

## RECORD OF OFFICER EXECUTIVE DECISION

**Subject:** Review of Site Assessments for the Mid Sussex District Plan

**Officer:** Claire Tester

**(1) Record of decision taken:-** to agree to award the contract to Land Use Consultants for the 'Review of Site Assessments for the Mid Sussex District Plan' at a cost of £19,996.

**(2) Date of decision:-** 24<sup>th</sup> 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 project brief was drawn up and sent to Land Use Consultants as they had previously been commissioned to undertake two other studies to inform the evidence to support the District Plan. The proposed study will represent a second and final phase of the Capacity Study that was completed by Land Use Consultants in May 2014. This second part of the report will look in more detail at the development potential of the District on a site by site basis.

Using Land Use consultants for this additional work will ensure consistency of approach across all three studies. Land Use Consultants already possess most of the baseline information required to undertake this work due to the other studies that they have undertaken. This will provide time and efficiency savings. This work needs to be undertaken promptly in order to meet the timetable for the preparation of the District Plan. Land Use Consultants have the capacity and ability to produce a sound and robust study within the deadline which has been set.

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

It was not considered expedient to invite other consultants to tender for this work

because they would not have possessed the same knowledge of the District or the previous studies carried out by Land Use Consultants. To have given other consultants the opportunity to acquire this knowledge would have resulted in undue time and cost implications for the preparation of the District Plan.

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

Councillor Garry Wall in the absence of 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