

RECORD OF DELEGATED DECISION

This form is used to record **all** officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

1. Name & Title of Officer: (who is taking the Decision)	Lee Byrne – Regeneration Manager
2. Title / Subject Matter:	Appointment of contractor for Christmas Tree Pit works
3. Decision Reference No.	CEX083
4. Type of Decision:	Public
<p>5. Decision Taken: (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.)</p> <p style="padding-left: 40px;">1. To call off and award a contract to Jeakins Weir for the construction of a new Christmas tree pit via the Scape Framework.</p>	
<p>6. Reasons for Decision:</p> <p>Following Christmas infrastructure surveys undertaken in 2019 it was established that the existing Christmas tree pit is no longer fit for purpose and is not structurally sound to continue sitting a 25ft Christmas tree within it. Due to this a temporary solution was put in place in 2019 to secure the pit and ensure the Christmas tree could be put in situ without presenting a risk to public safety.</p> <p>In early Jan 2020 work was undertaken to deliver a permanent solution to securing a Christmas tree pit/foundation within the Market area. Following survey work in Jan 2020 a new site was located and the process to secure a contractor to undertake this work began. As part of the budget setting process in February 2020, £35k was allocated to support the costs associated with this issue within the Capital Programme.</p> <p>Due to delays caused by Covid this work has recently been finalised with Jeakins Weir being selected through the Scape Framework to ensure the Xmas pit is delivered in a timely manner within the budget we have set.</p> <p>The framework is compliant with the Public Contract Regulations 2015 and Jeakins Weir have been procured in compliance with Rule 7.0 of the contract procedure</p>	

rules.

As part of the contract the following services will be provided:

- The delivery and construction of a new Xmas tree pit in the Town Centre in line with the attached delivery agreement and construction programme.
- Project management of all associated construction activities in line with the delivery agreement (attached)

7. Authority / Legal Power:

(Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action)

Legal – See below

Contact Procedure Rules: Rules 7.0

Financial Procedure Rules - Rule 17.4

8. Background Papers attached?

(Background papers are to be attached (unless exempt)

No

9. Alternative options available / rejected:

(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

Not to procure which would leave the authority at risk of not having a Christmas tree pit in situ for the Christmas period in 2020

To procure a temporary solution for 2020: The temporary solution for 2019 received some negative feedback for the public due to how it looked and was costly for a one off temporary fix. The council has decided it would rather provide a permanent solution in order to reduce costs over time and ensure the Christmas tree setting once in situ is in keeping with its surrounding area.

10. Implications:

(Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)

Legal	This is not a key decision and can be taken by an officer through the scheme of delegation. 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
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	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	
Finance	There is budget provision of £35k within the capital programme to cover this work.	
HR	N/A	
11. Signature of Decision Maker: Please do not 'pp' for a Senior Officer		Lee Byrne
12. In consultation with: (Where applicable)		
13. Date:		27/08/2020

Please send all decision for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be sent to Natasha Taylor, Democratic Services Manager at ntaylor@melton.gov.uk