

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

SERVICE DIRECTORATE: *RESOURCES*

1. DECISION TAKEN

To enter into a contract with HJ Haywoods for Structural repairs and decorations to Thomas Bellamy House, Hitchin.

2. DECISION TAKER

Ian Couper, Service Director: Resources

3. DATE DECISION TAKEN:

8 August 2023

4. REASON FOR DECISION

A request for quotation was released to a number of local; contractors for the structural repairs and decorations to the premises. HJ Haywoods submitted the most economically advantageous quotation and were awarded the contract.

5. ALTERNATIVE OPTIONS CONSIDERED

A quotation process was deemed to be the most economically advantageous and therefore was the only option considered.

6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)

Local contractors were consulted prior to the request for quotation process to assess the market capacity.

7. FORWARD PLAN

7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

8. BACKGROUND/ RELEVANT CONSIDERATIONS

8.1 Capital project funds were approved for the structural repairs and decorations, as a forerunner to commercial marketing of the property.

9. LEGAL IMPLICATIONS

9.1. Under the terms of reference 14.6.4(a)(ii) of the Constitution, the Service Directors are delegated the following functions, powers and duties for their respective service areas to, amongst other things: entering into contract to carry out works and / or for the supply of goods and services within approved budget. This paragraph should identify the relevant statutory provisions underlying the decision. Additionally, identify if this is an Executive/Non-Executive/ Officer function.

- 9.2. Under terms of reference 14.6.11 (a)(i) of the Constitution, the Service Director Resources has delegated authority to manage, direct and control all resources allocated to the Directorate in line with the Councils policies and procedures.
- 9.3. Contracts must be let in accordance with the Contract Procurement Rules and paragraph 7.13 of the rules requires the publication of a Decision Notice for any contract with a value of above £50,000.

10. FINANCIAL IMPLICATIONS

- 10.1. There are no revenue implications associated with this capital project.
- 10.2. The capital funds for the project were approved in the 2021/22 programme.
- 10.3. There are no other financial implications from this project.

11. RISK IMPLICATIONS

- 11.1 The procurement process has ensured that the appointed contractor is suitably competent to undertake the works.

12. EQUALITIES IMPLICATIONS

- 12.1 In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2 There are no specific equalities implications arising from this decision.

13. SOCIAL VALUE IMPLICATIONS

- 13.1 As the recommendations in the report relate to a contract below £100,000 the “go local” policy has been applied in the following way. Local contractors were approached prior register an interest in quoting for the works. Four local contractors were selected for the quotation list, with one non local contractor selected. The most economically advantageous quotation received was from a contractor based locally in Hitchin.

14. ENVIRONMENTAL IMPLICATIONS

- 14.1. There are no known Environmental impacts or requirements that apply to this report.

15. HUMAN RESOURCE IMPLICATIONS

- 15.1 There are no direct human resources implications arising from this decision.

16. BACKGROUND PAPERS

- 16.1 None

17. APPENDICES

- 17.1 None

NOTIFICATION DATE

10 November 2023

Signature of Executive Member ConsultedN/a.....

Date

A handwritten signature in black ink, appearing to be 'D. J. ...', written over a horizontal dotted line.

Signature of Decision Taker