

Officer Decision Form

All key/executive decisions and non-executive decisions delegated to, and made by, officers must be recorded and publicised via a Decision Notice. Although there is no set guidance as to what specifically should be published officers must consider the significance of the decision being made and whether it is something which would be of interest to the public. Examples might be letting contracts or disposing of land, etc. **Please complete every section of this form.** For further assistance refer to the '**Recording of Officer Decision Flowchart**', available from Democratic Services.

Once completed please scan and email this form to the relevant officer:

Breckland Council: via email: democraticservices@breckland.gov.uk

South Holland District Council: via email: member.services@sholland.gov.uk

Officer making decision (Name and Role):	Christine Marshall Executive Director Growth and Commercialisation
On behalf of Director:	N/A
Delegation - where did your delegated authority come from (e.g. director, minute number, constitutional provision)	Constitutional Provision part 3 F1
Title (Decision/Subject):	Housing Infrastructure Fund (HIF) direct appointment of project assurance services
Date of decision:	10/07/2018
Reason for Decision (Purpose):	<p>In February 2018 Breckland Council received notification from Homes England that an application from the authority for £9.95m in funding from the Housing Infrastructure Fund (HIF) to support the delivery of the Kingsfleet SUE in Thetford was successful.</p> <p>Since February, officers have been engaging with Homes England as part of the due diligence process in relation to accessing these funds. In order to support officers with this process, external consultancy support has been identified. This officer decision seeks to secure the formal and direct appointment of Building Partnerships Ltd to undertake a short piece of work to support the council's work around the due diligence process for the HIF funding.</p> <p>Building Partnerships Ltd will be appointed to assist officers in engaging positively with Homes England concerning technical questions relating to the delivery of the project for which funding has been sought (power and water), in addition to undertaking a wider engagement exercise with Pigeon Ltd (the promoters for the Kingsfleet SUE) with a view to understanding and quantifying any risks to accelerated housing delivery beyond the installation of power and water utilities.</p> <p>The necessity to make a direct appointment is driven largely by the pace at which the due diligence work is being driven by Homes England, alongside Building Partnership's understanding of the local housing market and previous involvement in the Kingsfleet SUE site.</p>
Alternative options considered:	In house resources which have been assessed as being insufficient for providing the required due diligence of the HIF

	bid and associated activities
Decision details (write out the decision in full):	To directly appoint Building Partnerships, utilising a procurement exemption, as a means of supporting due diligence and project assurance services in relation to the delivery of 'Housing Infrastructure Fund' funded utility project linked to the delivery of the Kingsfleet SUE, Thetford.

Human Rights Issues:	N/A
Equalities Issues:	N/A
Conflict of Interests:	N/A
Supporting / Background Documents (list all documents relating to this decision):	Internal Decision and sign Off Approval Document <u>Council report – Snetterton Electricity Power Upgrade Project and Acceptance of Grant</u>

Please circle/delete Yes or No for the following questions.

Included in Forward Plan:	No	No
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Key/Significant Decision:	No	No
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Included in Key Decision Plan	No	
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in relation to which key reasons below:

BRECKLAND COUNCIL		
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In relation to an executive/significant function	Yes	
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Significant effect on two or more wards or electoral divisions		No
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Involving expenditure or savings exceeding 25% of the budget sum approved for a particular service or function	No	
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SOUTH HOLLAND DISTRICT COUNCIL		
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Incurring expenditure in any single financial year above £72,000 in respect of revenue and £178,000 in respect of capital expenditure	Yes	No
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Generating income in any single financial year above £72,000 in respect of revenue and £178,000 in respect of capital expenditure	Yes	No
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Making savings in any single financial year above £72,000 in respect of revenue and £178,000 in respect of capital expenditure	Yes	No
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Exempt Item:	No	
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Executive Decision:	No	
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Included in Exempt Decision Plan:	No	
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If yes, in relation to which Paragraph(s) below:

Paragraph 1 - Information relating to an individual		No
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Paragraph 2 - Information which is likely to reveal the identity of an		No
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individual		
Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Yes	
Paragraph 4 - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority		No
Paragraph 5 - Information in respect of which claim to legal professional privilege could be maintained in legal proceedings.		No
Paragraph 6 - Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.		No
Paragraph 7 - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.		No

Ward(s) Affected (list all):	Thetford Boudica, Burrell, Castle and Priory Croxtan Kilverstone
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Authorisation	
Signature of Officer Making Decision: Christine Marshall	Date: 10/07/2018
Signature or email confirmation of Director:	