If Key Decision: Decision Ref. No. B...n/a........

EXECUTIVE DECISION RECORD


Subject:
HCC1911767 The Lodge Annexe, Stevenage – Refurbishment Works

<table>
<thead>
<tr>
<th>Officer Contact: Jackie Aldridge</th>
<th>Executive Member: Cllr Ralph Sangster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: 01992 588138</td>
<td>Portfolio: Resources</td>
</tr>
</tbody>
</table>

1. **Decision**
   Award the contract for work at The Lodge Annexe, Stevenage – Complete refurbishment of existing annexe building to create new Primary Support Base for £317,547.77 to T & B (Contractors) Limited

2. **Reasons for the decision**
   Following a tender process where Property invited suppliers to tender via the Property Framework under the Lot Refurbishment for works at The Lodge Annexe at Stevenage a decision has been made based on Quality 30% and Price 70%, value for money and ability to deliver the programme within the required timescales.

   T & B (Contractors) Limited were the only Contractor to price for this project

3. **Alternative options considered and rejected**

4. **Consultation**
   Was any Member consulted? Yes/

   If yes:
   (a) Comments of Executive Member
       No Comments
   (b) Comments of other consultees

5. **Any conflict of interest declared by a member who has been consulted in relation to the decision**

Decision Record 190501
DECISION RECORD

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

Signed: ………………………..  
Date: …………………………….

Title: ………………………………..

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.

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