

## OFFICER DECISION RECORD

<b>CMT Officer:</b> Carol Pilson, Corporate Director & Monitoring Officer	<b>Service:</b> Marine Services
<b>Lead Officer:</b> Peter Sommerfield, Harbour Master & Head of Marine Services	<b>Delegated Power Being Exercised:</b> Table 4, point 59. To manage and promote the services for which they are responsible and to enter into arrangements, or do anything else which is considered necessary or expedient in the management of the services and functions for which they are responsible including the acquisition of goods, works and services within budgets and policies approved by the Council and in compliance with the Financial Rules and Scheme of Financial Delegation and Code of Procurement.
<b>Subject of Decision:</b> To approve the appointment of Charity & Taylor as the Council's new term contractor for supply of vessel Automatic Identification System	

<b>Decision to be taken:</b> To award a contract to enable the Port Authority to undertake supply of Automatic Identification System with recording, Time zero Coastal Monitoring record and Replay, Time zero Coastal Monitoring single licence and consumable materials. Circa £28k.
<b>Decision:</b> After considering all options available and after consultation with Procurement, Finance and Legal, a decision has been made to award a Contract to Charity & Taylor.
<b>Reason for the Decision:</b> Regulatory Framework: The International Maritime Organization (IMO) mandates the use of AIS under the SOLAS (Safety of Life at Sea) regulations. Specifically, AIS must be fitted on all ships of 300 gross tonnage and upwards engaged in international voyages, cargo ships of 500 gross tonnage and upwards not engaged in international voyages, and all passenger ships regardless of size.
<b>Alternative Options Considered (if appropriate):</b> The type of installation and continued servicing of this equipment is very specialist in order that it is installed and maintained correctly. It is very difficult in this area to find companies with this type of specialism. When one has been found, they have been found to be one person company with the detail of the specialism not being evident.
<b>Background/Reports/Information considered:</b> Procurement Exemption Certificate. In accordance with paragraph 13.2 item b) of the Council's Code of Procurement, the Head of Marine Services (Peter Sommerfield) requests an exemption from the procurement process for the above-named category C procurement
<b>Legal and Procurement Implications:</b> No known implications exempted as per code of procurement.

**Financial Implications:**

Budget allocation confirmed.

**Officer Signatures:**

Peter Sommerfield, Harbour Master & Head of Marine Services

Carol Pilson, Corporate Director & Monitoring Officer

**Date:**

25 November 2025

25 November 2025

**Please forward to Democratic Services upon completion**

**For Office Use Only**

**Date copy passed to Democratic Services** 25/11/25

**Implementation Date:** 25/11/25  
(if not called-in)  
(Allow 5 clear working days after publication of decision)