



RECORD OF DELEGATED DECISION (OFFICER)

CONTRACT AWARD

1. Decision Reference No.	CEX230
2. Name/Title of Officer	Pranali Parikh Director for Growth and Regeneration
3. Email address of Officer	pparikh@melton.gov.uk
4. Title / Subject Matter:	Contract Award – Consultants for the Playing Pitch Strategy & Indoor Sport Facilities Strategy
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<ol style="list-style-type: none">1. To award the contract for the preparation of an Indoor Sport Facilities and Playing Pitch Strategy to Knight Kavanagh & Page (KKP).2. To enter into any necessary documentation to effect the award
8. Reasons for Decision:	<p>The National Planning Policy Framework (NPPF) establishes the requirement for local plans to ensure that there is a proper provision of community and cultural facilities to meet local needs. To address this requirement, and following Sport England’s advice, Melton Borough Council (MBC) aims to commission a suitably qualified and experienced consultant to produce a new Playing Pitch Strategy (PPS) and an Indoor Sport Facilities Strategy (ISFS).</p> <p>The existing PPS and assessment report, evidence used during the production of the Melton Local Plan, were published in 2014. The existing Sports Facilities Strategy, equally used during the production of the local plan, covers the period 2016-2021. Sport England recommend in their guidance to review and update the PPS within three years after it is signed off by the steering group. If this is not done within the suggested timeframe, Sport England and the National Governing Bodies (NGBs) would consider the strategy and the information on which it is based to be out of date. Sport England has confirmed this outdated position for the existing PPS and suggested the update of the ISFS too.</p>

The production of the PPS and ISFS will align with the leisure vision strategy currently being developed by the MBC's regeneration team and they will be part of the evidence base and inform the review of the Melton Local Plan.

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.

The Council accessed Sport England's Framework at the beginning of 2022 and a mini-competition was held in May 2022. The competition targeted those consultants in the framework that were available and capable to undertake this project. Unfortunately, the competition closed with 0 submissions. Two companies contacted the Council during the competition period: Max Associates to inform about their unavailability and KKP to address their concerns about the quality-price split. Additionally, KKP indicated that '*should the process not lead to an appointment, we would be more than happy to discuss a way forward*'.

As KKP are the only consultants within the framework that have provided a (relatively) positive response, a Direct Award route with them was pursued. Their experience undertaking the previous PPS and the urgency to start the project (given the seasonal nature of the work) are additional factors that have been considered in this decision. Positive feedback has been received from Sport England to this approach alongside KKP's confirmation about their availability and capacity.

9. Authority / Legal Power:

Legal – See below

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. Other providers within the Sport England's framework. This option was rejected as no proposals were received during the mini competition.
2. Opening a new competition. This option was rejected given the urgency to undertake this project as soon as possible.
3. Use of the existing PPS and ISFS. This option was rejected given the outdated position of the existing PPS (and imminent outdated position of the ISFS). These documents will inform the Local Plan review and will help Development Management officers when dealing with planning applications.

12. Implications:

<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 contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations</p> <p>The resultant contract must be added to the Council's Contract Register to ensure compliance with Transparency Regulations.</p> <p>Where the contract is valued over £25,000 an award notice is required on Contracts Finder, Welland Procurement is responsible for such award notices.</p> <p>Legal Approval - 4 July 2022</p>
<p>Finance</p>	<p>The total contract value is £44,730 plus VAT.</p> <p>£40k has been allocated within the local plan forecast for this and the additional amount required can be meet from the local plan reserve based on current modelling, which is in the process of being updated for future years as we approach the 2023/24 budget setting process.</p> <p>Finance Approval - 13 July 2022</p>
<p>HR</p>	<p>Not applicable</p>
<p>Procurement</p>	<p>Following the framework guidance this route of procurement is approved by Procurement - 13 July 2022.</p>
<p>Other</p>	<p>The following checks have been carried out in relation to the contract provider:</p> <ul style="list-style-type: none"> - Financial credit checks - Insurance certificates - Health and safety policies

13. **Signature of Decision Maker with authority to sign**

Email approval received
Pranali Parikh
Director for Growth and Regeneration

14. **Consultation with:**

Email notification received
Councillor Rob Bindloss
Portfolio holder for Growth & Prosperity

15. **Date:**

15 July 2022

16. Officer Responsible for Procurement	I confirm compliance with the Contract Procedure Rules Jorge Fiz Alonso Senior Planning Policy Officer
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