

DECISION RECORD ¹

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

Subject: North Hertfordshire College (NHC) Construction Campus	
Staff Contact: Magdalena Kwiatek Tel: 07860 852249	Cabinet Member: Councillor Richard Henry Portfolio: Leader of the Council and Portfolio Holder for Transforming Stevenage, Communications, Strategic Partnerships, and Devolution. Cabinet Member: Councillor Jennette Thomas Portfolio: Deputy Leader and Cabinet Member for Resources and Performance

1. **Decision**
To award contract to the successful contractor selected in a Single Stage Competitive Tender process.

2. **Reasons for the decision**

Following a pre-engagement process, where prospective contractors were invited to a site open day and to complete supplier information forms including company information, anticipated budget and programme, a single-stage, competitive tender process was initiated. It was considered the best option to procure a contractor at a competitive price but also providing a good level of quality of works. The contract is to be an amended JCT Design & Build 2024, where major schedule of amendments was provided to all contractors during a tender process.

This approach ensures that the programme and budget meet the requirements of the Council and North Hearts College, including a level of quality of works as the Pre-Qualification Questions enabled the Council to select the most suitable contractors for conversion of the ground floor of a multi storey car park into a College construction apprenticeship education facility.

3. **Alternative options considered and rejected ²**

Do not award the contract: this option is not recommended due to delaying the start on site date, which is required by 22nd November 2025 at the latest to meet the College deadline of having the space operational by September 2026, when the new academic year begins. Subsequently the Council would lose income from this asset, as the Indoor Market is due to be moved to a new location in November 2025.

4. **Consultation**

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

Both Cabinet members were briefed in detail on the project during Regeneration Working Group meetings

Authorisation received from Cllr Henry Richard via e-mail on 15th October 2025.

Authorisation received from Cllr Jeannette Thomas via e-mail on 15th October 2025.

(b) Comments of other consultees⁵

5. Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.

Signed: Dave Wells

Title: Assistant Director - Regeneration Date: 15.10.25

6. PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC 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 Cabinet Member consulted. If a Cabinet 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 Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet 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.