



DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure ([Part 4 of the Council's Constitution](#))

Subject: Appointment of Contractor to develop potential in fill sites

Staff Contact: Simon Nuttall
Tel: 2968

Executive Member: Jeannette Thomas
Portfolio: Housing & Housing Development

1. **Decision**

The decision is to appoint SJM & Co Ltd to the framework agreement to achieve planning and develop properties on various infill sites across the town as and when opportunities arise, up to a maximum value of £1.95m.

2. **Reasons for the decision**

Following a competitive procurement exercise, SJM & Co Ltd were the successful tenderers, scoring first on both price and quality.

The tender was advertised on the Council's In-tend portal, and was an open procurement so available to the whole market. The opportunity was listed on the 22nd of December, and was available for 6 weeks. Tenderers all had access to the ITT and Response Document, as well as the Employers Requirements which will be the design framework for the contractor to build and design the units too. A copy of the draft framework agreement which they will be signed up to was also included.

The nature of the framework agreement means that SBC are able to appoint the successful contractor as and when required, however are under no obligation to should projects not arise and there is no guarantee of work.

The future schemes will most likely be funded by the HRA and will form part of the wider affordable housing stock in Stevenage. By appointing a contractor to a framework agreement, SBC will be able to achieve significant time savings of up to 6 months to a year per plot, whilst maintaining good value for money.

3. **Alternative options considered and rejected ²**

The option to not appoint following the procurement was considered, however this was rejected as the successful bidder represents good value for money.

4. **Consultation**

(a) Comments of Executive Member ^{3 4}

Cllr Jeannette Thomas has been consulted on the 6/3/23 and is happy with the proposed course of action.

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(b) Comments of other consultees ⁵

Procurement exercise was supported Corporate Procurement who are both content with the manner in which the procurement exercise was undertaken. The Council's Monitoring Officer and Assistant Director of Finance have also been consulted in regards to the decision and have confirmed they are content with the proposals.

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

Signed: ...TOM PIKE...(signature redacted)

Title:STRATEGIC DIRECTOR..... Date: ...14 MARCH 2023....

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION**

¹ for guidance see Borough Solicitor's note "Taking Decisions"

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

³ 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 Borough Solicitor

⁴ 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

⁵ 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.