EXECUTIVE DECISION RECORD


Subject:  
HCC1911513  
Colnbrook School, Watford – Replacement of Portakabin Building

Officer Contact: Jackie Aldridge  
Tel: 01992 588138  
Executive Member: Cllr Ralph Sangster  
Portfolio: Resources

1. Decision
   Awards the contract for: work at Colnbrook School, Watford – Replacement of Portakabin Building for £423,000.00 to Boyton-BRJ System Buildings Limited

2. Reasons for the decision
   This is an extremely urgent, sensitive project to provide additional classroom places for summer term at a SEN school that requires to be completed ASAP. There is a significant risk that all our framework modular building contractors may not have capacity to undertake these works if we delay in securing their services as soon as possible, which we cannot afford. Contractors will need to allow longer lead times when placing orders for materials (especially for the steelwork) and securing the sub-contractor labour for the works required to be undertaken during the busy summer holiday period. Boyton-BRJ System Buildings Limited have indicated that they would be able to deliver the project if they receive an order as soon as possible that will enable them to secure recourses. I would have no hesitation in using Boyton-BRJ System Buildings Limited as their track record of working with us is excellent and have always provided good value. School would be left with no accommodation to house existing and additional children that have been promised places at the school.

3. Alternative options considered and rejected

4. Consultation
   Was any Member consulted? Yes
   If yes:
   (a) Comments of Executive Member
       No comments or objections
   (b) Comments of other consultees

Decision Record 190501
5. Any conflict of interest declared by a member who has been consulted in relation to the decision\(^4\)

6. Following consultation with the Executive Member, I am proceeding with the proposed decision.

Signed:

Title: /\n
Date: 29/7/19

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.\(^5\)

\(^1\) for guidance see Chief Legal Officer's note "Taking Decisions" and Annex 3 to the Constitution

\(^2\) details of any alternative options considered and rejected by the officer at the time the decision was made

\(^3\) Before an Officer takes any decision under delegated powers s/he must consider whether to involve Members. The table below sets out when members should be informed or consulted

<table>
<thead>
<tr>
<th>Significance of Proposed Action</th>
<th>Controversial</th>
<th>Relevant Member(s) to be Consulted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical/Professional/Routine</td>
<td>No</td>
<td>No need to inform or consult councillors</td>
</tr>
<tr>
<td>Technical/Professional/Routine</td>
<td>Yes</td>
<td>Consult relevant Lead Executive Member and where appropriate, Local Councillor</td>
</tr>
<tr>
<td>Local</td>
<td>No</td>
<td>Inform Lead Executive Member and Local Member</td>
</tr>
<tr>
<td>Local</td>
<td>Yes</td>
<td>Consult Lead Executive Member and Local Councillor</td>
</tr>
<tr>
<td>General or County-wide</td>
<td>No</td>
<td>Consult relevant Lead Executive Member(s)</td>
</tr>
<tr>
<td>General or County-wide</td>
<td>Yes</td>
<td>Consult relevant Lead Executive Member(s) and Leader of the Council</td>
</tr>
</tbody>
</table>

\(^4\) record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

\(^5\) The following Officer Decision Records and supporting documents need to be sent to the Democratic Services:

- Key Decisions
- Decisions made by officers pursuant to delegations from Cabinet
- All decisions which affect third parties or involve services to people other than the County Council (but not individual social care/education decisions)
- Any other decisions except decisions of a trivial or insignificant nature or which are part of general administration and cannot be regarded as closely related to a particular executive function