

**Written statement of a key decision**  
**Cabinet member commissioning, procurement and assets**

<b>Title</b>	<b>Maylord Shopping Centre - Procurement of Management Contract</b>
Decision maker	Cabinet member commissioning, procurement and assets Information about cabinet, including the names and contact details of the cabinet members, can be found here: <a href="http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251">http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251</a>
Date of decision	26 January 2021
Report exemption class	Open
Reason for being a key decision	This is a key decision because it is likely to result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.
A notice was served in accordance with Part 3 (Key decisions) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	
General exception or special urgency (as defined in the constitution)	No
Purpose	The current contract for the management of the Maylord Shopping Centre has been in place since the council obtained outright control of the asset in June this year. The management contract is for a period of one year and is due to expire on the 12 June 2021. It is necessary to procure a new contract with a service provider in order that the shopping centre can operate and that rent and service charges are collected and administered.
<b>Decision</b>	<b>That:</b> <b>(a) A new contract is procured for the operational and asset management of the Maylord Shopping Centre from June 2021; and</b> <b>(b) The director of economy and place, in consultation with the cabinet member procurement, contracts and assets, has delegated authority to award the new contract</b>
Reason for the decision	As set out in the report. Documents relating to this decision are

	available at <a href="http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50035828">http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50035828</a>
Options considered	<ol style="list-style-type: none"> <li>1. Not to procure a new contract: this is not recommended as the current contract expires in June 2021 and the shopping centre cannot operate without effective operational and asset management. It is likely the centre would not be compliant, safe, and secure; service charges would not be collected and administered; rent would not be collected and new lettings, lease renewals, rent reviews, consents and lease variations would not be determined.</li> <li>2. Bring the management of the shopping centre in-house: this is not recommended as there is insufficient capacity with the council's property services department to absorb the workload and establish new systems for the administration of service charges.</li> <li>3. Extend the existing contract: this is not recommended as the current contract was secured directly and the council's procurement and financial regulations do not permit the contract to be extended beyond its current life.</li> </ol>
Declarations of interest (see below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	1 February 2021

Councillor: .....	Date 26 January 2021
Cabinet member commissioning, procurement and assets (Councillor Gemma Davies)	

- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;
- and
- in respect of any declared conflict of interest, a note of dispensation granted.