



## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
To seek approval to award the contract for the supply of (2) cylinder head conversions for flail mowers, following the conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes - Approval to award the contract was delegated by Cabinet at a meeting on 11 <sup>th</sup> March 2019.
<b>3. Details of Decision</b>
<p>Current fleet costs are increasing annually, meaning it is no longer cost effective to keep them running. Without investment for replacement vehicles, the Council would not be able to deliver a satisfactory service to residents, visitors and businesses in the area. The initial investment will promote financial, social and environmental benefits and supports the Council's strategic aim for a sustainable community and a Stronger Economy and Stronger Communities.</p> <p>These conversions were agreed as part of the grounds maintenance review.</p> <p>A further competition was run through direct quoting due to the machines being from a specific manufacturer. Other suppliers were invited to quote but were unable to supply the conversion kits.</p> <p>The award criteria used to evaluate the submissions was Most Economically Advantageous Tender.</p> <p>The successful tenderers submitted a response, which is compliant with both the budget cap and the quality requirements, and was evaluated as the Most Economically Advantageous Tender.</p> <p>The value of the response was £11,995</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b> Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.
No.
<b>5. Anticipated outcome(s)</b>
The contract is awarded to the successful tenderer.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

There is no reason why the contract cannot be awarded to the successful tenderer as they are compliant with both the cost and quality requirements, and have been evaluated as the Most Economically Advantageous Tender.

**7. Background documents considered:**

None.

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments**  
(Monitoring Officer or Deputy Monitoring Officer)

The decision and anticipated outcome is consistent with the decision of Cabinet made on 11th March 2019 and consistent with the delegations set out

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The purchase of this vehicle is included within the approved Fleet Replacement budget incorporated into the Council's Capital Investment Programme.

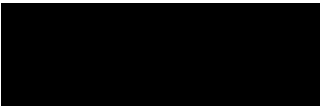
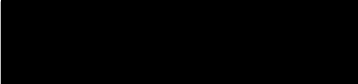
The cost exceeds, by £8k, the initial budget set aside for these particular items of equipment but they can still be funded from within the approved overall Fleet Replacement budget due to other vehicles and equipment being purchased at a lower price than original estimated.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

None

**13. Risk Assessment (in accordance with the Report Writing Guide)**

A successful tenderer has been identified. There is a reputational risk to the Council should the contract not be awarded.

<b>14. Decision maker(s)</b>	Name: Clive Tritton Title: Interim Director- Economy and Growth  Signed _____ Dated: <u>10/7/19</u>
<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: Cllr Stewart Swinburn Title: Portfolio holder Environment and Transport  <u>18/07/2019</u> Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title:  Signed and Dated





## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
To seek approval to award the contract for the supply of one (1) 7.5t Pick Up, following the conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes - Approval to award the contract was delegated by Cabinet at a meeting on 11 <sup>th</sup> March 2019.
<b>3. Details of Decision</b>
<p>Current fleet costs are increasing annually, meaning it is no longer cost effective to keep them running. Without investment for replacement vehicles, the Council would not be able to deliver a satisfactory service to residents, visitors and businesses in the area. The initial investment will promote financial, social and environmental benefits and supports the Council's strategic aim for a sustainable community and a Stronger Economy and Stronger Communities.</p> <p>A further competition was run through the YORtender portal, reference <b>DN401570</b></p> <p>The award criteria used to evaluate the submissions was Most Economically Advantageous Tender, in line with the requirements of the YORtender portal.</p> <p>The successful tenderers submitted a response, which is compliant with both the budget cap and the quality requirements, and was evaluated as the Most Economically Advantageous Tender.</p> <p>The value of the response was £44,613</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b>
Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.
No.
<b>5. Anticipated outcome(s)</b>
The contract is awarded to the successful tenderer.
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
There is no reason why the contract cannot be awarded to the successful tenderer as they are compliant with both the cost and quality requirements, and have been

evaluated as the Most Economically Advantageous Tender.

**7. Background documents considered:**

None.

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments**  
(Monitoring Officer or Deputy Monitoring Officer)

The decision and anticipated outcome is consistent with the decision of Cabinet made on 11th March 2019 and consistent with the delegations set out

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The purchase of the vehicle is funded through an approved budget within the Council's Capital Investment Programme.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

None

**13. Risk Assessment (in accordance with the Report Writing Guide)**

A successful tenderer has been identified. There is a reputational risk to the Council should the contract not be awarded.

**14. Decision maker(s)**

Name: Clive Tritton

Title: Interim Director- Economy and Growth

Signed: 

Dated: 10/7/19

<b>15. Consultation carried out with Portfolio Holder(s):</b>	<p>Name: Cllr Stewart Swinburn</p> <p>Title: Portfolio holder Environment and Transport</p> <div data-bbox="715 230 1118 320" style="background-color: black; width: 253px; height: 40px; margin-bottom: 5px;"></div> <div data-bbox="1137 248 1380 331" style="display: inline-block; vertical-align: middle;">18/07/2019</div> <p style="text-align: center;">Signed and Dated</p>
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	<p>Name:</p> <p>Title:</p> <div style="border-top: 1px solid black; width: 400px; margin-top: 20px;"></div> <p style="text-align: center;">Signed and Dated</p>





## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
To seek approval to award the contract for the supply and fitment of four new solar street litter bins following the conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes - Approval to award the contract was delegated by Cabinet at a meeting on 14 <sup>th</sup> March 2018.
<b>3. Details of Decision</b>
<p>Current costs of emptying, repairing and replacing street litter bins are increasing annually, meaning it is no longer cost effective to keep them. The number of street litter bins throughout North East Lincolnshire currently totals 1,064, the majority of which are beyond repair whether it be the actual housing or the internal liners. The intention is for North East Lincolnshire Council to pilot a number of solar compacting street litter bins within rural locations of North East Lincolnshire.</p> <p>Without investment for new larger fit for purpose street litter bins and pilot new solar bins, the Council would not be able to deliver a satisfactory service to residents, visitors and businesses in the area. The initial investment will promote financial, social and environmental benefits and supports the Council's strategic aim for a sustainable community and a Stronger Economy and Stronger Communities. The successful provider will supply and install four new solar street litter bins.</p> <p>A further competition tender was run under YORtender reference <b>DN406861</b></p> <p>The award criteria used to evaluate the submissions was Most Economically Advantageous Tender, in line with the requirements of the YORtender Framework.</p> <p>The successful tenderer submitted a response which is compliant with both the budget cap and the quality requirements, and was evaluated as the Most Economically Advantageous Tender.</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b>
Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.
No.
<b>5. Anticipated outcome(s)</b>
The contract is awarded to the successful tenderer.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

There is no reason why the contract cannot be awarded to the successful tenderer as they are compliant with both the cost and quality requirements, and have been evaluated as the Most Economically Advantageous Tender.

**7. Background documents considered:**

None.

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments**  
(Monitoring Officer or Deputy Monitoring Officer)

The decision and anticipated outcome is consistent with the decision of Cabinet made on 14th March 2018 and consistent with the delegations set out

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The purchase of the litter bins is funded through an approved budget within the Council's Capital Investment Programme.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

None

**13. Risk Assessment (in accordance with the Report Writing Guide)**

A successful tenderer has been identified. There is a reputational risk to the Council should the contract not be awarded.

**14. Decision maker(s)**

Name: Clive Tritton

Title: Interim Director- Economy and Growth

Signed: 

Dated: 10/7/19

<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: Cllr Stewart Swinburn Title: Portfolio holder Environment and Transport <div style="background-color: black; width: 150px; height: 30px; margin-bottom: 5px;"></div> <div style="text-align: right; margin-bottom: 5px;">18/07/2019</div> <div style="text-align: right;">Signed and Dated</div>
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title:  <div style="text-align: right;">Signed and Dated</div>





## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
To seek approval to award the contract for the supply of 710 new street litter bins following the conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes - Approval to award the contract was delegated by Cabinet at a meeting on 14 <sup>th</sup> March 2018.
<b>3. Details of Decision</b>
<p>Current costs of emptying, repairing and replacing street litter bins are increasing annually, meaning it is no longer cost effective to keep them. Without investment for new larger fit for purpose street litter bins, the Council would not be able to deliver a satisfactory service to residents, visitors and businesses in the area. The initial investment will promote financial, social and environmental benefits and supports the Council's strategic aim for a sustainable community and a Stronger Economy and Stronger Communities. The successful provider will supply 955 new street litter bins.</p> <p>A further OJEU competition tender was run under Espo reference 2016/s 214-389458 and 2018/S 050-110236, through YORtender reference <b>DN375696</b> (710 bins) and <b>DN396100</b> (245 bins). This ODR is specific to the purchase of 710 bins.</p> <p>The award criteria used to evaluate the submissions was Most Economically Advantageous Tender, in line with the requirements of the Espo Framework 615.</p> <p>The successful tenderer submitted a response which is compliant with both the budget cap and the quality requirements, and was evaluated as the Most Economically Advantageous Tender.</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b>
Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in. No.
<b>5. Anticipated outcome(s)</b>
The contract is awarded to the successful tenderer.
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
There is no reason why the contract cannot be awarded to the successful tenderer as

they are compliant with both the cost and quality requirements, and have been evaluated as the Most Economically Advantageous Tender.

**7. Background documents considered:**

None.

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments**  
(Monitoring Officer or Deputy Monitoring Officer)

The decision and anticipated outcome is consistent with the decision of Cabinet made on 14<sup>th</sup> March 2018 and consistent with the delegations set out

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

This tender was within the budget amount set aside for the purchase of 710 street litter bins and is included within the Council's approved Capital Investment Programme.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

None

**13. Risk Assessment (in accordance with the Report Writing Guide)**

A successful tenderer has been identified. There is a reputational risk to the Council should the contract not be awarded.

**14. Decision maker(s)**

Name: Clive Tritton

Title: Interim Director- Economy and Growth

Signed: 

Dated: 10/7/19

<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: Cllr Stewart Swinburn Title: Portfolio holder Environment and Transport <div style="background-color: black; width: 200px; height: 20px; margin-bottom: 5px;"></div> <div style="text-align: right; margin-bottom: 5px;">08/07/2015</div> <div style="text-align: center;">Signed and Dated</div>
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title:  <div style="text-align: center;">_____ Signed and Dated</div>





## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
To seek approval to award the contract for the installation of new street litter bins following the conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes - Approval to award the contract was delegated by Cabinet at a meeting on 14 <sup>th</sup> March 2018.
<b>3. Details of Decision</b>
<p>Current costs of emptying, repairing and replacing street litter bins are increasing annually, meaning it is no longer cost effective to keep them. Without investment for new larger fit for purpose street litter bins, the Council would not be able to deliver a satisfactory service to residents, visitors and businesses in the area. The initial investment will promote financial, social and environmental benefits and supports the Council's strategic aim for a sustainable community and a Stronger Economy and Stronger Communities. The successful provider will install 955 new street litter bins.</p> <p>A further OJEU competition tender was run under Espo reference 2016/s 214-389458 and 2018/S 050-110236</p> <p>The award criteria used to evaluate the submissions was Most Economically Advantageous Tender, in line with the requirements of the Espo Framework 615.</p> <p>The successful tenderer submitted a response which is compliant with both the budget cap and the quality requirements, and was evaluated as the Most Economically Advantageous Tender.</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b> Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.
No.
<b>5. Anticipated outcome(s)</b>
The contract is awarded to the successful tenderer.
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
There is no reason why the contract cannot be awarded to the successful tenderer as they are compliant with both the cost and quality requirements, and have been

evaluated as the Most Economically Advantageous Tender.

**7. Background documents considered:**

None.

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments**  
(Monitoring Officer or Deputy Monitoring Officer)

The decision and anticipated outcome is consistent with the decision of Cabinet made on 14th March 2018 and consistent with the delegations set out

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The purchase of the litter bins is funded through an approved budget within the Council's Capital Investment Programme.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

None

**13. Risk Assessment (in accordance with the Report Writing Guide)**

A successful tenderer has been identified. There is a reputational risk to the Council should the contract not be awarded.

**14. Decision maker(s)**

Name: Clive Tritton

Title: Interim Director- Economy and Growth

Signed: 

Dated: 16/7/19

<p><b>15. Consultation carried out with Portfolio Holder(s):</b></p>	<p>Name: Cllr Stewart Swinburn</p> <p>Title: Portfolio holder Environment and Transport</p> <div style="display: flex; align-items: center;"> <div style="background-color: black; width: 150px; height: 30px; margin-right: 10px;"></div> <div style="font-family: cursive; font-size: 1.2em; color: blue;">08/07/2019</div> </div> <p style="text-align: center;">Signed and Dated</p>
<p><b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b></p>	<p>Name:</p> <p>Title:</p>  <p style="text-align: center;">_____ Signed and Dated</p>





## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
To seek approval to award the contract for the supply of (1) one Electric Van, following the conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes - Approval to award the contract was delegated by Cabinet at a meeting on 11 <sup>th</sup> March 2019.
<b>3. Details of Decision</b>
<p>Current fleet costs are increasing annually, meaning it is no longer cost effective to keep them running. Without investment for replacement vehicles, the Council would not be able to deliver a satisfactory service to residents, visitors and businesses in the area. The initial investment will promote financial, social and environmental benefits and supports the Council's strategic aim for a sustainable community and a Stronger Economy and Stronger Communities.</p> <p>A further competition was run through the YORtender portal reference <b>DN392639</b>.</p> <p>The award criteria used to evaluate the submissions was Most Economically Advantageous Tender, in line with the requirements of the YORtender portal.</p> <p>The successful tenderers submitted a response, which is compliant with both the budget cap and the quality requirements, and was evaluated as the Most Economically Advantageous Tender.</p> <p>The value of the response was £20,466</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b> <b>Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.</b>
No.
<b>5. Anticipated outcome(s)</b>
The contract is awarded to the successful tenderer.
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
There is no reason why the contract cannot be awarded to the successful tenderer as they are compliant with both the cost and quality requirements, and have been

evaluated as the Most Economically Advantageous Tender.

**7. Background documents considered:**

None.

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments**  
(Monitoring Officer or Deputy Monitoring Officer)

The decision and anticipated outcome is consistent with the decision of Cabinet made on 11th March 2019 and consistent with the delegations set out

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The purchase of this vehicle is included within the approved Fleet Replacement budget incorporated into the Council's Capital Investment Programme.

The cost is within the budget set aside for this particular vehicle.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

None

**13. Risk Assessment (in accordance with the Report Writing Guide)**

A successful tenderer has been identified. There is a reputational risk to the Council should the contract not be awarded.

**14. Decision maker(s)**

Name: Clive Tritton


Title: Interim Director- Economy and Growth

Signed

Dated:



10/7/19

<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: Cllr Stewart Swinburn Title: Portfolio holder Environment and Transport  08/07/2019 Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title:  _____ Signed and Dated





## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
To seek approval to award the contract for the supply of (1) one Ride on Cylinder Mower, following the conclusion of the evaluation process.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes - Approval to award the contract was delegated by Cabinet at a meeting on 11 <sup>th</sup> March 2019.
<b>3. Details of Decision</b>
<p>Current fleet costs are increasing annually, meaning it is no longer cost effective to keep them running. Without investment for replacement vehicles, the Council would not be able to deliver a satisfactory service to residents, visitors and businesses in the area. The initial investment will promote financial, social and environmental benefits and supports the Council's strategic aim for a sustainable community and a Stronger Economy and Stronger Communities.</p> <p>A further competition was run through the YORtender portal reference <b>DN392378</b>.</p> <p>The award criteria used to evaluate the submissions was Most Economically Advantageous Tender, in line with the requirements of the YORtender portal.</p> <p>The successful tenderers submitted a response, which is compliant with both the budget cap and the quality requirements, and was evaluated as the Most Economically Advantageous Tender.</p> <p>The value of the response was £23,480</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency</b> Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.
No.
<b>5. Anticipated outcome(s)</b>
The contract is awarded to the successful tenderer.
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
There is no reason why the contract cannot be awarded to the successful tenderer as they are compliant with both the cost and quality requirements, and have been

evaluated as the Most Economically Advantageous Tender.

**7. Background documents considered:**

None.

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

No conflicts of interest have been identified.

**10. Monitoring Officer Comments**  
(Monitoring Officer or Deputy Monitoring Officer)

The decision and anticipated outcome is consistent with the decision of Cabinet made on 11th March 2019 and consistent with the delegations set out

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The purchase of this vehicle is included within the approved Fleet Replacement budget incorporated into the Council's Capital Investment Programme.

The cost is within the budget set aside for this particular vehicle.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

None

**13. Risk Assessment (in accordance with the Report Writing Guide)**

A successful tenderer has been identified. There is a reputational risk to the Council should the contract not be awarded.

**14. Decision maker(s)**


Name: Clive Tritton

Title: Interim Director- Economy and Growth

Signed

Dated:

10/7/19

<b>15. Consultation carried out with Portfolio Holder(s):</b>	Name: Cllr Stewart Swinburn Title: Portfolio holder Environment and Transport  <u>08/07/2019</u> Signed and Dated
<b>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</b>	Name: Title:  _____ Signed and Dated





## Officer Decision Record

### 1. Subject and details of the matter

The decision relates to the award of the tender for the initial phase of safeguarding and repair works to West Haven Maltings, recently acquired by the Council as part of the Town Deal programme. The cost of the safeguarding/repair works, plus related professional fees, will be fully funded through a grant secured from the Ministry for Housing, Communities and Local Government. The costs are included within the capital programme allocation for the project.

The award is made following a procurement process undertaken in accordance with the Council's Contract Procedure Rules and with Cabinet Minute DN 82 dated 19 December 2018. It is proposed to award the contract to Topcon Construction Ltd who submitted the Most Economically Advantageous Tender.

### 2. Is it a Key Decision as defined in the Constitution?

No

### 3. Details of Decision

The Council has acquired the grade II listed West Haven Maltings buildings and adjoining Garth Lane site, to the west of Alexandra Dock, to facilitate the comprehensive regeneration of this key town centre site. Negotiations are at an advanced stage with a specific end user for the Maltings buildings to secure the conversion and economic re-use of the property, support town centre diversification and contribute to both Stronger Communities and Stronger Economy outcomes. Funding has been secured from the Ministry for Housing, Communities and Local Government to support conservation/repair works for the Maltings. The cost of the safeguarding/repair works, plus related professional fees, will be fully funded through the grant and are included within the capital programme allocation for the project.

The first phase of the works will involve safeguarding and repair works to the property, including the erection of full scaffolding. The tender for the works utilised a 60/40 cost/quality split and the brief reflected a number of specific requirements around conservation approaches delivery timeframes. The works are limited in scope and can be undertaken without the requirement for planning/listed building consent. Delivering the initial phase of works will enable full site access to complete detailed architectural designs for the project. The works will be completed in early September 2019.

The award for the phase 1 safeguarding/repair works is made following a procurement process undertaken in accordance with the Council's Contract Procedure Rules and with Cabinet Minute DN 82 dated 19 December 2018, at which Cabinet resolved:

(1) That the acceptance of the funds for the next phase of the Town Deal from the Ministry for Housing, Communities and Local Government, subject to meeting the related conditions of grant and the funding being confirmed, be approved.

(2) That in principle the proposals for strategic land acquisition and disposal set out in Annex 1 of the report now submitted, be approved, subject to due diligence and agreement of Heads of Terms.

(3) That authority be delegated to the Director of Economy and Growth, the Director of Governance and Resources and the Chief Legal and Monitoring Officer to ensure that all actions necessary and ancillary to the above resolutions be completed and to execute and complete all requisite legal documentation in relation to the matters outlined above.

(4) That authority be delegated to the Chief Executive to further all key aspects of Town Deal delivery where a key decision is not required under the Constitution, in consultation with the Leader of the Council, Portfolio Holder for Regeneration, Housing, Skills and Assets, the Section 151 Officer and the Monitoring Officer.

The contract award is made in accord with Cabinet Minute DN82 and the recommendations contained within Annex 1 of the related Cabinet report. It is proposed to award the contract for the works to Topcon Construction Ltd who submitted the Most Economically Advantageous Tender.

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency**

No.

**5. Anticipated outcome(s)**

The anticipated outcome is the successful delivery of the project, commencing on site in July 2019 and completing in September 2019;

**6. Details of any alternative options considered and rejected by the officer when making the decision**

N/A

**7. Background documents considered:**

Cabinet Decision Notice

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No.

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

N/A

**10. Monitoring Officer Comments***(Strategic Director – Governance & Transformation or nominee)*

Cabinet permitted wide delegations in order to ensure delivery and implementation of the various facets of the Town Deal and it is clear that the above is consistent with these delegations and what was envisaged by Cabinet. Assurance has been given around compliance with usual procurement processes and safeguards therein. Although not classed as an urgent decision there are time pressures around delivery generally.

**11. Section 151 Officer Comments***(Head of Finance & Assets or nominee)*

The costs of the safeguarding works will be fully funded through a grant secured from the MHCLG. The costs are included within the total capital programme allocation for the project. Additional works to bring the buildings back into operational use are to be funded from Council and private sector contributions. The investments into the asset are part of the wider Town Deal regeneration project. The project is designed to support the Council's wider economic ambitions and critical to growing the tax base.

**12. Human Resource Comments***(Head of Governance & Business Support or nominee)*

There are no direct HR implications contained within this ODR.

**13. Risk Assessment (in accordance with the Report Writing Guide)**

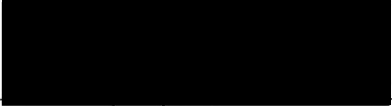
Failure to appoint the contractor for the Phase 1 safeguarding works to the Maltings would place delivery of the regeneration scheme at risk as it is not possible to complete detailed architectural designs and full cost plans for the project without provision of full scaffolding to the property to facilitate safe access.

Failure to deliver the Phase 1 works would also generate significant reputational risks for the Council with key stakeholders including Government and other Town Deal partners.

As the Maltings has been acquired by the Council, the project will support the repair and re-use of the property in accordance with the Council's responsibilities as owner of a grade II listed building and heritage asset.

The financial risks to the Council associated with delivery of the project are limited as the works will be fully funded through the MHCLG grant.

**14. Decision maker(s)**Name: **Rob Walsh**Title: **Chief Executive Officer**Signed: Dated: 4/10/2019

<p>15. Consultation carried out with Portfolio Holder(s):</p>	<p>Name: <b>Councillor Philip Jackson</b></p> <p>Title: <b>Leader and member with overall Cabinet responsibility for the Town Deal</b></p> <p>Signed </p> <p>Dated <u>22/7/19.</u></p>
<p>16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor</p>	<p>Name: _____</p> <p>Title: _____</p> <p>Signed and Dated _____</p>



## Officer Decision Record

<b>1. Subject and details of the matter (to include reasons for the decision)</b>
Approval is sought to award the tender for the construction of highway infrastructure works at Stallingborough Interchange Employment Site (a key infrastructure project within the South Humber Industrial Investment Programme, SHIP) in accordance with the Cabinet Minute DN.32 (1) dated 07 August 2019. It is proposed to appoint CR Reynolds who submitted the most economically advantageous tender.
<b>2. Is it a Key Decision as defined in the Constitution?</b>
Yes.
<b>3. Details of Decision</b>
<p>At its meeting on 7<sup>th</sup> August 2019, Cabinet resolved that</p> <p><b>“authority be delegated to the Director for Economy and Growth in consultation with the Portfolio Holder for Regeneration, Skills and Housing, to make the award of the highway infrastructure at the Stallingborough Interchange Employment Site and to deal with all matters arising including implementation and mobilisation.”</b></p> <p>The Stallingborough Interchange Employment Site is a key part of the SHIP Programme and will play a crucial role in creating a “Stronger Economy”. The project will deliver highway infrastructure works, and associated utility services, to provide access to up to 64 hectares of employment land.</p> <p>To facilitate access to the site, a new roundabout together with initial access to the development land will be constructed on the A1137, between the Stallingborough A180 Interchange and the Kiln Lane roundabout near CATCH. The project is packaged in such a way that the core works to the A1137 and roundabout (see 1 and 2 below) will be undertaken but that the additional access roads(see 3 and 4 below) are options which can be taken forward at a later date if desired.</p> <p>The infrastructure works include: -</p> <ol style="list-style-type: none"> <li>1. Strategic Infrastructure - a new roundabout and two spurs to access the Stallingborough Enterprise Zone.</li> <li>2. Highway Improvement works to the A1173 and A1173/Kiln Lane Roundabout.</li> <li>3. Estate Road Extension A - to the North of the site</li> <li>4. Estate Road Extension B - to the South of the site</li> </ol>

The tender was prepared by ENGIE's Civil Engineering Design Team and utilised the Council's Highways Procurement Framework Lot 3. North East Lincolnshire Council is a partner of the framework. Five bids were received and evaluated by ENGIE's Procurement, Project and Architectural Teams for both quality and price.

**4. Is it an Urgent Decision? If yes, specify the reasons for urgency**

No

**5. Anticipated outcome(s)**

To proceed with the award of the construction contract for works 1 and 2 only (as detailed in above).

To issue award letters to the successful and unsuccessful tenders.

**6. Details of any alternative options considered and rejected by the officer when making the decision**

N/A

**7. Background documents considered:**

Cabinet Decision 07 August 2019

**8. Does the taking of the decision include consideration of Exempt information?  
If yes, specify the relevant paragraph of Schedule 12A and the reasons**

Yes – annex is exempt information within paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended)

**9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

N/A

**10. Monitoring Officer Comments  
(Monitoring Officer or Deputy Monitoring Officer)**

The above anticipated decision is consistent with the previous decision and delegations of Cabinet (7<sup>th</sup> August 2019) and the process followed is compliant with the Contract Procedure Rules and Public Contracts Regulations.

**11. Section 151 Officer Comments**  
(Deputy S151 Officer or nominee)

The tender sum is within the budget allocated for this element of the SHIIP infrastructure works that is incorporated into the Council's approved Capital Investment Programme.

**12. Human Resource Comments**  
(Strategic Workforce Lead or nominee)

There are no direct HR impacts within this report.

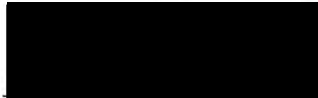
**13. Risk Assessment (in accordance with the Report Writing Guide)**

Failure to award the tender for the Stallingborough Interchange Employment Site will directly impact the viability of development on the South Humber Bank and will subsequently affect the rate of inward investment and "stronger economy" in North East Lincolnshire.

**14. Decision maker(s)**

Name: Clive Tritton

Title: Interim Director of Economy and Growth

Signed: 

Dated: 29/8/19

**15. Consultation carried out with Portfolio Holder(s):**

Name: Cllr John Fenty

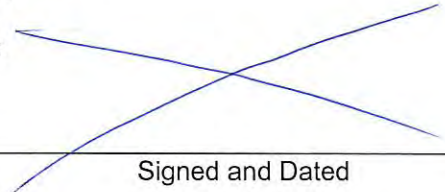
Title: Portfolio Holder for Regeneration, Housing, Skills and Assets

 Dated 29.8.19

**16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor**

Name:

Title:

  
Signed and Dated





## Officer Decision Record

### 1. Subject and details of the matter (to include reasons for the decision)

#### **Debt Collection Framework for Local Councils and UK Public Bodies**

The above framework presents an opportunity to obtain continued external support in enforcement and debt recovery operations (Bailiff Service).

The Enforcement and Debt Collection activities cover:

- Business Rates (NNDR)
- Council Tax
- Housing Benefits Overpayment (on a zero commission basis)
- Sundry Debts (on a zero commission basis)

Under the terms of the framework the Council only pays the Suppliers VAT for carrying out the Enforcement and Debt Collection Services. All fees that debtors pay are set in legislation.

It is proposed that three contracts will be awarded to the top three ranked tenderers.

Cases will be split as follows:


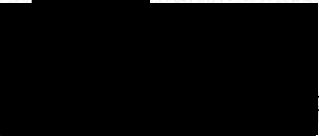
The 1st place and 2<sup>nd</sup> placed Supplier will be allocated Council Tax 1st placement & Business Rates (NNDR) 1st placement.

The 1st placed supplier will be allocated all cases with Grimsby in the address, and the 2nd placed supplier will be allocated all cases without Grimsby in the address.

The 3rd ranked supplier will be allocated Council Tax 2nd placement and Business Rates (NNDR) 2nd placement cases.

Housing Benefit cases will be allocated after discussion with suppliers.

<b>2. Is it a Key Decision as defined in the Constitution?</b>
No
<b>3. Details of Decision</b>
<p>That the Director for Resources and Governance in consultation with the Portfolio Holder for Finance and Resources supports and authorises the use of the above framework to support the Council in enforcement and debt collection activity.</p> <p>The submissions were evaluated on the following basis – Most Economically Advantageous Tender as described in the published tender documentation. This was determined by considering the following:</p> <p>Cost = 30% Quality = 70%</p> <p>This split is set by the framework.</p> <p>Following completion of the evaluation, the preferred tenderers are:</p> <p>1<sup>st</sup> Placed Tenderer – Jacobs 2<sup>nd</sup> Placed Tenderer – Newlyn Plc 3<sup>rd</sup> Placed Tenderer – Marston (Holdings) Ltd</p> <p>The preferred tenderers only charge the Council VAT for carrying out the Enforcement and Debt Collection Services.</p>
<b>4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.</b>
No
<b>5. Anticipated outcome(s)</b>
That contracts are awarded to Jacobs, Newlyn Plc and Marston (Holdings) Ltd
<b>6. Details of any alternative options considered and rejected by the officer when making the decision</b>
Not award the contract – This would lead the Council to having to conduct its own enforcement and debt collection activity with little available resource to do. .
<b>7. Background documents considered:</b>
None.
<b>8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons</b>
No.
<b>9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)</b>
No conflicts of interest identified.

<b>10. Monitoring Officer Comments</b> <i>(Monitoring Officer or Deputy Monitoring Officer)</i>	
<p>The approach recommended is a framework contract which has the benefits of approved suppliers already meeting certain benchmarks and flagging agreement in advance to appropriate terms and conditions. Further, the Council may achieve better terms by combining its volume with the other public bodies also taking part. There are further advantages of assurance in that any such framework by necessity must be compliant with Public Contracts Regulations 2015. A framework approach is considered good practice and comes with its own efficiencies</p>	
<b>11. Section 151 Officer Comments</b> <i>(Deputy S151 Officer or nominee)</i>	
<p>The debt collection agencies will receive income from recovery charges added to debtors accounts, the value of which are set by statute.</p> <p>As outlined above, the Council will receive VAT only charges from the respective arrangements, which it is able to fully recover.</p>	
<b>12. Human Resource Comments</b> <i>(Strategic Workforce Lead or nominee)</i>	
<p>There are no direct HR implications</p>	
<b>13. Risk Assessment (in accordance with the Report Writing Guide)</b>	
<p>Should the contracts not be awarded, the Council will not be able to recover its debts, presenting a significant financial risk.</p>	
<b>14. Decision maker(s)</b>	<p>Name: Sharon Wroot</p> <p>Title: Director for Resources and Governance</p> <p>Signed: </p> <p>Dated: 23/7/15</p>
<b>15. Consultation carried out with Portfolio Holder(s):</b>	<p>Name: Cllr S Shreeve</p> <p>Title: Portfolio Holder for Finance and Resources</p> <p> 29/8/19</p> <p>ted</p>

**16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor**

Name:

Title:

---

Signed and Dated