



RECORD OF DELEGATED DECISION (OFFICER)

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| 1. Decision Reference No. | CEX365 |
| 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: | Sustainability Appraisal (Melton Local Plan Update) decision to award |
| 5. Type of Decision: (The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the Council's Access to Information Rules) | Public |
| 6. Key Decision? | No |
| 7. Decision Taken: 1. Authority for the Director for Growth and Regeneration to award the contract for the preparation of a Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulation Assessment for the Melton Local Plan Update to AECOM | |
| 8. Reasons for Decision: Local plans must be subject to the following processes, in accordance with legislation, jurisprudence and national planning policy. <ul style="list-style-type: none">• Sustainability Appraisal;• Strategic Environmental Assessment; and• Habitat Regulations Assessment. Planning Practice Guidance provides additional details on how these legal and policy requirements should be carried out. A Request for Quotations (RFQ) was sent the 19 th of July 2023. From the quotations received, and following an evaluation by two officers, AECOM had the best score among the proposals. 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. | |

9. Authority / Legal Power:

Paragraph 2.4.2. of the [council decision made on the 26th April 2022](#) delegates authority to the Director for Growth and Regeneration to appoint consultants as necessary to undertake work on behalf of the Council in respect of the Local Plan Review.

10. Background Papers attached?

AECOM's quotation (exempt)

11. Alternative options available / rejected:

1. In-house production was considered. However, the production of these documents, particularly in late stages of Local Plan preparation, require external expertise. Additionally, internal production in early stages was dismissed for consistency and team capacity issues.
2. Two alternative proposals were submitted. Both scored similarly in relation to the 'quality' element of the submission, but lower in relation to the 'price' element.

12. Implications:

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| 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 – 01.09.23]</p> |
| Finance | <p>The cost is being met from the local plan budget where there is a reserve that has been built up over the last few years to fund procurement of evidence base.</p> <p>Whilst the reserve does not have sufficient funds to support the procurement of all of the local plans evidence base required for the local plan review / update, the Sustainability Appraisal is one of the first pieces of work that needs to be undertaken and is work that continues for the entire development of the review / update.</p> <p>There is sufficient funding within the reserve at the present time. More information within the exempt section.</p> <p>[Finance Approval - date 22.8.23]</p> |
| HR | <p>There are no resources from the existing structure allocated to undertake this work. There are no other HR implications as a result of this decision</p> <p>[HR & Communications Approval – 21 August 2023]</p> |

Procurement

[Procurement approval - date 30/08/23]

13. APPROVAL/SIGN OFF**Signature of Decision
Maker with authority to
sign (See Section 9):**

Email approval received or signature redacted

**Pranali Parikh
Director for Growth and Regeneration****Consultation with:**

Email notification received

**Councillor Margaret Glancy
Portfolio Holder for Governance, Environment & Regulatory
Services****Date:****1 September 2023**

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