

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: Employers Agent for Kenilworth Close	
Staff Contact: Ash Ahmed	Executive Member: Cllr Jeannette Thomas
Tel: 2805	Portfolio: Housing, Health and Older People

1. Decision

That the Strategic Director award the Employers Agent contract at Kenilworth Close to PSW Building Consultancy Ltd following a successful tender.

2. Reasons for the decision

Following on from a procurement exercise, PSW Building Consultancy Ltd scored highest overall in regards to price and quality.

3. Alternative options considered and rejected ²

A number of other suppliers submitted bids, however none of these were of the same standard.

4. Consultation

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

The Cllr Thomas - Portfolio holder has been consulted and is happy with the proposed course of action.

(b) Comments of other consultees ⁵

Procurement route advised on by Internal procurement team and financials of supplier checked.

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

Signed: SIGNATURE REDACTED

Title: STRATEGIC DIRECTOR Date: 05/02/19

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

¹ for guidance see Borough Solicitor's note "Taking Decisions"
Decision Record

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- 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.