Contract Procedure Rules in relation to the procurement of the equipment in question.
<b>5. Alternative Options Considered / Rejected:</b>  Due to the specialist nature of the work in question, this is unable to be completed using our own employees.
<b>6. Implications</b>  The work is of low value and will be procured through existing budgets, in accordance with the Council's Contract Procedure Rules and will be formalised accordingly.

**Name / Title of the officer taking the Decision:**

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.



Date: James Eteson – Principal Officer – Contracts

**Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)**

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(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date:

**Name / Title of the relevant Committee Chairman consulted (if appropriate)**

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(for non Executive/Council side function decisions)

Date:

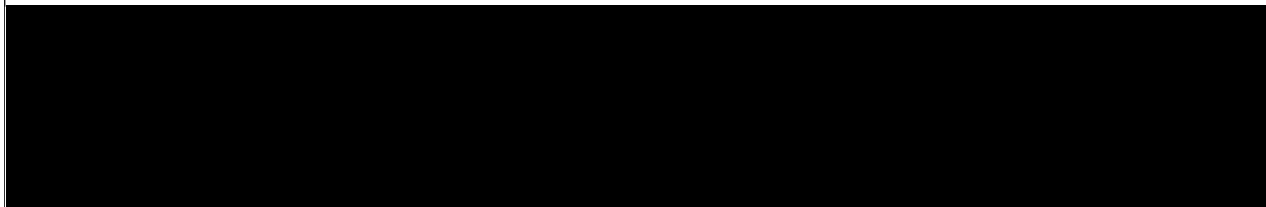
The completed form should be emailed to the Democratic Services Team:

[democratic.services@ashfield.gov.uk](mailto:democratic.services@ashfield.gov.uk)

They will arrange for it to be published on the Council's web site.

**EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION**

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.



For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) [r.dennis@ashfield.gov.uk](mailto:r.dennis@ashfield.gov.uk) or any member of the Democratic Services Team.