

RECORD OF OFFICER EXECUTIVE DECISION

Subject: Mid Sussex Transport Study – Stage 2 update

Officer: Claire Tester

(1) Record of decision taken:- to agree to award the contract to consultants Amey to undertake further work to in order to refine and clarify the findings of the Mid Sussex Transport Study – Stage 2 at the cost of £948.20 (ex VAT)

(2) Date of decision:- 2nd October 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 of the required work was drawn up and sent to consultants Amey, having provided Stages 1 and 2 of the Mid Sussex Transport Study to Mid Sussex.

Amey have the capacity and ability to produce a sound and robust report to refine and clarify the findings of Stages 1 and 2 of the Study, within the deadline which has been set.

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

(4) Alternative options considered and rejected

Appointing a different consultant. However, this would not have represented best value for money nor would delivery of such an update be practical within the desired timeframe.

(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