



DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure ([Part 4 of the Council's Constitution](#))

Subject: Appointment of Employers Agent for Various Stevenage Sites

Staff Contact: Ash Ahmed Tel: x2815

Executive Member: Cllr Jeannette Thomas Portfolio: Housing, Health and Older People

1. Decision

To appoint PSW Building Consultancy Ltd to act as Employers Agent for the sites laid out in the tender document following the completion of the procurement exercise.

2. Reasons for the decision

PSW Building Consultancy scored highest in the evaluation procedure as a combination of price, quality and social value contribution.

3. Alternative options considered and rejected ²

The procurement exercise could be abandoned and re-run, or no contractor was appointed as a result of the procurement.

4. Consultation

(a) Comments of Executive Member ^{3 4}

I am supportive of the proposed decision being made.

(b) Comments of other consultees ⁵

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 Development

Date: 7 April 2022

6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

¹ for guidance see Borough Solicitor's note "Taking Decisions"

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

³ 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

⁴ 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

⁵ 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.