



Officer Decision Record

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

Approval is sought to award a contract for the following works at Willows Academy school:

- To extend the entrance to the school.
- Refurbishing one of the existing classrooms.
- Refurbishing the boys wc's.
- Carrying out alterations to the configuring the Disabled WC arrangements.
- Refurbishing the staff room.
- Improve access to the IT hub.

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

No

3. Details of Decision

Pursuant to the Cabinet meeting 10 May 2017 where delegated authority was given to the Director of Environment, Economy and Growth, Director of Resources and Governance, Portfolio Holder for Regeneration, Skills and Housing, Portfolio Holder for Finance and Resources and Monitoring Officer to take all necessary actions to approve the procurement.

Funding source is Government Basic Need Allocation to address the shortfall of Pupil Places

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

There are no alternative options to present for consideration

7. Background documents considered

Please see attached tender report

DN.64 26th October 2017 Cabinet Decision

The procurement of this scheme has gone to all the relevant framework contractors for pricing.

This work has been viewed by the contractors who have in turn submitted their costs. We are happy with the price and believe the tender report shows how competitive this price is. With works totalling £100,663.62 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 relate4/ 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 decision is consistent with the Cabinet decision and delegations dated 26th October 2017, supporting the School's Capital programme. The decision has followed a compliant process via an approved procurement framework. Legal Services will support as necessary.

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

An amount of £110k has been profiled into the 2020/21 Basic Needs allocation spending profile. Should the work be not fully completed at the year-end slippage will be necessary of any unspent but committed funds into 2021/22.

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 Joanne Hewson

Title: Deputy Chief Executive &
Executive Director of People, Health
and Care

Signed: REDACTED

Dated: 04.03.21

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

Name: Cllr I Lindley

Title: Portfolio holder for Children,
Education and skills

Signed: REDACTED

Dated: 2nd March 2021

**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