



RECORD OF DELEGATED DECISION – Contract Award

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)	Sarah Legge Local Plans Manager
2. Title / Subject Matter:	Restoring Your Railways Strategic Outline Business Case for improving connectivity between Melton and Nottingham
3. Decision Reference No.	CEX108
4. Type of Decision:	Public
5. 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.) <ol style="list-style-type: none">1. To award the contract for £7,500 for initial project management and scoping of the requirements for the creation of a Strategic Outline Business Case in accordance with the Department for Transport's Restoring Your Railways Round 2 Ideas Fund to WSP Ltd.2. To enter into any necessary documentation to effect the award	
6. 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) WSP completed the Melton to Nottingham Connectivity in Summer 2020, upon which the bid to the DfT RYR Ideas Fund was made by Alicia Kearns, MP for Rutland & Melton The Council was informed in late 2020 that the bid was successful, and an initial meeting was held on 4 th January 2021 where it was made clear that the SOBC needs to be written at pace, and submitted at the latest to DfT in June 2021. Therefore, due to WSP's existing knowledge of the area, relating to the recent work undertaken which	

supported the bid they were realistically the only consultants that could take on the work and 'hit the ground running' to get the project underway
 This work is for the initial project management and scoping which the Council cannot undertake as it has no knowledge or skills to complete a rail SOBC according to the requirements of DfT.

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

7. 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)

Legal – See below

Refer to limits set out in sections below:

Contact Procedure Rules: Rules 7.0

Financial Procedure Rules - Rule 17.4

The Local Plans Manager has authority to award the contract under the Local Scheme of Delegation approved by the Director for Growth and Generation.

8. Background Papers attached?

(Background papers are to be attached (unless exempt)

No

9. Alternative options available / rejected:

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

Could go out to tender for the full project, however first meetings etc. needed to be held in January 2021 and there was no time

MBC runs the project itself, however it does not have the skills or resources to undertake the work leading to reputational risk

10. 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.)

<p>Legal</p>	<p>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</p>
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	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	A £50k grant is available to the Council to support the whole project (or 75%, whichever is the greater). An agreement has been given by Charnwood Borough Council for £15k match funding, in addition to £15k from Melton Borough Council. A request for £15k was submitted to finance on 7 th January 2021 for the additional budget.
HR	N/A
Procurement	As the contract is under £10k there is no need to get three quotations
Other	The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates - Health and safety policies
11. Signature of Decision Maker: Please do not 'pp' for a Senior Officer	Signature redacted Sarah Legge Local Plans Manager
12. In consultation with: (Where applicable)	Pranali Parikh Director for Growth & Regeneration
13. Date:	3 February 2021
14. Officer Responsible for Procurement	I confirm compliance with the Contract Procedure Rules Name: Sarah Legge

Note: Where a contract exemption has been used this form must be accompanied by an authorised Contract Exemption Decision Notice (Template available from Democratic Services).

Please send all decision 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