



## Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

Appendix (Tender Report) NOT FOR PUBLICATION Exempt information within paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended)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 and detail of any previous cabinet decision)

Approval is sought to award a contract for the following works at Grange Primary school in accordance with CLOSED Tender Report:

Alterations to the existing school Nursery layout, to increase capacity and create a corridor link improving circulation between the school and the nursery. Creation of an additional SEN (Special Educational Needs) space and improvements to the pick-up and drop off entrance lobby.

### 2. Decision being taken

To approve the project which is being funded by way of Grant Allocation from the Department of Education (DFE) School Nurseries Capital Fund (SNCF) to support the refurbishment of the nursery provision at Grange Primary School, this will increase Nursery provision in this area.

This funding can only be used for this purpose, should the project not progress the LA will be required to return the funding to the DFE.

1. That the Executive Director for Environment, Economy and Resources be authorised to implement the above and deal with all matters arising or ancillary to implementation.

The scheme exceeds £100k but is under the £350k trigger point. The decision effects one asset. Key decision threshold is not met.

**3. Anticipated outcome(s)/benefits**

To be given approval to proceed with the award of the tender and issue subsequent award/decline letters and contract to the successful tenderer

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

Three sites were considered for growth and bids were submitted to the DFE. Grange Primary School was the only project approved by the DFE within this funding opportunity.

**5. Background documents considered** (web link to be included or copies of documents for publishing)

Please see attached CLOSED tender report

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 £117,570.55 excluding fees is the most competitive tender.

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

No

**7. 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

**8. Monitoring Officer Comments (Monitoring Officer or nominee)**

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.

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

The cost of the works will be Grant funded through the approved School Nurseries Capital Fund.

The tendering process followed provides assurance that the Council is achieving value for money.

**10. Human Resource Comments (Head of People and Culture or nominee)**

There are no direct HR implications

**11. 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 EQUANS and the contractor for the works.

**12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?**

N/A

**13. Decision Maker(s):**

Name: Sharon Wroot

Title: Executive Director for  
Environment, Economy and  
Resources

Signed: REDACTED

Dated: 26.08.21

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

Name: Cllr Ian Lindley

Title: Portfolio Holder for Children,  
education and skills

Signed: REDACTED

Dated: 26.08.2021