

RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

***PART 1 – PUBLIC DOCUMENT**

SERVICE DIRECTORATE: Commercial

1. DECISION TAKEN

To instruct Floorteq Limited to undertake works to replace the wooden floorboards and supporting battens in Mountford Hall of Hitchin Town Hall

2. DECISION TAKER

Steve Crowley – Commercial Director

3. DATE DECISION TAKEN:

16th November 2021

4. REASON FOR DECISION

4.1 These works are required to complete necessary replacement of the floorboards.

5. ALTERNATIVE OPTIONS CONSIDERED

5. The only other option would be to replace individual floorboards one by one as concerns over their rigidity and safety become evident however this is unsustainable.

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

6.1. The Exec Member for Enterprise, the Arts and Transport, along with the Shadow Exec Member have been briefed on this procurement taking place. There was also a listed building consent application granted for these works ensuring transparency over what the works would involve.

7. RELEVANT CONSIDERATIONS

7.1 Consideration was made to the listed nature of the building and the availability of like for like materials to replicate the current floor. Listed Building Consent has been given to alter the wood used from Kapur to Oak and for the width of boards to be changed.

8. LEGAL IMPLICATIONS

8.1 The Service Director – Commercial has delegated authority to enter into contracts to carry out works and/or for the supply of goods and services within approved budgets as per section 14.6.6 (a) (i) of the Constitution.

8.2 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.

9. FINANCIAL IMPLICATIONS

- 9.1 There will be a slight saving on revenue costs as the patch repairs to the floor should no longer be required.
- 9.2 There will be a capital spend of circa £65k on this project.
- 9.3 There are no other financial implications that have currently been identified.

10. RISK IMPLICATIONS

- 10.1 A liquidity check has been carried out on Floorteq Limited and although this highlighted some concerns, it is felt that as the contract is a short term arrangement for defined works, a process of only paying once works are completed or on production of receipts in a phased approach to cover up front costs with ownership rights transferred in writing to NHC would be sufficient.

11. EQUALITIES IMPLICATIONS

- 11.1 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.
- 11.2 Floorteq Limited have shared their equalities policy and the contract was advertised via the Councils InTend E Procurement system.

12. SOCIAL VALUE IMPLICATIONS

- 12.1 The Social Value Act and “go local” policy do not apply to this decision.

13. HUMAN RESOURCE IMPLICATIONS

- 13.1 There will be no impact on staff.

14. BACKGROUND PAPERS

- 14.1 None.

15. NOTIFICATION DATE

Date sent to all Members, put on website and appears in MIS - Committee and Member Services will insert

Signature of Executive Member Consulted:



Cllr Sam Collins

Date:

Signature of Decision Taker:



Steve Crowley Service Director – Commercial

Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

Call-in does not apply to NON-EXECUTIVE DECISIONS