



Officer Decision Record

Closed Appendix being Exempt information within paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended)

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

Refurbishment scheme at Western Primary School of 8 classrooms including the circulation space and the large open plan teaching area

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

No.

3. Details of Decision

Approval to carry out the award process in accordance with the Authority's Contracts Procedure Rules. The scheme exceeds £100k but is under the £350k trigger point of requiring a cabinet decision.

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.

No.

5. Anticipated outcome(s)

Condition improvements to a prioritised school site, within the schools' capital programme. To be given approval to proceed with the award of the tender and issue subsequent award/decline letters and contract to the successful tenderer.

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

As we have now missed the summer holiday and half term opportunities, we are looking to do this on a rolling program. This is to be discussed between all x3 parties

(the client, the school and the contractor) to agree an outcome. Although this meeting cannot happen until the work is awarded. Works cannot be awarded without an ODR.

7. Background documents considered

Please see attached tender report

DN.64 26th October 2017 Cabinet Decision

Calling off from the Technical Design Services Framework for capital works.

This work went out to tender in peak covid19 lock down. It was then evaluated and to ensure value for money we retendered this work at a later date gaining x1 more price. This has gone out to tender twice now and works totalling £166,948.48 excluding fees is the most competitive tender.

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.

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

The procurement has been carried out by way of call down from a recognised framework. This has the benefits of approved suppliers already meeting certain benchmarks and flagging agreement in advance to appropriate terms and conditions. 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.

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

The cost of the works will be funded through the approved Schools Capital Programme budget. The tendering process followed provides assurance that the Council is achieving value for money.

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

There are no direct HR implications

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

Risk assessment is identified as a part of the council's risk process under the capital programme. Further risk assessments will be picked up by ENGIE and the contractor for the works.

14. Decision Maker(s):

Name: Sharon Wroot

Title: Director of Resources and
Governance

Signed: REDACTED

Dated: 30th October 2020

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

Name: Councillor John Fenty

Title: Deputy Leader and Portfolio
Holder for Regeneration, Skills and
Housing

Signed: REDACTED

Dated: 30th October 2020

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

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A