

## RECORD OF OFFICER EXECUTIVE DECISION

**Subject:** Project Management Support for Northern Arc, Burgess Hill

**Officer:** Claire Tester

**(1) Record of decision taken:-** To commission project management support from Arup for the Northern Arc development, Burgess Hill for £7,940 excluding VAT.

**(2) Date of decision:-** 2<sup>nd</sup> December 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.*

Arup is an independent and multi-disciplinary company with a strong track record of working with local authorities to deliver sustainable growth. The personnel allocated to this project have significant experience in assisting the delivery of large strategic developments nationally and have already been involved in the Northern Arc project so are familiar with its local issues. They are therefore in a unique position to assist with the project management of this workstream and to deliver this assistance to challenging timelines.

The fee will be financed from the Burgess Hill Growth Area Reserve.

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

Inviting quotations from alternative consultants has been considered. However, this would delay implementation of the project management assistance which would reduce its usefulness given that planning applications for the development are expected in early 2016. It is also unlikely that alternative consultants have Arup's level of expertise and experience in this area.

**(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**