

**DECISION RECORD <sup>1</sup>**

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>)

<b>Subject:</b> Hatfield Library – approval for refurbishment expenditure	
Staff Contact: Taryn Pearson-Rose	Executive Member: Terry Douris
Tel: 01992 556651	Portfolio: Education, Libraries & Localism

**1. Decision**

To carry out a Single Tender Action to deliver the fit out of a new premises for the Hatfield Library, which will be relocating from its current location to a larger, more central premises.

**2. Reasons for the decision**

This relocation to and refurbishment of new premises for the Hatfield library supports delivery of the Libraries Service's *Inspiring Libraries* strategy. This fit out is required following the acquisition of new premises more appropriate to a Tier 1 library.

The fit out will be carried out by one of the council's framework contractors, following a Single Tender Action.

**3. Alternative options considered and rejected <sup>2</sup>**

A number of options for increasing the size of the Library, more appropriate to a Tier 1, have been explored over the years without success.

**4. Consultation**

(a) Comments of Executive Member <sup>3 4</sup>

In agreement with proposal.

(b) Comments of other consultees <sup>5</sup>

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

Signed: .....

Title: ..... Date: .....

**6. Copies of agreed document to:**

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## DECISION RECORD

- All consultees
- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- Hard & electronic copy (for public inspection both at County Hall and on [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)) Democratic Services - Room 213 County Hall.

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<sup>1</sup> for guidance see Chief Legal Officer's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> 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

<sup>4</sup> 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

<sup>5</sup> 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 e mail) 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.