

**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Accept Tender for Contract (Housing Benefit Subsidy Audit)	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.
DO/122/2024 (LB)	3D.2B Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
9 th April 2024	Liam Brown – Assistant Director for Finance
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>The contract with Grant Thornton our Housing Benefit Subsidy Auditors ended following the HBAP for FYE 2022. A procurement process has been undertaken to enter into a new contract with an external audit company to carry out NBBC’s Housing Benefit Subsidy Audit for financial years 2023/2024, 2024/25 & 2025/26</p> <p>b) The Decision</p> <p>This is to approve the decision and enter into a contract.</p>	
<u>REASON FOR THE DECISION</u>	
To ensure NBBC’s Housing Benefit Subsidy is audited in line with DWP requirements.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
Open tender process – this was not considered due to timescales and specialist niche requirements.	
<u>WARD RELEVANCE</u>	
None	

FINANCIAL AND BUDGET IMPLICATIONS

Proposed contract will be managed within existing budgets.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Members – None (directly) – The budget has been approved by cabinet and full council (February 2024)

Officers –
Strategic Director – Finance
Assistant Director – Democracy & Governance
Head of Revs and Bens

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

None

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

None

HUMAN RESOURCES IMPLICATIONS

None

FINANCIAL IMPLICATIONS

Proposed contract will be managed within existing budgets.

HEALTH EQUALITIES IMPLICATIONS

None

SECTION 17 CRIME & DISORDER IMPLICATIONS

None

RISK MANAGEMENT IMPLICATIONS

Failing to award the contract could have reputational damage for NBBC by fulfilling DWP audit requirements.

<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u>
None
<u>ENVIRONMENTAL IMPLICATIONS</u>
None
<u>LEGAL IMPLICATIONS</u>
Compliant with contract procedure rules and please see "Risk Management Implications" above.
<u>ANY OTHER COMMENTS</u>
None

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER