

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

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution <https://www.stevenage.gov.uk/documents/constitution/part-4e-overview-and-scrutiny-procedure-rules.pdf>)

<b>Subject: The Provision Of Weed Spray Application</b>	
Staff Contact: Richard Baldock	Cabinet Member: Simon Speller
Tel: <u>07936 360945</u>	Portfolio: Environment and Performance

**1. Decision**

To award the contract for weed spray application within Stevenage.

**2. Reasons for the decision**

The decision is based upon 65% price, 25% quality and 10% social value. The award of the contract is based on the fact that they achieved the highest score from their tender submission based on the award criteria.

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

This was the highest scoring tender of five, based on the award criteria.

**4. Consultation**

(a) Comments of Cabinet Member <sup>3 4</sup>  
Cllr Simon Speller duly supports the decision.

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

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

Signed: ...  .....

Title: Assistant Director      Date: ...6.8.24.....

## DECISION RECORD

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

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<sup>1</sup> for guidance see Borough Solicitor'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 Cabinet Member consulted. If a Cabinet Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

<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 Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet 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.