

## Record of operational decision

<b>Decision title:</b>	To award a contract for professional services in connection with a new facility of four Gypsy and Traveller accommodation units
<b>Date of decision:</b>	28 April 2021
<b>Decision maker:</b>	Assistant Director for Regulatory Environment and Waste
<b>Authority for delegated decision:</b>	<p>The authority for the specified officer to take this decision as set out in the Cabinet report, Capital spend on the development of Gypsy and Traveller sites within the County, approved on 10<sup>th</sup> August 2020.</p> <p><a href="http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?Ild=50034452">http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?Ild=50034452</a></p> <p>The Cabinet Decision approved that:</p> <ul style="list-style-type: none"> <li>• expenditure up to the value of £937,000 to commence and complete four pitches at the Pembridge Site (Project 2) is approved; and</li> <li>• the Assistant Director for Regulatory, Environment and Waste be authorised to take all operational decisions to complete project 1 and project 2.</li> </ul> <p>A subsequent Officer Decision approved expenditure of up to £77,000 from the budget for Project 2 for professional fees and investigative surveys:</p> <p><a href="http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7484">http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7484</a></p>
<b>Ward:</b>	Pembridge
<b>Consultation:</b>	<p><b>Political Consultation:</b></p> <p>In connection with the Cabinet Member decision to proceed with Project 2, consultation was undertaken with the Cabinet Member for Commissioning, Procurement and Assets on several occasions and the decision was debated at a Cabinet Feeder Meeting prior to the cabinet member taking the decision.</p> <p><b>Officer Consultation:</b></p> <p>In connection with the delegated authority for expenditure up to £77K, consultation was undertaken with the Strategic Capital Finance Manager, the Senior Solicitor for Major Projects and the Assistant Director for Regulatory, Environment and Waste Services. All were satisfied with the proposed delegation of Authority to spend.</p>
<b>Decision made:</b>	<p>To award a contract in the sum of £33,000 to Berrys (Hereford) for provision of design, supervision and contract administration services in connection with a new facility of four Gypsy and Traveller accommodation units ('Project 2').</p> <p>Responsibility for monitoring the project and managing expenditure within the total spend budget is to be with the Capital Senior Project Manager.</p>

<b>Reasons for decision:</b>	<p>There is a need to engage an external provider in order to progress the design and statutory approvals, and to provide professional support through the construction phase.</p> <p>A competitive procurement exercise was undertaken in accordance with Council procurement procedures. The tender return from Berrys was the most favourable when assessed against quality and cost criteria.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>There is risk that once on site, further work is identified when the design works commence which was not previously apparent. A contingency has been allowed within the total budget of £77,000 to cover unforeseen elements once the design works commence. Should this contingency be insufficient then a further officer decision would be required.</p>
<b>Details of any alternative options considered and rejected:</b>	<p>Not to appoint. This option is not recommended. The preferred supplier has been identified following a competitive tendering process. Not to appoint would prevent any further progress in defining the scheme and would lead to a failure to deliver the improvements which the Council has committed to.</p>
<b>Details of any declarations of interest made:</b>	<p>None declared.</p>

Signed

Date: 28 April 2021