

What report should I be writing?

When making a decision, it is essential to check what type of report you should be writing, or indeed whether you should be writing one in the first place. This document – concisely – provides all relevant information on when you should write a report, and what report you should be writing for each decision.

There are three reports that are used to make a decision in Barnet, which are as follow:

Type of Report	When to use	Clearance required
Summary DPR	<p>Most common way of recording and publishing a decision. To be used when:</p> <ul style="list-style-type: none"> Decision to be made is below the thresholds for Committee or Full DPR reporting, as detailed below: Where the power to make such a decision is within the service area's Scheme of Delegation – your service should have this document to hand Where decisions meet the following criteria: <ul style="list-style-type: none"> Specific statutory powers The service of formal notice The incurring of expenditure of £10000-25,000 (an audit trail may be sufficient for amounts under £10,000) The fixing of fees and charges to be levied by the Council Authorisations and acceptances in line with the Contract Procedure Rules Land or property transactions 	<ul style="list-style-type: none"> Consult with relevant parties, who might include Finance, Legal and Head of Service. <p>Refer to Decision Maker's Statement, found in the Summary DPR template</p>

Type of Report	When to use	Clearance required
	<ul style="list-style-type: none"> ▪ The exercise of specific powers pertaining to finance, borrowing and investments ▪ The issue or defence of legal proceedings ▪ Or taking other actions or decisions that are significant in the context of service delivery and/or organisation or upon individuals, external bodies or the public <p>Governance publish a list of decisions taken by the summary DPR route at the end of each month. Please send your summary DPR to your Governance Champion (as found in the 'Governance Staff file on the intranet) when completed.</p>	
Full Officer DPR	<ul style="list-style-type: none"> • Where a Committee has specifically resolved to delegate authority to an Officer to conclude a matter • Where the thresholds in the Asset Land and Property or Contract Procedure Rules have been met • Where the contract procedure rules (see next page) requires a one to be written 	Minimum: <ul style="list-style-type: none"> ▪ Legal ▪ Finance ▪ Person the decision is in the name of ▪ Governance
Committee Report	<ul style="list-style-type: none"> • Within the Terms of Reference of a Committee as set out in Constitution (Responsibility for Functions); • Provided for by the schedule of delegations for different transactions and values as set out in Asset property and Land Rules and Contract Procedure Rules; • One which an Enabling Board decides a matter should proceed to Committee in order for elected Members to give a steer and/or make a decision. 	Minimum: <ul style="list-style-type: none"> ▪ Legal ▪ Finance ▪ Person the decision is in the name of ▪ Governance ▪ Committee Chairman

It is also important to review the Contract Procedure Rules as set out in the Council's Constitution. This table is a very useful guide to use before approaching a report:

	Procurement value	Authorisation to commence a procurement process	Authorisation Documentation	Procurement method	Acceptance process	Acceptance Documentation	Variation or extension Acceptance
A	Under £10,000 (Purchase Order)	Head of Service Council Officer as designated by approved Scheme of Delegation	Audit trail	Reasonable means of selection* and evidence of having sourced and considered the local Barnet supplier market	Head of Service Council Officer as designated by approved Scheme of Delegation	Audit Trail	Must move to next threshold if above £10,000
B	£10,001 to £25,000	Head of Service Council Officer as designated by approved Scheme of Delegation	Procurement Forward Plan	Minimum 2 written Competitive Quotations received**	Head of Service Council Officer as designated by approved Scheme of Delegation	Summary DPR	Summary DPR
C	£25,001 - £172, 514	Director/ Assistant Director	Procurement Forward Plan Full Officer DPR	Minimum 2 written Competitive Quotations received No PQQ - Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Summary DPR	Summary DPR

	Procurement value	Authorisation to commence a procurement process	Authorisation Documentation	Procurement method	Acceptance process	Acceptance Documentation	Variation or extension Acceptance
D	£172,514 and over	Relevant Thematic Committee Procurement Forward Plan	Theme Committee Report Procurement Forward Plan	Works: Full OJEU Tender above £4,348,350 Goods: Full OJEU Tender Services: Full OJEU Tender Health, educational, cultural and social care related services: Light Touch Regime Tender above 750,000 Euro (c. £625,000)	If within Budget- Council Officer in consultation with Chairman of relevant theme Policy and Resources Committee	If within Budget and agreed savings target on forward plan Officer Full DPR	If within Budget - Relevant Thematic Committee

Other things to consider when writing a report:

- For extensions or waivers of contracts, please refer directly to [this part](#) of the constitution
- For Land and Property Rules, refer directly to [this part](#) of the constitution
- Always check with your director that they have the authority to make a decision
- Call your Governance Service Lead if you have any queries. The 'Your Governance Staff' document on the intranet provides an index of all Governance staff and their roles.
- Ensure that exempt information (i.e. the name of an unsuccessful bidder in a tender process) is redacted. In the event that you are writing a report with exempt information, you must do a public version and an exempt version.