



## 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 (DN.33).

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

Approval to award the contract to refurbish the main office block and welfare block on the Doughty Road Depot as part of the phased works for the wider Depot Rationalisation Project, approved by Cabinet as above.

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 refurbish the existing office and welfare buildings on the Doughty Road Depot. This work is essential to ensure the buildings are fit for purpose and have the capacity to accommodate the increased number of staff who will be working from the site on completion of the project.

The tender was procured through the Technical Design Services Open Framework on Yortender. Multiple contractors viewed the tender with six returns received. The tender in the sum of £604,766.90 from Ken Wood Construction Ltd. was considered good value and was recommended for acceptance as the contract value. Including client provisional sums and contingency, the recommended overall budget figure is £777,766.90.

### 3. Decision being taken

That the Executive Director Environment Economy & Resources in consultation with the Portfolio Holder for Environment and Transport awards the contract to construct the internal paths and roadways at the Doughty Road Depot to Ken Wood Construction Ltd.

### 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 is awarded via an Open procurement process to Ken Wood Construction 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 not undertake the work:** This is not considered a viable option. The closure of Gilbey Road Depot and relocation of all waste crews and vehicles to the Doughty

Road site once completed, will make this a very busy depot with up to 100 staff relocating to the site from Gilbey Road Depot. Relocation of all NELC and Equans operational teams to one shared site near to the town centre and other key council offices contributes to the wider strategic aims of the council, as does the resulting disposal of the Gilbey Road Depot.

**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.

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

Not applicable.

**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 procurement of a contractor to deliver the above project is consistent with the will and expectation of Cabinet.

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.

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

Awarding the contract will enable the delivery of a key element of the wider Depot Rationalisation project, which is part of the Council's Capital Investment Programme. These costs are included within the revised approved spend.

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

Awarding the contract will ensure that Depot is fit for occupation and meets the requirements of the staff who will be using it from a health, safety and welfare perspective.

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

The costs for this element of the Depot Rationalisation Project have returned on budget, presenting minimal risk in terms of project overspend. A 10% contingency sum has been included within the budget to allow for unexpected findings or delays that may incur further costs.

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

The project directly contributes to the council's strategic aims for Stronger Communities and Stronger Economy, to its 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?

Type here to enter text.

### 15. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director Environment  
Economy & Resources

Signed: REDACTED

Dated: 22/05/2024

Name: Cllr Stewart Swinburn

Title: Portfolio Holder for Environment  
and Transport

Signed: REDACTED

Dated: 22<sup>nd</sup> May 2024

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

**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.

