

**Record of officer decision**

<b>Decision title :</b>	<b>Replacement of Survey Equipment – Highways Engineering Team</b>
<b>Date of decision:</b>	1 July 2021
<b>Decision maker:</b>	Engineering Manager
<b>Authority for delegated decision:</b>	<p>Directorate scheme of delegation: updated 28 April 2021</p> <p>Directorate: Economy and Place, section 75</p> <p>This is a procurement of equipment to support a range of activities under the Highways Act 1980.</p> <p>The authorisation limit is within the financial procedure rules and is sufficient for the decision.</p>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	<p>Consultation with HC finance and legal services.</p> <p>The Engineering Team has gathered information from other users to establish the nature of the system that best suits the requirements of the team in supporting the Highway Service.</p> <p>The process has been reviewed by the procurement team.</p>
<b>Decision made:</b>	To undertake the procurement of a GPS/GNSS survey system to replace existing obsolete survey equipment. This procurement exercise to be undertaken in accordance with Herefordshire Council's procurement procedure.
<b>Reasons for decision:</b>	The Engineering Team currently utilises outdated survey tools to support its activities. This decision seeks to replace those tools with modern equipment, which will reduce resources required for survey activities, improve accuracy and enable more details relating to the network to be checked and/or measured. This decision will enable a range of activities relating to the highway service to be more effectively undertaken and better records kept.
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>The principle consideration is financial. This decision relates to the purchase of a replacement equipment. Invitations to Quote are to be issued to key suppliers. The results of this process will establish the appropriate system to adopt.</p> <p>The estimated cost of the equipment is £15k, this will be funded from design check income from S278 and S38 works.</p> <p>There are no other considerations relevant to this decision.</p>
<b>Details of any alternative options considered and rejected:</b>	Not procure the updated equipment and continue with the existing labour intensive and slow methods of surveying. This is considered inappropriate because of the limited officers who have the capability of using the obsolete equipment and the increasing requirement of the collection of survey data for a range of purposes associated to highways functions. If this was not to progress this would impede the ability of the team to undertake accurate surveys.

<b>Details of any declarations of interest made:</b>	None
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I am an officer delegated to make the decision

Signed:

Print Name: Bruce Evans

Job Title: Engineering Manager