



RECORD OF DELEGATED DECISION (OFFICER)

CONTRACT AWARD

1. Decision Reference No.	CEX336
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:	AOC - Provision of Business Support Services in Melton
5. Type of Decision:	Public
6. Key Decision?	Key
7. Decision Taken: For Melton Borough Council (MBC) to enter a Contract with Exemplas Ltd to support the delivery of the UK Shared Prosperity Fund (SPF) Provision of Business Support Services in Melton. The total value of the Contract is £124,427.00 and will conclude 31 st March 2025. The cost of the service per annum is £43,608 (2023/24) & £80,819 (2024/25).	
8. Reasons for Decision: The Council has received UK SPF monies to support the delivery of several projects and interventions. MBC will utilise a proportion of this funding to provide a Business Support Service within the district, up until 31 st March 2025. MBC has collaborated with other Leicestershire Local Authorities to procure this service, to allow for a consistent service to be offered throughout the County. The Supporting Local Business Investment Priority will enable districts to fund specialist support to provide businesses with the information, advice, and capacity to thrive, innovate and grow. The borough will benefit from this service provision by experiencing an increase in the creation of jobs, a boost to community cohesion by promoting networking & collaboration and stimulating innovation, efficiency, and growth. With the assistance of Welland Procurement, the supplier has been procured in compliance with the contract procedure rules, and all necessary due diligence has been carried out by the Head of Welland Procurement. The collective decision was taken to enter a contract with Exemplas Ltd. The company has previously managed and delivered £35m+ of European Regional Development Funded (ERDF)	

business support programmes also manages/delivers significant Government funded business support programmes including Hertfordshire Growth Hub, Innovate UK EDGE, and multiple business grant programmes.

The contract with Exemplas Ltd is currently being drawn up and will be signed by each district shortly. An Inception Meeting has been scheduled for Wednesday 12th July 2023. Mobilisation of the business support service is due to be agreed at the Inception Meeting, however a draft Mobilisation Plan is already being developed. Both Parties shall undertake formal reviews of the Contract upon request, with quarterly reviews scheduled with each district separately. The districts will meet regularly to discuss the performance of the supplier to ensure success of the intervention across all of Leicestershire.

9. Authority / Legal Power:

The Director for Growth and Regeneration can take this decision under delegated power pursuant to paragraph 12.2 of the Officer Scheme of Delegation.

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. The option to procure the services solely for Melton Borough Council was considered. However, the decision was taken to procure the services as a collective with other Leicestershire Local Authorities to ensure a consistent approach across the County. Each authority area has a similar strategic objective to support local businesses and the provision of services in this way will allow for a collaborative means of delivering and reporting on outcomes and outputs. It will also provide the opportunity to share good practice and lessons learnt as the programme of support progresses.
2. The other option considered was not to deliver the service in its entirety. However, this option was rejected as there is an urgent need to deliver business support services across the borough, to plug the gap which will be left once the Leicester & Leicestershire Enterprise Partnership ceases to offer business support provision.

12. Implications:

Legal	<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>[Legal Approval – 4 July 2023]</p>
Finance	<p>The Business Support Service will be funded by UK SPF grant monies and has been allocated within the budget set for the delivery of the UKSPF programme.</p>

	[Finance Approval – 3 July 2023]
HR	There is no existing provision for this service within the approved establishment therefore there are no HR implications as a result of this decision [HR Approval – 5 July 2023]
Procurement	Welland carried out the cross-Leicestershire procurement. [Procurement Approval – 4 July 2023]
Other	The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates - Health and safety policies Compliance with the Contract Procedure Rules has been undertaken by the Head of Welland Procurement, on behalf of all of the district contracting the services of Exemplas Ltd.
13. Signature of Decision Maker with authority to sign :	Email approval received Pranali Parikh Director for Growth & Regeneration
14. Consultation with:	Email notification received Cllr Pip Allnatt Leader and Portfolio Holder for UKSPF
15. Date:	18 July 2023
16. Officer Responsible for Procurement	I confirm compliance with the Contract Procedure Rules Name and Job title Mark Fisher – Head of Welland Procurement

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