


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
To proceed with a contract with Lambert Smith Hampton to assess the Five-Year Housing Land Supply in support of the Borough Plan review.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/126/2024 (MB)	<p><i>3D OFFICER DELEGATIONS - Part A - General Delegations</i></p> <p><i>3D.2 Financial Resources</i></p> <p><i>a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract standing orders, financial standing orders, financial regulations and financial instructions.</i></p> <p><i>b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.</i></p>
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
18.04.2024	 Maria Bailey Assistant Director – Planning

RECORD OF THE DECISION

a) The issue

The work is required due to the Borough Plan Review and associated Examination in Public. The Council needs to demonstrate a Five-Year Housing Land Supply (FYHLS). The Planning Inspectorate could consider the Council does not have a FYHLS on adoption of the Borough Plan. The lack of a FYHLS could leave the Council open to speculative development.

The scope of the work will include:

- A review of the Council's FYHLS methodology.
- An assessment of the evidence which supports the inclusion of housing sites in the supply.
- Produce a FYHLS statement.

b) The Decision

The total fee will be no more than £7,500 as per the Contract Procedure Rules one quote threshold.

REASON FOR THE DECISION

To enable Lambert Smith Hampton to proceed with the work.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

None

WARD RELEVANCE

All

FINANCIAL AND BUDGET IMPLICATIONS

Cost of subsequent contract. The contractual arrangements are being funded out of the Borough Plan budget set aside to fund the delivery of the evidence base for the Local Plan Review.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

N/A

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

N/A

<p><u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).</p> <p>N/A</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>Not directly applicable from the provision of the contract but Lambert Smith Hampton would be expected to comply with the Equalities Act.</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>N/A</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>Cost of subsequent contract to be met from the Borough Plan budget.</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>N/A</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>N/A</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>The work is required to ensure the FYHLS is confirmed on adoption of the Borough Plan.</p>
<p><u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u></p> <p>None</p>
<p><u>ENVIRONMENTAL IMPLICATIONS</u></p> <p>None</p>
<p><u>LEGAL IMPLICATIONS</u></p> <p>None</p>
<p><u>ANY OTHER COMMENTS</u></p> <p>None</p>

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS
MADE OR AS REASONABLY PRACTICABLE THEREAFTER**