

## RECORD OF OFFICER EXECUTIVE DECISION

**Subject:** Procurement of Specialist Advice for Planning Applications

**Officer:** Claire Tester

**(1) Record of decision taken:-** to agree to extend these specialist contracts (East Sussex County Council – Landscape (£3,850 plus VAT and expenses); ~~Surrey County Council – Archaeology~~ Surrey County Council – Archaeology (£4,555 plus VAT and expenses +HER' contributions) ; Calyx Environmental Limited – Ecology (£3,795 plus VAT and expenses)) until 31<sup>st</sup> March 2017

**(2) Date of decision:-** 23/915

**(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.*

These contracts currently expire on the 1/4/2016 but it is proposed that they be extended for a further year. The quality and timeliness of responses has been to our required standards and an extension of the contracts for a further year is considered appropriate as it facilitates negotiations on additional work required during the current contract period.

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

A robust assessment was carried out of all the submissions for the original contract. The market is unlikely to have changed significantly since this was awarded.

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

Councillor Andrew Macnaughton.

**(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**