

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B113 / 22

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Award of a contract for provision of an external Internal Audit contractor to supplement the available 'in-house' Internal Audit resource for the delivery of the County's Shared Internal Audit Service (SIAS) from 1 April 2023

Type of Decision: Executive

Key Decision (Executive Functions only): No

Executive Member/Committee Chairman: Councillor Bob Deering

Portfolio (Executive Functions only): Resources and Performance

Officer Contact: Chris Wood – Head of Assurance

Tel: 01438 845513

1. Decision

- 1.1 That the Director of Legal and Governance has determined that this Report should not be disclosed to the public as it contains exempt information under paragraph 3 as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information”.
- 1.2 Subject to 1.1 above, awards the contract for the Provision of a Shared Internal Audit Services contractor to the preferred provider set out in Annex A and approves the signing of the contract.
- 1.3 The identity of the successful bidder and the value of the contract awarded to them is included in Annex A which will be uploaded following the expiry of the conclusion of the call-in period/call in process.

2. Reasons for the decision

This is the fourth such procurement process engaged in since 2011 and has been an invaluable component of the service delivery model for SIAS since its inception, specifically around delivery resilience and flexibility. This procurement has the support of the SIAS Board.

A procurement process has been carried out to award a contract for the Provision of a Shared Internal Audit Services contractor based on the most economically advantageous tender when evaluated against the following criteria:

Price	40%
Quality	60%

The Council issued an Invitation to Tender following a Contract Notice being placed in the OJEU.

Five tender bids were received in response to this Invitation to Tender and each was evaluated against a pre-disclosed robust set of evaluation criteria. The successful tender achieved the highest score when evaluated against the evaluation criteria.

The name of the successful tenderer is set out in Annex A.

3. Alternative options considered and rejected

An alternative option to recruit additional staff was rejected given challenges in the recruitment market, as was an option to ‘do nothing’, as the service would then be unable able to fulfil its statutory duty to provide an annual assurance opinion to its local authority partners.

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? No – this is Technical/Professional/

Routine and not controversial.

If yes:

(a) Comments of Executive Member/Committee Chairman

Not applicable.

(b) Comments of other consultees

Not applicable.

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

None.

6. **I am proceeding with the proposed decision.**

Signed:Quentin Baker.....

Title: ...Director of Law & Governance.....

Date: 12 January 2023

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups