

APPENDIX 1

CURRENT MATERIAL DECISION TEMPLATE

Appendix A



STATEMENT OF MATERIAL DECISIONS

General Managers are required to complete a Statement of Material Decisions for all material decisions within the Financial and Procurement & Contract Regulations (see 12.1.3).

Name: _____
General Manager of: _____
Date: _____

DECISION SHEET	
Nature of Decision (eg Virement):	_____
Decision:	_____ _____
Effective Date of Decision:	_____
Reason for Decision (incl. Demonstration of VFM):	_____ _____
Alternative Options Considered and Rejected at Time of Decision:	_____ _____
Risk Assessment & Action Taken to Mitigate Risk:	_____ _____
Supporting Documentation to Decision and Location Held (attach if possible):	_____ _____

Name of Budget Manager / Responsible Officer: _____

When completed template should be filed on the WBC staff network (Z drive\Finance\Material Decisions\.....)
NB Filenames should be in the format: [Name – yyyy mm dd] - eg: Graham Ebers 2010 06 01

APPENDIX 1

PROPOSED MATERIAL DECISION TEMPLATE



**WOKINGHAM
BOROUGH COUNCIL**

STATEMENT OF MATERIAL DECISIONS

APPENDIX 1

The relevant budget holder or corresponding Service Manager/Assistant Director is required to complete a Statement of Material Decision for all material decisions, i.e. any action that is contrary to, or specifically required by, any part of WBC’s Constitution.

In particular:

- in accordance with Constitution 12.1.3, Virements;
- waiver of any part of the Procurement and Contracts Rules and Procedures (Constitution Section 13); and
- in accordance with Constitution 13.3.3.2, acceptance of tenders exceeding £500k.

Department Issuing the Material Decision

Department		
Officer Completing this Form	Name	
	Position	
Effective Date of the Decision		

Type of Decision

Please ‘checkmark’ the applicable box:

Procurement	<input type="checkbox"/>	<i>If yes, complete sections 1 and 3 only</i>
Finance	<input type="checkbox"/>	<i>If yes, complete sections 2 and 3 only</i>
Does this require a new/modified Equality Impact Assessment?		<input type="checkbox"/>

Nature of the Decision

Please ‘checkmark’ the relevant box below and add a brief description of the reason(s) for the requested waiver in Decision Details

Virement		<input type="checkbox"/>
Waive Procurement Rules	<i>Contracts with Total Ascertainable Value up to £50,000.</i>	<input type="checkbox"/>
	<i>Contracts with Total Ascertainable Value between £50,000 and the Relevant EU Threshold.</i>	<input type="checkbox"/>
Award Approval for Contract with Total Ascertainable Value greater than £500,000.		<input type="checkbox"/>
Exclusion of a tenderer from a procurement process due to their involvement in pre-market engagement.		<input type="checkbox"/>
Other – Briefly specify here:		<input type="checkbox"/>

Section 1 – Material Decision Relating to the Application of the Procurement and Contracts Rules and Procedures

Nature of the Decision <i>Enter brief details of the type of decision (e.g. Waive Rule x.x / direct award to ...).</i>	
Nature of the Contract <i>Specify type of contract (goods, services or works), value and term.</i>	
Background and Reasons for the Decision	

APPENDIX 1

Enter here any relevant information to explain the existing situation and why this decision is necessary.	
Procurement Advice <i>State the name of the Procurement Specialist with whom you have discussed this matter and provide a short summary of their advice or attach/append any written advice you have obtained.</i>	
Appraisal of Options <i>List all alternative options considered and provide justification for their rejection.</i>	
Risk Assessment <i>State risks in order of severity – high, medium or low. Outline any identified risks and suggested risk management/mitigation approach.</i>	
Statutory Notices	There is a statutory obligation to publish award information in certain places, depending on the nature and the size of the procurement. Please tick the box to confirm that you understand your obligations. <input type="checkbox"/>

Section 2 – Material Decision Relating to the Application of the Finance Regulations

Nature of the Decision <i>Enter brief details of the type of decision (e.g. virement, write off of uneconomic debts etc.)</i>	
Background and Reasons for the Decision <i>Enter here any relevant information to explain the existing situation and why this decision is necessary.</i>	
Finance Advice <i>State the name of the Finance Specialist with whom you have discussed this matter and provide a short summary of their advice or attach/append any written advice you have obtained.</i>	
Cost Code / Centre	

Section 3 – Additional Specialist Advice Sought

Advice <i>State the name of the Specialist with whom you have discussed this matter and provide a short summary of their advice or attach/append any written advice you have obtained (e.g. HR, Legal, IMT).</i>	
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Supporting documents <i>List all attached/appended documents.</i>	
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Approval by Director

Signature	
Director Name	
Directorate	
Date of Approval	

When signed, email the named Finance/Procurement Specialist to file the document in the folder Z:\Finance\Material Decisions\.....

APPENDIX 1

NB Filenames must be formatted [Director Name – yyyy mm dd - subject], e.g.:
Graham Ebers – 2007 08 01 – Virement for Commercial Property