

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>)

| | |
|---|--|
| Subject: Demolition contract at Kenilworth Close | |
| Staff Contact: Ash Ahmed | Executive Member: Jeannette Thomas |
| Tel: 2805 | Portfolio: Housing, Health & Older People |

1. **Decision**

That the Strategic Director award the demolition contract at Kenilworth Close to Hughes and Salvage following a successful tender bid.

2. **Reasons for the decision**

Following on from a procurement exercise, Hughes and Salvage scored the highest overall in regards to price and quality.

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

A number of other suppliers also submitted bids, however these were either of a poorer quality or higher price.

4. **Consultation**

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

The Portfolio holder supports the proposed course of action.

(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: 

Title: *A. E. P. Thomas*

Date: *04/06/19*

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

DECISION RECORD

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.