



## DECISION RECORD <sup>1</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution <https://www.stevenage.gov.uk/documents/council-and-democracy/constitution/part-4e-overview-and-scrutiny-procedure-rules-august-2018.pdf>)

**Subject:** Award of Asbestos Surveying, Sampling and Air Monitoring Contract

Staff contact: Brigid Bradley  
Tel: 01438 242478

Executive Member: Jeanette Thomas  
Portfolio: Housing, Health and Older People

1. **Decision**  
That the Assistant Director – Jaine Cresser authorises the award of the contract for Asbestos Surveying Sampling And Air Monitoring to Tersus Consultancy Ltd
  
2. **Reasons for the decision**  
As per attached contract award authorisation report and signed contract award form
  
3. **Alternative options considered and rejected** <sup>2</sup>  
No
  
4. **Consultation**
  - (a) Comments of Executive Member <sup>3 4</sup>  
n/a contract value under £1m
  
  - (b) Comments of other consultees <sup>5</sup>  
n/a
  
5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**  
  
Signed: .....SIGNATURE REDACTED.....  
  
Title: .....Assistant Director – Housing and Investment .....  
Date: 14<sup>th</sup> December 2020
  
6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

## DECISION RECORD

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<sup>1</sup> for guidance see Borough Solicitor's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

<sup>4</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

<sup>5</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.