



**RECORD OF DELEGATED DECISION (OFFICER)**

**CONTRACT AWARD**

<b>1. Decision Reference No.</b>	<b>CEX144</b>
<b>2. Name/Title of Officer</b>	<b>Pranali Parikh Director for Growth and Regeneration</b>
<b>3. Email address of Officer</b>	<b>pparikh@melton.gov.uk</b>
<b>4. Title / Subject Matter:</b>	<b>Award of Contract – Property Team Consultant</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>	
<p>1. To award the contract for undertaking General Building Surveying work including Condition Surveys across the Corporate Assets, to Gleeds, via direct award under Scape / Perfect Circle framework.</p> <p>2. To enter into any necessary documentation to effect the award.</p>	
<b>8. Reasons for Decision:</b>	
<p>There is a lack of resource in the Corporate Assets team from a vacant Building Surveyor post, to which it has not been possible to recruit, and there is the need to undertake general building surveying across the Corporate Assets, including condition surveys, from which budgets will be proposed for repairs and maintenance. The cost of the contract will be met from the Corporate Assets salary budget and will not exceed £35,000.</p> <p>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.</p>	
<b>9. Authority / Legal Power:</b>	
<p>(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)</p> <p>Legal – See below</p> <p>Authority is provided by Chapter 2 Part 4 of the MBC Constitution and the Contract Procedure Rules</p> <p>Refer to limits set out in sections below:</p>	

Contact Procedure Rules: Rules 7.0 and 11.0

Financial Procedure Rules - Rule 17.4

**10. Background Papers attached?**

**No**

**11. Alternative options available / rejected:**

1. Following an unsuccessful recruitment process, it has been decided to wait until the urgent building surveying work is undertaken via consultants, before recruiting again in 2022 for an in-house building surveyor to the Corporate Assets team.
2. An interim recruitment for an in-house building surveyor has not been pursued due to the prohibitive cost of this option which would exceed the salary budget for this role in Corporate Assets.

**12. Implications:**

<b>Legal</b>	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
<b>Finance</b>	The current salary forecast for the remainder of the year within the corporate property team has identified an underspend of £35k which will be used to fund this contract.  Finance Approval 01 October 2021
<b>HR</b>	N/A
<b>Procurement</b>	The Scape Framework allows for a compliant direct award process, which has been followed. Please ensure that details are published on the Council's Contract Register and a Contracts Finder Award Notice is submitted.  01 October 2021
<b>Other</b>	The following checks have been carried out in relation to the contract provider: - Insurance certificates - Health and safety policies

<b>13. Signature of Decision Maker with authority to sign</b>	Signature redacted <b>James Morris</b> <b>Corporate Property and Asset Manager</b>
<b>14. Consultation with:</b>	-
<b>15. Date:</b>	<b>12 October 2021</b>
<b>16. Officer Responsible for Procurement</b>	<b>I confirm compliance with the Contract Procedure Rules</b>  <b>James Morris</b> <b>Corporate Property and Asset Manager</b>

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