



## Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

### 1. Cabinet date and copy resolution this key decision relates to

#### Previous cabinet decisions

Cabinet considered a report (Forward Plan Ref No. CB 04/21/01) from the Deputy Leader and Portfolio Holder for Finance, Resources & Assets on 7 April 2021 on Heritage Assets 'At Risk'. The decision record (DN.119) confirmed that the following had been resolved:

1. That the release of capital funding to the value of £673,000 to enable investment works at the Scartho Cemetery Lodge, Waiting Rooms and Toilets, be approved.
2. That authority be delegated to the Executive Director for Environment, Economy and Resources, in consultation with the Portfolio Holder for Finance, Resources and Assets, to ensure that all necessary actions are carried out in relation to completing resolution 1 above.

While the majority of the heritage work at the Scartho Chapels has been completed, there is a small amount of outstanding heritage work to be undertaken. As the heritage capital budgets for the Scartho Cemetery buildings have now been combined and moved under Bereavement Services, this chapel work will be done at the same time as the Lodge/Waiting Rooms, in order to get the best value for money. The overall work required on Scartho Cemetery Chapels – Heritage at Risk was detailed in the report Cabinet considered at their meeting on 7 August 2019 (Forward Plan Ref No.

CB 07/19/04). The decision record (DN.28) confirmed that the following had been resolved:

That the Director of Resource and Governance be authorised to make the necessary arrangements to release the capital sum of £431,000 to allow urgent repairs to take place to Scartho Cemetery Chapel as part one (1) of the next phase of repairs to Council owned Heritage Assets.

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

### **Subject**

The subject matter is Scartho Cemetery Lodge, Waiting Rooms & Chapel.

### **Details of the matter**

A contractor needs to be appointed to undertake heritage work on Scartho Cemetery Lodge, Waiting Rooms & Chapel. This Officer Decision Record seeks approval to appoint the contractor.

## **3. Decision being taken**

This procurement was conducted in line with procedure. The tender was published on 18 November 2021, with a tender return date of 10 January 2022. Three tender bids were received, with one being disqualified on Quality. The remaining two tenders were evaluated by a cost-based evaluation with the lowest bid being £671,558.75.

The decision is:

That the Executive Director for Environment, Economy and Resources in consultation with the Deputy Leader & Portfolio Holder for Finance, Resources & Assets 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).

## **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)/benefits****Outcomes:**

- Proceed with award of contract
- Issue award letter
- Heritage work begins

**Benefits:**

The commencement of the project will remove the last of the Council owned heritage property assets from the 'At Risk' Register. Once the heritage work has been undertaken, the Scartho Cemetery Lodge can then be developed as the base for the provision of simple funeral services.

**6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)**

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

**7. Background documents considered (web links to be included and copies of documents provided for publishing)**

[Cabinet Report Heritage Assets 'At Risk' 7 April 2021](#)

**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)**

Not applicable.

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

The decision to award is clearly consistent with the Cabinet decisions and approved delegations. A compliant tender process has been undertaken and approval to award

is therefore reasonable to allow the commencement of the works. Appropriate officers are available to support as required.

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

The cost of the works will be met from within the approved capital budget for this scheme.

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

There are no direct HR implications.

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

Heritage and culture in North East Lincolnshire is important to Place Making, Communities, Wellbeing and the Economy. There is potential that the Secretary of State takes formal enforcement action against the Council to regularise breaches, damaging reputation and presenting an increased risk of substantial budget to rectify the breaches.

The completion of the improvement works will remove the properties from the Heritage 'At Risk' Register, minimising these risks and providing the opportunity for the properties to be brought back into use and support the wider enhancement and expansion of the Bereavement Service.

**14. Has the Cabinet Tracker been updated with details of this decision?**

7 February 2022 - Assistant Director for Environmental Services confirmed that the Cabinet Tracker will be updated.

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

Name: Sharon Wroot

Title: Executive Director for  
Environment, Economy  
and Resources

Signed: REDACTED

Dated: 24th February 2022

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

Name: Cllr Stan Shreeve  
Title: Deputy Leader & Portfolio Holder for Finance, Resources & Assets

Signed: REDACTED

Dated: 24<sup>th</sup> February 2022

**17. 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

Key Decisions are defined in the Constitution as:

A decision (whether taken collectively or individually by members) which is likely:

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.

A decision will be considered financially significant if:

- (i) in the case of revenue expenditure, it results in the incurring of expenditure or making savings of £350,000 or greater;
- (ii) in the case of capital expenditure, the capital expenditure/savings are in excess of £350,000 or 20% of the total project cost, whichever is the greater

In determining whether a decision is significant in terms of its effect on an area comprising two or more wards, consideration shall be given to:

- (i) the number of residents/service users that will be affected in the wards concerned;
- (ii) the likely views of those affected (i.e. is the decision likely to result in substantial public interest)
- (iii) whether the decision may incur a significant social, economic or environmental risk.