

ST ALBANS CITY AND DISTRICT COUNCIL

DECISION REGISTER

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Portfolio(s) decision relates to:	Payroll Contract			Name of Portfolio Holder:		Councillor C Oxley		
Name of decision maker:	Mr I Duffield			Signature of decision maker:				
Name of relevant Overview and Scrutiny Committee:	Corporate Services			Date of decision:		25/04/06		
Type of decision (<i>please tick</i>)	Key		Significant		Virement		Other	√
Scheme of delegation reference under which decision is taken:	8.4.6							
Has this decision drawn upon confidential information? (If yes – please set out what confidential information has been taken into account on a separate sheet)	Yes – Tenders submitted by potential suppliers							
<p>DECISION (<i>Note this should be written in the style of a committee minute and should not include confidential information</i>):</p> <p>That the contract for the supply of payroll services for the period 1 July 2006 to 30 June 2011 be awarded to Selima Bureau Services Ltd.</p> <p>In arriving at my decision I have properly and thoroughly taken into account the legal, financial and workforce implications for the Council. My decision is within the Council's policy and budget framework and complies with the regulations and procedures set out in the Constitution. I have explicitly considered the Council's corporate objectives in arriving at my decision. In coming to my decision I have consulted with all relevant parties as appropriate and in accordance with the scheme of delegation.</p>								

Scheme of Delegation

REASON/S FOR THE DECISION			
<p>The basis for this decision is that, on evaluation of tenders on a 50% price/50% quality basis, the tender submitted by Selima was judged to be the most advantageous to the Council.</p> <p>The decision will be reported to the Cabinet meeting on 9 May 2006.</p>			
OTHER OPTIONS CONSIDERED:		REASONS FOR REJECTING THESE OPTIONS	
1. Acceptance of different tender	Selima's tender was judged to be the most advantageous to the Council		
2.			
3.			
CONSULTEES			
In making this decision, I have consulted the following people:			
Name and Signature	Position	Date of consultation	Outcome of consultation
1. Councillor C Oxley	Resources Portfolio Holder	20 April 2006	Supported
2. Gill Drew	Head of Human Resources and Customer Services	20 April 2006	Supported
LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985			
Bibliography	Custodian	File location	
Tender submissions and contract documentation	Isabel Brittain	District Council Offices Civic Centre St Peter's Street St Albans AL1 3JE	

Confidential information under paragraph ... of the Local Government Act 1972 (*as amended*) was taken into account in reaching this decision, as included on a separate summary sheet supplied with this decision sheet but not available to the public.