

RECORD OF OFFICER EXECUTIVE DECISION

Subject: Facilities Appraisal	
Officer: Mark Fisher	
Record of decision taken: To agree to award the contract to undertake a facilities appraisal to Max Associates at a cost of £4,800.	
Date of decision: .19 th November 2014	
Statement of reasons for making the decision: <u>Legal basis for decision - Contracts up to £20,000</u> (a) <i>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.</i> (b) <i>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.</i> The District Council as owner of Martlets Hall has been requested to consider a plan regarding the future provision of the facility. It is necessary to undertake an appraisal of the facilities in Burgess Hill. A fee proposal was submitted for the work at a cost of £4,800. The fee will be financed from the Leisure & Sustainability budget (bt51).	
Alternative options considered and rejected: A number of consultants were considered for this task. The consultant selected has extensive experience in this type of work.	
Name of Cabinet Member with whom decision discussed Councillor Mrs Pru Moore	
Any Code of Conduct Interests of the Cabinet Members Cllr Moore – as a Member of Burgess Hill Town Council	
Any relevant Code of Conduct dispensations n/a	



Signed:..... ..

Officer – Mark Fisher, Head of Leisure & Sustainability