

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution <http://www.stevenage.gov.uk/content/committees/96416/Part4E-Overview-and-Scrutiny-Procedure-Rules-updated-October-2016.pdf>)

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| Subject: Business Technology Centre – Award of Contract | |
| Staff Contact: Mena Caldbeck | Executive Member: Ralph Raynor |
| Tel: Ext 2186 | Portfolio: Economy, Enterprise and Transport |

1. Decision

That the Strategic Director has:

1. Has determined that Annex A to this Decision Record 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. Awards the contract for the Provision of Property Management and Business Support services at the Business Technology Centre (BTC) and Chells Industrial Units (CIU) to the preferred supplier set out in Annex A and approves the award and signing of the contract."

2. Reasons for the decision

The current contract expires and we require a new contract for the provision of managing the property management and business support services at the Business Technology Centre (BTC) and Chells Industrial Units (CIU).

The supplier has met both the price and quality aspect of the tender.

3. Alternative options considered and rejected ²

n/a

4. Consultation

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

The Executive Member is happy with the bidder and their ability to meet both the price and quality element of the tender. The Executive Member would like continued member involvement at the BTC as well as regular updates of activities at the BTC.

- (b) Comments of other consultees ⁵

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

Signed:

Title: STRATEGIC DIRECTOR Date: 18 / FEBRUARY 2019

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.