



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX420
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:	Appoint Consultant to undertake Viability Study
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<p>Authority for the Director for Growth and Regeneration to award the contract for the preparation of Local Plan Viability Study</p>
8. Reasons for Decision:	<p>As part of the Melton Local Plan Review it is required to assess the viability credentials of changes to policies and allocated development sites. The Local Planning Authority is required by national policy and guidance to have appropriate evidence on viability to ultimately ensure that the local plan can be found 'sound'.</p> <p>A Request for Quotations (RFQ) was sent the 8th January 2024. The RFQ was sent to three potential consultants, however only one submitted a quotation. Following an evaluation by two officers, HDH Planning and Development meets the relevant criteria to undertake this work.</p> <p>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.</p>
9. Authority / Legal Power:	<p>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.</p>

10. Background Papers attached?

(EXEMPT) - HDH Planning and Development's Submission (February 2024)

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. Seek additional submissions. HDH Planning and Development meets the criteria as specified in the RFQ and are leading consultants on viability evidence. There is no need to open a new RFQ.

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.</p> <p>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 – 8 April 2024]</p>
Finance	<p>The cost is being met from the local plan budget with where there is a reserve that has been built up over the last few years to fund procurement of evidence base.</p> <p>The balance on the reserve was depleted but as part of the 2024/25 budget a growth bid was approved to provide additional funds and as a result there is sufficient money available to meet the cost of this procurement.</p> <p>[Finance Approval – 23 February 2024]</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 Approval – 8 April 2024]</p>
Procurement	<p>Meets CPR requirements</p> <p>[Procurement Approval - date 27 February 2024]</p>

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 Pranali Parikh Director for Growth and Regeneration
Consultation with:	Email notification received Councillor Margaret Glancy Portfolio Holder for Governance, Environment & Regulatory Services
Date:	15 April 2024

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