EXECUTIVE DECISION RECORD

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution [link to Hertfordshire Council website]).

Subject: Rights of Way Asset Condition Survey

<table>
<thead>
<tr>
<th>Officer Contact: Richard Cuthbert</th>
<th>Executive Member: Phil Bibby</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: 01992 555292</td>
<td>Portfolio: Highways &amp; Environment</td>
</tr>
</tbody>
</table>

1. **Decision**
   
   To award the contract to Eastings Limited.

2. **Reasons for the decision**
   
   Acceptable quote, specification and known quality.

3. **Alternative options considered and rejected**
   
   Yes, however other bidder withdrew.

4. **Consultation**
   
   Was any Member consulted?
   
   No
   
   Technical/Professional/Routine: No
   
   No need to inform or consult councillors

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

6. **I am proceeding with the proposed decision.**

Signed:_____________________

Title: Team Leader Definitive Map & Enforcement   Date: 28th October 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.

Decision Record 190501
for guidance see Chief Legal Officer's note "Taking Decisions" and Annex 3 to the Constitution

details of any alternative options considered and rejected by the officer at the time the decision was made

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>
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<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>

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

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