

## RECORD OF OFFICER EXECUTIVE DECISION

**Subject:** Mid Sussex Retail Study 2014

**Officer:** Claire Tester

**(1) Record of decision taken:-** to agree to award the contract to Strategic Perspectives for the Mid Sussex Retail Study update at the cost of £19,995.

**(2) Date of decision:-** 3<sup>rd</sup> July 2014

### **(3) Statement of reasons for making the decision**

#### Legal Basis for Decision - Contracts up to £20,000

- (a) *Where the estimated value or amount of a proposed contract does not exceed £20,000 and provision has been made in the Council's annual budget for such expenditure, the Head of Service concerned shall have the authority to enter into any such contract provided the Head of Service is satisfied that the Council is receiving value for money. In the event of a Head of Service exercising their right to enter into a contract under this Rule 5 the Head of Service or other officer appointed to do so on their behalf shall prepare and retain a report detailing the reasons for the appointment of the relevant contractor having regard to the experience, competency, workmanship and the financial status of the contractor.*
- (b) *A Head of Service may at his/her discretion invite quotations in accordance with Rule 6 where the estimated value or amount of a proposed contract is £20,000 or less.*

A brief was drawn up and sent out to the consultants listed on the Sussex Framework Agreement as having expertise in the retail field. Of the four fee proposals submitted, that of Strategic Perspectives was the cheapest (the spread was £19,995 to £26,500). It also emerged as the best study using the MSDC weighted assessment criteria.

Strategic Perspectives have the capacity and ability to produce a sound and robust study within the deadline which has been set.

The fee will be financed from the District Plan Examination Reserve as the Retail Study is required to support the evidence base for the District Plan.

### **(4) Alternative options considered and rejected**

Appointing a different consultant, but this would not have represented best value for money.

### **(5) Name of Cabinet Member with whom decision discussed**

Councillor Norman Webster

**(6) Any Code of Conduct Interests of the Cabinet Members**

None

**(7) Any relevant Code of Conduct dispensations**

N/A



**Signed:**  
**Officer – Claire Tester, Head of Economic Promotion & Planning**