



## RECORD OF DELEGATED DECISION (OFFICER)

### CONTRACT AWARD

1. Decision Reference No.	CEX362
2. Name/Title of Officer	Pranali Parikh, Director for Growth and Regeneration
3. Email address of Officer	<a href="mailto:pparikh@melton.gov.uk">pparikh@melton.gov.uk</a>
4. Title / Subject Matter:	AOC - Local Housing Needs Assessment
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 <a href="#">Council's Access to Information Rules</a> )	Public
6. Key Decision?	Non Key
<b>7. Decision Taken:</b>  1. To award the contract for a Melton Borough wide Local Housing Needs Assessment to 'Iceni'  2. To enter into any necessary legal documentation to effect the award	
<b>8. Reasons for Decision:</b>  Whilst the recently published Housing and Economic Needs Assessment covering Leicester and Leicestershire is helpful, additional evidence is needed for our local area to provide a more granular level of detail. This will ascertain the level of affordable housing and the applicable housing mix. It is also a good opportunity to collate all the relevant evidence in a single study.  In the review of the Local Plan evidence base, the Local Housing Needs Assessment has also been given first priority for the evidence studies needed.  The specification for the Local Housing Needs Assessment was sent to three consultancy companies and we received two quotations. It was identified through soft market testing the proposals would be circa £20,000 and therefore, due to being under the £50,000 OJEU amount, Welland Procurement advised that inviting three quotes is a sufficient procurement process.  The proposal by Iceni showed, after evaluation by two officers, to be of best value, both in terms of quality and price.	

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:**

A Council decision made on the 26th April 2022 provides delegated 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 (2.4.2 of: [Council decision](#))

**10. Background Papers attached?**

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

**Yes**

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

1. An alternative proposal was submitted. However, this scored less on both quality and price. This company scored 68% overall, whereas Iceni scored 91% overall.
2. An alternative option was to undertake the assessment in-house. However, assessments undertaken by consultants are recognised as being more acceptable at Local Plan examination hearings.

**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 – 23 August 2023]</p>
<b>Finance</b>	<p>The contract is for this one-off piece of work, which is forecast to be completed by the end of the year (2023). The contract value is: £22,980 + VAT . This is being met from the Local Plan reserve (G1520) and has sufficient budget at present.</p> <p>[Finance Approval – 18.8.23]</p>

<b>HR</b>	There are no resources from the existing establishment currently allocated to undertake this work therefore there are no HR implications identified as a result of this decision [HR Approval – 24 August 2023]
<b>Procurement</b>	Route and options discussed with Team, happy this meets requirements [Procurement Approval 22/08/2022]
<b>Other</b>	The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates - Health and safety policies
<b>13. Signature of Decision Maker with authority to sign (See Section 9):</b>	Email approval received <b>Pranali Parikh</b> <b>Director for Growth and Regeneration (Place)</b>
<b>14. Consultation with:</b>	Email notification received <b>Cllr Margaret Glancy</b> <b>Portfolio Holder for Governance, Environment &amp; Regulatory Services</b>
<b>15. Date:</b>	<b>29/08/2023</b>
<b>16. Officer Responsible for Procurement</b>	<b>I confirm compliance with the Contract Procedure Rules</b> <b>Celia Bown, Housing Policy Officer</b>