

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: Appointment of contractor following Cabinet Decision 24 Jul 24 – Investing in the Town Centre Assets	
Staff Contact: Lucy King Tel: 01438 242060	<p>Cabinet Member: Councillor Richard Henry Portfolio: Leader of the Council and Portfolio Holder for Transforming Stevenage, Communications, Strategic Partnerships, and Devolution.</p> <p>Cabinet Member: Councillor Jennette Thomas Portfolio: Deputy Leader and Cabinet Member for Resources and Performance</p>

1. **Decision**

To award the contract for: Fit out of ground floor shell retail space to provide new indoor market.

2. **Reasons for the decision**

This has been determined at the best option for the project. Engaging with a local contractor directly through an existing framework agreement offers a proven, compliant route to accelerate project delivery. By leveraging pre-qualified suppliers, pre-negotiated terms and a streamlined call-off process, the Council has been able to expedite a complex project without compromising on quality or value for money. This approach ensures the Council can meet tight programme constraints, maintain high standards of quality and value, and reduce the risk of slippage.

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

Do not award the full contract: Option not recommended due to the success of the Pre-Contract Services Agreement (PCSA) and should the Council not enter in to full contract of the works would mean a significant delay in the relocation of the indoor market resulting in traders not in operation for the Christmas period.

4. **Consultation**

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

Both Cabinet members were briefed in detail on the project during Regeneration Working Group meetings. Following by an email where comments were received in writing:

Councillor Richard Henry confirmed happy to go-ahead 28/07/2025

Councillor Jeannette Thomas confirmed happy to approve 28/07/2025.

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

Signed: Dave Wells

Title: Assistant Director Date: 28/07/2025

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