

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

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](#))

<b>Subject: Minor works term contract – Contract for term contractor for engineering works</b>	
Staff Contact: Russell Sparrow	Cabinet Member: Cllr Rob Broom
Tel: 01438 242431	Portfolio: Environment and Planning

### 1. Decision

That the contract shall be awarded to the winning contractor to carry out associated engineering works for Stevenage Borough Council.

That Annex A to this decision should not be disclosed to the public as it contains exempt information as defined by section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

### 2. Reasons for the decision

Stevenage Borough Council "the Council" is responsible for the routine maintenance of certain areas of roads, footways, footpaths, open spaces and parking areas. The footways, footpaths and roads are inspected regularly for defects and orders for repairs are issued to contractors on a priority basis, depending on the assessed hazard to users of the highway. To do this the Council contracts with a supplier to undertake the required works against a pre-determined schedule of rates. Different classifications of work require different response times. For instance, emergencies of high importance will require a response from Contractors within 3 hours maximum and may include work at night. In the unlikely event of a serious civil emergency, the response time will require to be instantaneous. Work in connection with lighting installations is included, but not works for electrical cabling, jointing and wiring.

The works will generally be within the Borough of Stevenage but may also include works throughout Hertfordshire, where Stevenage Borough Council is managing and undertaking works on behalf of other Councils.

The contract was tendered in accordance with the Council's adopted procurement process. Four contractors submitted bids and after assessing these against Quality and Value considerations Murrill Construction Ltd scored the highest. The contract is to run for 3 years with an extension of up to a further year and is only for the appointment of the contract; it is not commissioning any specific engineering works at this time, as per previous arrangements which has been successfully running for the last 7 years.

3. **Alternative options considered and rejected <sup>2</sup>**

In previous years the Council has sought to operate a framework giving access to more contractors. However, this does not allow for quick response to emergency works and leads to increased unit prices from contractors as they were not guaranteed the work.

Not having a contractor in place could potentially leave residents at risk if required works are not carried out. By extension, the Council could be open to claims.

4. **Consultation**

(a) Comments of Cabinet Member <sup>3 4</sup>

Councillor Has been informed of the outcome of the tendering process and has confirmed they are happy of it to progress

(b) Comments of other consultees <sup>5</sup>

N/A

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

Signed: ALEX ROBINSON

Title: Assistant Director – planning & regulation.

Date: 01/09/25.....

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

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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 Cabinet Member consulted. If a Cabinet 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 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

<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.