


**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>	
Procurement of Architectural Services for the feasibility studies of 5Nr ILU Schemes.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/33/2024 (NB)	Cabinet meeting dated 21/02/24 – CB105
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
19 September 2024	 Nicola Botterill – Assistant Director for Social Housing and Community Safety
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>An Architect is required for RIBA Stages 1-2 to provide concept designs for the refurbishment/remodelling of assets within NBBC portfolio.</p> <p>b) The Decision</p> <p>Approve the procurement of an Architect under a Framework – Lot 1.</p>	
<u>REASON FOR THE DECISION</u>	
The Architect is key to providing the concept design. It is also noted that we have a successful working relationship, and they have a proven track record for delivering similar services for other clients.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
<p>Full Tender Process – A full tender process was considered. However, due to timescales and reasons as noted above it was decided to procure through a Framework. The Providers on the framework have been chosen through a rigorous selection process to ensure they have the relevant experience to provide the services required.</p> <p>The Procurement Team has provided advice and support throughout the process to ensure it remains compliant with NBBC rules.</p>	

<p><u>WARD RELEVANCE</u></p> <p>Camp Hill, Attleborough, Stockingford East, Chilvers Coton & Bulkington.</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>The cost of Feasibility studies was accounted for in the budget setting process for the site.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>Strategic Director – Housing & Community Safety, Portfolio Holder – Housing & Communities, Capital Investment Service Manager and Construction Project Manager have all been consulted.</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>None</p>
<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>None.</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>None identified.</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>None identified.</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>See financial and budget implications section above.</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>None identified.</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>None identified.</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>N/A</p>

<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> N/A
<u>ENVIRONMENTAL IMPLICATIONS</u> N/A
<u>LEGAL IMPLICATIONS</u> The procurement process has been undertaken in full accordance with the Public Contract Regulations 2015 providing the Council with a compliant award procedure which satisfies the Contract Procedure Rules.
<u>ANY OTHER COMMENTS</u> None.

PLEASE RETURN TO THE DIRECTOR – PLANNING & REGULATION AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER