

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B040/24

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

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: Enter into a contract for the delivery of improvements to welfare provisions at Recycling Centres and Burymead Road Transfer Station including the combined welfare / reuse shop for Stevenage Recycling Centre.

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Eric Buckmaster

Portfolio (Executive Functions only): The Environment

Officer Contact: Matt King

Tel: 01992 556207

1. **Decision**

- 1.1. To award through the Hertfordshire County Council Demountable Buildings single supplier Framework Agreement for the supply and installation of replacement welfare buildings at Letchworth, Royston, Harpenden, Bishops Stortford, Berkhamsted and St Albans Recycling Centres. In addition to this, a replacement welfare building will be supplied and installed at Burymead Road Transfer Station and a combined welfare facility and reuse shop at Stevenage Recycling Centre.
- 1.2. The identity of the successful bidder is included in Annex A.

2. Reasons for the decision

- 2.1. It is the duty of the Council to ensure the health, safety and welfare of its employees working across Hertfordshire County Councils Recycling Centres. Replacement welfare facilities are required as existing facilities across sites are in a poor state of repair. The proposed Stevenage welfare and reuse building will provide a substantial improvement to the reuse offer for residents in the area.

3. Alternative options considered and rejected

- 3.1. The Hertfordshire County Council Demountable Buildings Framework Agreement offers the Council a compliant route to for the supply and installation of modular buildings without the need for a full independent procurement exercise. With only one supplier on the Framework, who completed a similar project for the Council in 2023, this was identified as the most appropriate route to complete this project.

4. Consultation *(see Summary of Requirements below)*

Was any Councillor consulted? Yes

If yes:

- (a) Comments of Executive Member

I am content with the decision.

- (b) Comments of other consultees

None

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

N/A

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

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

Signed: Matthew King

Title: Head of Waste Management

Date: 8 May 2024

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.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

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