



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

Cabinet Reports dated 12 February 2020 and 14 July 2021.

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

Approval to award the contract to construct of the new Grounds Maintenance building and refurbishment of the Highways Store at Doughty Road Depot.

The Cabinet report on 12 February 2020, to seek approval to progress delivery of a single depot and co-locate all the Council's depot services to the Doughty Road site, was agreed subject to the return of a satisfactory Transport Report in relation to the creation of a new entrance to the site from the A16 (Peaks Parkway).

On 14 July 2021 Cabinet approved a further report with the following recommendations to:

1. Consider the Proposed Depot Merger Doughty Road, Grimsby Transport Assessment, May 2021 (Appendix A) in relation to the creation of a single depot site at Doughty Road.
2. Delegate authority to the Executive Director for Environment, Economy and Resources in consultation with the Portfolio Holder for Environment and Transport to progress all activity to allow the Depot Rationalisation project, as approved by Cabinet in February 2020, to proceed through to completion of the project.

The subject of this Officer Decision Record relates to the award of the contract to construct the new Grounds Maintenance building and refurbish the Highways Store at the Doughty Depot.

The tender was procured through an open tender. Multiple contractors viewed the tender with three returns received. The tender was weighted 80/20 on price/quality, with the quality scores marked over a small number of questions. All tender submission overall scores were judged and analysed and placed in a matrix which calculated the most appropriate contractor. Topcon Building Ltd placed highest in the ranking.

A risk assessment has been undertaken by Equans with a decision to include an element for contingency of 10% of the total contract sum, with a further £1,275.00 included for Building Regulation Approval. This brings this element of the project cost to £1,249,520.02.

3. Decision being taken

That the Executive Director Place and Resources (formerly Executive Director Environment, Economy and Resources) in consultation with the Portfolio Holder for Environment and Transport awards the contract to construct the new Grounds Maintenance Building and refurbish the Highways Stores at the Doughty Road Depot to Topcon Building Ltd., 35 Louth Road, Grimsby, North East Lincolnshire, DN33 2HP.

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.

Not applicable.

5. Anticipated outcome(s)/benefits

The contract to construct the new Grounds Maintenance Building and refurbish the Highways Stores at the Doughty Depot site is awarded via an Open procurement process to Topcon Building Ltd., to deliver a key element of the wider Doughty Road Depot refurbishment and Depot Rationalisation project.

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

Do nothing: This is not considered a viable option as a suitable building to store Grounds Maintenance and Highways vehicles and equipment is essential for operational works to continue at the Depot. The Grounds Maintenance building will also include a workspace for operational staff. Grounds Maintenance vehicles, equipment and workspaces are currently housed in temporary facilities and other buildings/areas on the site which will soon be repurposed as part of the wider Depot Rationalisation project. Offering a secure, fit for purpose storage facility and workspace, that is compliant with HSE regulations and requirements, is key to the delivery of the Depot Rationalisation project.

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

Cabinet Reports dated 12 February 2020 and 14 July 2021.

Doughty Road Depot GM Building Tender Report (CLOSED - Appendix A).

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

Decision record is open. However, the tender report is Closed Appendix A is not for publication as per paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended)

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)

None.

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the will of Cabinet and the delegated authority. The procurement exercise has been conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by

relevant officers. Legal Services will support the completion of the contractual documentation on award and continue to support the overall project, as necessary.

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

The cost of the works are to be met from the Depot Rationalisation Scheme budget incorporated within the Council's approved Capital Investment Programme.

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

There are no direct HR implications arising from the contents of this report.

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

As detailed in Appendix A, Doughty Road Depot GM Building Tender Report, costs for this element of the project have returned considerably higher than were budgeted for in 2021. This poses a significant risk to the wider Depot Rationalisation project budget. The project board will review this and consider risk mitigation at its next meeting on 16 May 2023.

Further unexpected or increased costs could be encountered which impact on the proposed capital spend. To mitigate this a 10% contingency has been included in the total cost of this element of the project.

The Depot Rationalisation Project poses an element of risk relating to employee, partner and public dissatisfaction with the proposed changes and any possible disruptions to services that this may present.

This project directly contributes to the Council's strategic aims for Stronger Communities and Stronger Economy, to the Council's Carbon Roadmap and Waste Strategy; issues arising in relation to the project could affect these aims.

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

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15. Decision Maker(s):

Name: Sharon Wroot

Title: Director Place and Resources

Signed: REDACTED

Dated: 17.05.23

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

Name: Cllr Stewart Swinburn

Title: Portfolio Holder for Environment
and Transport

Signed: REDACTED

Dated: 17th May 2023

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

Name:

Title:

Signed:

Dated:

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.

