

RECORD OF OFFICER DECISION

APPROVAL FOR STRATEGIC PROCUREMENT HUB TO ORDER STOCKS OF PPE TO MAINTAIN AVAILABILITY

Decision made

To approve the Strategic Procurement Hub to order PPE using their judgement on its availability in the market during the COVID situation. Working with FM and based upon an initial assessment of stock levels, SPH will seek to maintain those levels and where necessary use their judgement to order more, or less PPE based on demand and what is available in the market to procure at the time.

Made by: Emma Legg, Director Access and Reablement

Background

1. As the Director for Access and Reablement, I am responsible for any matters relating to Reablement and PPE during the COVID satiation in the County of Wiltshire on behalf of Wiltshire Council. The power to make a decision in respect of this matter is delegated to me pursuant to Wiltshire Council's Constitution.

Reason for decision

2. PPE has become short during the COVID situation and as a result there is limited availability of supply and stocks are often available for very short periods when they are held. SPH has been trying to procure items for the services but ordering has been ad-hoc. To manage this a central stock of PPE will be held by FM and SPH will work with them to maintain stocks. As there is no certainty of supply, SPH need to be able to make on the spot decisions about how much of the items to buy. An initial assessment of stock has been made but it is not reliable and so as demand pictures emerge it may be necessary to adjust what is ordered, without reference to a further decision maker. In light of market conditions ordering up to 8 weeks of stock items and then managing the developing picture between FM and SPH is the best way to be agile and protect council staff delivering services that need PPE. SPH will keep me informed of any significant developments through the cell structure.
3. I confirm that in making this decision I have considered the following in line with Wiltshire Council's Constitution: **(Please insert 'Yes' / 'No' / 'Not Applicable' and any other comments necessary to evidence the issue identified has been addressed)**

Key decision requirements	Yes
Views of relevant cabinet member(s), committee chairman, area board(s)	N/A

Consideration of the area boards and delegated decision checklist for officers on the issue of when and how to involve local councillors and area boards in decisions about local services	N/A
Implication of any council policy, initiative, strategy or procedure	Yes
Consultation in accordance with the council's consultation strategy	Yes
Range of options available	Yes
Staffing, financial and legal implications	Yes
Risk assessment	Yes
Involvement of statutory officers and/or directors	Yes
Regional or national guidance from other bodies	Yes – national shortages – NHS supply
The council's constitution	Yes
This contract is suitable for execution under the e-signature process.	N/A

Conflict of Interest

4. Not applicable.

Other options considered

5. Collaborative procurement with NHS – no supply.
6. Ad-hoc procurement – inadequate management of requirements

Made by:



Emma Legg, Director Access and Reablement

Date: 27 March 2020