



RECORD OF DELEGATED DECISION

This form is used to record **all** officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

1. Name & Title of Officer: (who is taking the Decision)	Jim Worley – Assistant Director for Planning and Delivery
2. Title / Subject Matter:	Award of Contract - Rural Housing Enabling Service
3. Decision Reference No.	CEX101
4. Type of Decision:	Public
<p>1. Decision Taken: (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.)</p> <p>To enter into a joint partnership agreement with the other members of the 'Leicestershire Rural Housing Group' (LRHG) to award a contract for the supply of a Rural Housing Enabling Service and enter into any necessary documentation to effect the award of the contract.</p>	
<p>5. Reasons for Decision: (Briefly summarise why you think this is the right decision. Again, do not include any exempt or other information in your decision that you would not want to be published. Please ensure all background papers are attached to this decision)</p> <p>The focus of the Rural Housing Enabling Service contract is to find sites for the development of affordable housing. The Service Provider will be expected to work with the partnership in the identification of possible locations for deliverable sites for development, with priority given to rural exception sites, to meet evidenced unmet housing need. The main outputs from the service are expected to be:</p> <ul style="list-style-type: none">• Information on a minimum six potential new deliverable rural sites for housing in the county (a minimum of one in each local authority area), where there is written evidence of a willing landowner; written evidence of the site being acceptable in principal by the relevant local planning authority; is in a priority location for the relevant local authority, with an identified housing need; and there are no obvious deliverability/design constraints• Initiation of projects that will increase the numbers of affordable housing dwellings in the rural areas of the county• An increased profile of affordable rural housing need in the parishes, boroughs and districts within the county	

- Up to date and relevant information on rural affordable housing need in the county by way of a minimum of six rural housing need surveys (a minimum of one in each local authority area), in the event the minimum number of new deliverable sites are not found

The contract is needed because ordinarily finding sites for the development of affordable housing is difficult, due to needing to find a landowner, who is willing to sell their land for a price below the market value, to make the development viable.

The reason for entering the joint partnership is to share the cost of the contract. If Melton Borough Council solely procured for a service provider to find one site, the contract would not likely be attractive to any potential bidders.

Melton Borough Council (MBC) will be liable for a part share of the contract, which will have a total value of £90,400 on a 1 year with an option to extend for a further year. (£45,200 for both years). MBC's liable share is £4,200 for year 1 and if extended, a further £4,200.

The supplier has been procured in compliance with the contract procedure rules, and all necessary due diligence has been carried out.

6. Authority / Legal Power:

(Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action)

The Assistant Director for Planning and Delivery has authority to award contracts up to £50,000.

7. Background Papers attached?

(Background papers are to be attached (unless exempt))

Tender documents (one to four) attached

8. Alternative options available / rejected:

(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

1. No alternative options

9. Implications:

(Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)

Legal	The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations.
Finance	The amount has been budgeted for within the planning policy service budget for 2021/22 and included in the provisional figures for 2022/23.
HR	There are no staffing issues as a result of this decision to be taken into consideration. Appointment of a consultant will follow procurement and contract management procedures.
Procurement	A compliant procurement process is being carried out for this requirement in line with the Council's Contract Procedure Rules.
10. Signature of Decision Maker: Please do no 'pp' for a Senior Officer	Signature redacted Jim Worley Assistant Director for Planning and Delivery
11. Consultation with: (Where applicable)	
12. Date:	18 March 2021

Please send all decisions for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be sent to Natasha Taylor, Democratic Services Manager at ntaylor@melton.gov.uk

13. Decision Reference No.:	
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14. Exempt or Confidential Background Information:

(Use this section to include any exempt or confidential information that should not be published or placed on the Council's website but is needed to support the decision. The information in this section will only be shared within the Authority as appropriate.)

The contract will be awarded to the successful bidder. The contents of their bid, which will include their costs, cannot be disclosed.

For further support or guidance please contact Natasha Taylor (Democratic Services Manager) at ntaylor@melton.gov.uk or Kieran Stockley (Assistant Director for Governance & Democracy) at kstockley@melton.gov.uk