



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

EXECUTIVE DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: HCC1911767 The Lodge Annexe, Stevenage – Refurbishment Works	
Officer Contact: Jackie Aldridge	Executive Member: Cllr Ralph Sangster
Tel: 01992 588138	Portfolio: Resources

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 ²**

4. **Consultation³**
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 decision⁴**

DECISION RECORD

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

Signed:  0A804200E8FA454.....

Title: Assistant Director - Property

Date: 18-Nov-2019

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

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

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