



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX309
2. Name/Title of Officer	Pranali Parikh Director for Growth & Regeneration
3. Email address of Officer	pparikh@melton.gov.uk
4. Title / Subject Matter:	Project Management Advice for Asset Development Programme
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken: 1. To enter into an agreement with Vivid resourcing to provide project management and property development advice to Corporate Property and Assets team in delivering the Asset Development Programme.	
8. Reasons for Decision: The delivery of Asset Development Programme is a key corporate priority. The Council approved the first phase of the Asset Development Programme (ADP) in January 2021 which seeks to maximise the value of the Council's assets, generating additional revenue or capital income, whilst also creating jobs, building homes, and strengthening community facilities. The project is progressing well. There is gap in the capacity and experience of the team to deliver the next stage of works and therefore external support is required to take the project to the next stage of delivery as approved by the Council.	
9. Authority / Legal Power: Refer to limits set out in sections below; Contact Procedure Rules: 7.0 The procurement followed a quotation process via ProContract in compliance with these Rules. This was not an advertised process; 5 organisations were asked to submit a quotation at this opportunity. Financial Procedure Rules – Rule 17.4	

The approval will not create an overspend within the Development Management Budget and funding can be found to offset this cost by savings that have been created within previously vacant posts within the team.

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. To create a fixed term development manager post in the corporate property and assets team. This option is being considered and will be subject to further financial approvals by the Cabinet going forward.
2. Doing nothing is not considered an option for the reasons described above.

12. Implications:

Legal

This is not a key decision and can be taken by an officer through the scheme of delegation.

The Council has the power to enter into contracts in order to 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. The Council's Contract Procedure Rules permit a contract of any value to be procured via a framework agreement or DPS, compliance with these Rules and relevant national and EU law is achieved through compliance with the framework agreement/DPS terms and conditions.

The resultant contract must be added to the Council's Contract Register to ensure compliance with Transparency Regulations. The Officer is responsible for the subsequent storage and safe keeping of the signed contract.

Where the contract is valued over £20,000 an award notice is required on Contracts Finder, Welland Procurement is responsible for such award notices.

[Legal Approval – 2 May 2023]

Finance	<p>The cost for this contract is expected to be @ £600 per day, two days per week for the next 4-6 months or until further cabinet approval for the next stage of resourcing.</p> <p>The cost of this advice is expected to be maximum £50,000 for this financial year. This will be funded from the approved project budget for the Asset Development Programme. There is money available in the project budget to cover the cost.</p> <p>[Finance Approval – 26th April 2023]</p>
HR	<p>This post is additional to the approved establishment. As an advisor providing a service to the Council through an agency they will be classed as employed for the purpose of tax and national insurance and paid through the agency PAYE. Agency Worker Regulations will apply including equal treatment after the 12 week qualifying period. There are no other HR implications as a result of this decision.</p> <p>[HR & Communications Approval – 2 May 2023]</p>
Procurement	<p>The selection of the adviser is proven as value for money. Three quotes were undertaken for daily rates along with CVs. Three people were interviewed from the CVs provided by the preferred agency.</p> <p>The details will need to be added to the contracts register.</p> <p>[Procurement Approval – MF 26/04/23]</p>

13. APPROVAL/SIGN OFF

Signature of Decision Maker with authority to sign (See Section 9):	<p>Email approval received Pranali Parikh Director for Growth & Regeneration</p>
Consultation with:	NA
Date:	3 May 2023