



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

1. Subject and details of the matter (to include reasons for the decision and detail of any previous cabinet decision)

Subject

The subject matter is the extension to Cleethorpes Cemetery, as space is required for new graves.

Details of the matter

Planning permission has now been granted for the extension to Cleethorpes Cemetery (Application No. DM/0181/21/FUL) and a contractor needs to be appointed to undertake the construction work. This Officer Decision Record seeks approval to appoint the contractor.

Previous cabinet decision Cabinet considered a report (Forward Plan Ref No. FP 02/19/10) from the Portfolio Holder for Environment, Transport and Energy at its meeting on 13 February 2019. This report outlined all the proposed improvements to Bereavement Services, including the extension to Cleethorpes Cemetery. The decision record (DN.104) confirmed that the following had been resolved:

1. That the proposals for improvements to Bereavement Services be agreed.
2. That authority be delegated to the Chief Operating Officer in consultation with the Portfolio Holder for Environment, Transport and Energy to implement the proposals

on a phased approach and deal with all necessary actions ancillary or incidental to implementation.

3. That authority be delegated to the Chief Legal and Monitoring Officer to settle, complete and execute all appropriate documentation to facilitate the above.

2. Decision being taken

This procurement was conducted in line with procedure. The tender was published on 27 July 2021, with a tender return date of 13 August 2021. Three tender bids were received and the tenders were evaluated by a cost-based evaluation with the lowest bid being £121,567.12.

The decision is:

That the Chief Operating Officer (now called the Executive Director for Environment, Economy and Resources) in consultation with the Portfolio Holder for Environment, Transport and Energy (now called the Portfolio Holder for Environment and Transport) do award the contract to the successful contractor against the current Bereavement Services capital budget, to proceed to construction phase (as detailed on the attached (CLOSED) appendix).

3. Anticipated outcome(s)/benefits

Outcomes:

- Proceed with award of contract
- Issue award letter
- Work on the extension to Cleethorpes Cemetery begins

Benefits:

The commencement of the project will allow for the provision of new graves, as the current cemetery is reaching capacity. It is important that North East Lincolnshire Council leads the way in adding social value and this work will ensure that the service provision has the family of the bereaved at its core.

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

The project has been through a competitive tender exercise and the request is to award the contract to the lowest tenderer.

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

Bereavement Services Cabinet Report 13 February 2019 – Exempt Agenda Item.

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

The original cabinet report of 13 February 2019 was exempt, as the appendices contained commercially sensitive financial information.

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)

Not applicable.

8. Monitoring Officer Comments (Monitoring Officer or nominee)

The above decision is consistent with the will of Cabinet and delegations made.

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

The cost of the works will be funded through the Bereavement Services approved capital budget that is incorporated into the Council's Capital Investment Programme.

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)

There is a risk of not awarding the contract on time, as Bereavement Services is relying on the work being completed within schedule, so that the area for new graves is available to use.

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

30.11.21 – the Cabinet Tracker will be updated by the Assistant Director for Environmental Services.

13. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director for
Environment, Economy and
Resources

Signed: REDACTED

Dated: 8th December 2021

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

Name: Councillor Stewart Swinburn

Title: Portfolio Holder for Environment
and Transport

Signed: REDACTED

Dated: 9th December 2021