

RECORD OF OFFICER EXECUTIVE DECISION

Subject: Mid Sussex Retail Study Update – Refresh 2016

Officer: Claire Tester

(1) Record of decision taken:- to agree to award the contract to Carter Jonas LLP (formerly Strategic Perspectives) for the Mid Sussex Retail Study Update – Refresh 2016 at a cost of £4,840 excluding expenses and VAT.

(2) Date of decision:- 10th 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.*

Strategic Perspectives (now Carter Jonas LLP) completed the Mid Sussex Retail Study Update in November 2014. This was regarded as a sound and robust study to support the District Plan.

Since this time, the housing provision proposed in the draft District Plan has increased and an additional strategic site has been identified at Pease Pottage. It is important that the evidence base to support the revised Plan is updated to suit.

Carter Jonas LLP have the capacity and ability to produce a sound and robust study refresh as a continuation of their earlier report and within the deadline which has been set.

The fee will be financed from the District Plan Examination Reserve as the Retail Study Update –Refresh 2016 is required to support the evidence base for the District Plan.

(4) Alternative options considered and rejected

Inviting quotations from alternative consultants has not been considered because the study refresh represents a natural extension of the previous report. Appointing a different consultant would inevitably delay the work and increase its cost as a new

retail capacity model would need to be designed from scratch.

(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