

RECORD OF OFFICER EXECUTIVE DECISION

Subject: Martlets Hall

Officer: Mark Fisher

(1) Record of decision taken:- Appoint Max Associates to undertake consultancy work to carry out the transitional stage of the process to support local users of Martlets to locate alternative accommodation.

(2) Date of decision:- 1st October 2015

(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.

It is proposed that Max Associates are engaged to carry out the transitional stage of the process at a cost of £6,000 (excluding VAT) to support user groups at Martlets Hall.

(4) Alternative options considered and rejected

Appointing an alternative consultant. Having carried out the initial work on assessment of need and alternative accommodation in the town, Max Associates are best placed to undertake the transition project effectively as they have existing knowledge of the project including the venues and groups involved.

(5) Name of Cabinet Member with whom decision discussed
Cllr Pru Moore – Cabinet Member for Leisure and Sustainability

(6) Any Code of Conduct Interests of the Cabinet Members
N/a

(7) Any relevant Code of Conduct dispensations
N/a

**Signed:
Officer –**

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2/10/2015