

DECISION RECORD ¹

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

Subject: Potential extension to the Highways Weston Hills Inspection and Maintenance Services Contract

(Please use the same title as provided in the Forward Plan)

Staff Contact: Steve Johnson

Executive Member: Phil Bibby

Tel: 01992 658126

Portfolio: Highways and the Environment

1. **Decision ²**
To extend the Weston Hills Inspection and Maintenance Services Contract by one year.
2. **Reasons for the decision ³**
Maintenance of the mechanical and electrical equipment associated with the Weston Hills Tunnel on the A505 Baldock Bypass will be required for the life of the tunnel. Current contractor is providing an appropriate level of service.
3. **Alternative options considered and rejected ⁴**
Not extending the contract would mean procuring a new service, which is costly and at this time not deemed necessary due to satisfactory service delivery.

Contract allows extensions in 1 or 2 year bites up to a total of 5 years. Potential to extend contract further to be considered in 2019.

4. Consultation

(a) Comments of Executive Member ^{5 6}

Weston Hills – I agree that limiting the extension to 1 year is prudent, to see if we get the service levels observed.

(b) Comments of other consultees ⁷

Discussed at highways procurement board and no issues raised.

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: ..

Title: Deputy Director Environment & Infrastructure

Date: 30/8/18

6. Copies of agreed document to:

DECISION RECORD

- All consultees
- All members of the County Council (Democratic Services to send)
- Hard & electronic copy (for public inspection both at County Hall and on hertfordshire.gov.uk) to the Democratic Services Manager - Room 213 County Hall; democratic.services@hertfordshire.gov.uk

¹ Please refer to the Call-in and Contract Award Process for officers to determine if notice on this decision record for successful and unsuccessful bidders is exempt information and is therefore subject to inclusion in Annex 'A'

² If this decision relates to the award of contract, please provide a summary of the evaluation process and reasons for the award of contract to the successful bidder.

³ for guidance see Chief Legal Officer's note "Taking Decisions"

⁴ details of any alternative options considered and rejected by the officer at the time the decision was made

⁵ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without taking advice from the Chief Legal Officer

⁶ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member **before** proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of The Council will need to be consulted

⁷ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by email) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.