



## **RECORD OF DELEGATED DECISION (OFFICER)**

<b>1. Decision Reference No.</b>	<b>CEX367</b>
<b>2. Name/Title of Officer</b>	<b>Pranali Parikh Director for Growth and Regeneration</b>
<b>3. Email address of Officer</b>	<a href="mailto:pparikh@melton.gov.uk">pparikh@melton.gov.uk</a>
<b>4. Title / Subject Matter:</b>	<b>Employment Land Study (Melton Local Plan Update) decision to award</b>
<b>5. Type of Decision:</b> (The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the <a href="#">Council's Access to Information Rules</a> )	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>  1. Authority for the Director for Growth and Regeneration to award the contract for the preparation of Employment Land Study for the Melton Local Plan Update to BE Group	
<b>8. Reasons for Decision:</b>  As part of the Melton Local Plan Review it was considered that the existing Employment Land Study (2015) is out of date and could not be used as evidence for the Local Plan Update. Therefore a new Employment Land Study is required.  LPA are required by the Planning Practice Guidance to have up-to-date and robust evidence to understand existing business needs.  A Request for Quotations (RFQ) was sent the 19 <sup>th</sup> of July 2023. From the quotations received, and following an evaluation by two officers, BE Group 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.	
<b>9. Authority / Legal Power:</b>  Paragraph 2.4.2. of the <a href="#">council decision made on the 26th April 2022</a> 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?**

(Background papers are to be attached (unless exempt))

**BE Group's Submission (Exempt)**

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

1. In-house production was considered. However, the production of this document requires significant amount of expertise and resources which currently are not present within the Planning Policy Team.
2. One alternative proposal was submitted. It scored similarly in relation to the 'price' element of the submission, but lower in relation to the 'quality' element.

**12. Implications:**

<b>Legal</b>	<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 – date 30 August 2023]</p>
<b>Finance</b>	<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 employment land study is considered critical to the Local Plan Update and at the present time there is sufficient funding within the reserve to fund this.</p> <p>[Finance Approval – 30/08/23]</p>
<b>HR</b>	<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 &amp; Communications Approval 30 August 2023 ]</p>

**Procurement**

[Procurement Approval – Date: 30/08/23]

**13. APPROVAL/SIGN OFF (Do not complete until all implications signed off at Section 12)****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**

Please send all decisions for publication to: Democratic Services at [democracy@melton.gov.uk](mailto:democracy@melton.gov.uk).  
All decisions with exempt information should be referred to [MonitoringOfficer@melton.gov.uk](mailto:MonitoringOfficer@melton.gov.uk)