

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

### **CONTRACT AWARD**

<b>1. Decision Reference No.</b>	<b>CEX521</b>
<b>2. Name/Title of Officer</b>	<b>Lydia Rusling Director for Place and Prosperity</b>
<b>3. Email address of Officer</b>	<b>lrusling@melton.gov.uk</b>
<b>4. Title / Subject Matter:</b>	<b>Discover Melton Website Upgrade</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>	
<ol style="list-style-type: none"> <li>1. To award the contract for the upgrade of the Discover Melton website to Swordfish Marketing</li> <li>2. To enter into any necessary legal documentation to effect the award</li> </ol>	
<b>8. Reasons for Decision:</b>	
<p>This decision is to award contract, which will be funded through money allocated to tourism and the visitor economy initiatives through the UKSPF, intervention E8.1 and E17– £12,250 funding for the development and promotion of wider campaign which encourage people to visit and £10k General Fund Contribution G1450 Tourism Budget.</p> <p>Discover Melton website was first designed in 2020. In recent months there have been major conflict/database corruption on the site. The backend has become cluttered with a build-up of additional plugins, coding, patches, and dynamic content that has resulted in major conflicts. In addition, technical incompatibilities have impeded the user experience. This has caused the website to run slowly and on occasions to crash.</p> <p>Short term the site has been stabilised, but a long-term solution is required to procure a website developer to rebuild, and restructure an improved, lightweight, low carbon sustainable, and stable site, with the desired functionality to reduce concerns about long-term compatibility.</p> <p>This will bring Discover Melton up to date incorporating a new site structure, become WCAG compliant incorporating fresh design elements and improved user experience.</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. Quotes provided from four suppliers.

The value of the contract £22,250

## 9. Authority / Legal Power:

Cabinet of 08 March 2023 delegated authority to the Director for Growth and Regeneration, in consultation with the Portfolio Holder for Growth and Prosperity, to authorise spend and undertake decisions, approvals and awards of contract that ensure continued delivery of the UKSPF programme in line with the investment plan. This is to include, not only council led projects, but also where funding needs to be released for delivery by a third party (via grants, commissioning, procurement of services etc).

The Director for Growth and Regeneration job title is now the Director for Place and Prosperity

## 10. Background Papers attached?

**Yes - Discover Melton Website Design Specification**

## 11. Alternative options available / rejected:

1. Procure another supplier (rejected).
  - This option demonstrates securing best value and within budget
  - A compliant procurement process was undertaken and four quotes received
  - The quotes were moderated by a panel, against set criteria
  - Choosing another provider would not be deemed best value for the Local Authority.
2. No action. Not to allocate appropriate funding to this project – this would not be in line with the UKSPF submission, and the council would fail to deliver predetermined outputs and outcomes that the council is obligated to deliver through the interventions related to this agenda. Greater risk site becoming slower, crashing permanently and unable to reboot. Continue to incur substantial charges to reinstate lost content.

## 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 - 13 March 2025]</p>
<b>Finance</b>	<p>The £22,250 cost of this intervention will be met through</p> <ul style="list-style-type: none"><li>• £10,000 virement from funding for the development and promotion of the visitor economy; and</li><li>• £12,250 Melton Borough's 24/25 UKSPF allocation.</li></ul> <p>[Finance Approval – 11 March 2025]</p>

	<b>HR</b>	There are no HR implications as a result of this decision.  [HR Approval – 13 March 2025]
	<b>Procurement</b>	Approved by WP as completed RFQ process  [Procurement Approval – 10 March 2025]
	<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 :</b>	Email notification received 17 March 25 <b>Lydia Rusling</b> <b>Director for Place and Prosperity</b>	
<b>14. Consultation</b>	Email notification received 17 March 25. <b>Cllr Pip Allnatt, Portfolio Holder for Housing, Leisure and Landlord Services</b>	
<b>15. Date:</b>	<b>17 March 2025</b>	
<b>16. Officer Responsible for Procurement</b>	<b>I confirm compliance with the Contract Procedure Rules</b> <b>N/A</b>	