

## 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 email this form to: [democraticservices@breckland.gov.uk](mailto:democraticservices@breckland.gov.uk)

|   |  |
|---|--|
| <b>Officer making decision (Name and Role):</b>   | Jeremy McNulty – Executive Delivery Manager  |
| <b>On behalf of Director:</b>   | Rob Walker – Executive Director  |
| <b>Delegation - where did your delegated authority come from (e.g. director, minute number, constitutional provision)</b> | Cabinet Minute No. 27/19   |
| <b>Title (Decision/Subject):</b>  | Enter into a contract with Arcadis LLP for the provision of external project management services, quantity surveyor services and specialist consultancy services with regards to the Thetford SUE project. The estimated cost for the contract period is £92,750.00.   |
| <b>Date of decision:</b>  | 20/08/2021   |
| <b>Reason for Decision (Purpose):</b>   | <p>Following internal discussions, it was found that the current use of Arcadis was non-compliant as there was no formal contract (<b>note – this was likely done in error as we have had agreed rates in place etc. and the belief that a contract was signed from both parties</b>).</p> <p>As they have the experience of this project already, and provide good value for money, we would like to continue with Arcadis for this project due to its complexity. A compliant framework has been sourced that we can direct award to Arcadis.</p> <p>It has been negotiated and agreed by both parties that the rates will remain the same as they currently are, even though they are slightly higher on the framework.</p> |
| <b>Alternative options considered:</b>  | To continue to use Arcadis out of contract <b>or</b> to source a new consultant. This causes risks as Arcadis have been heavily involved and have good knowledge of this project already.  |
| <b>Decision details (write out the decision in full):</b>   | Enter into a contract with Arcadis LLP for the provision of external project management services, quantity surveyor services and specialist consultancy services with regards to the Thetford SUE project.   |

|                               |            |
|-------------------------------|------------|
| <b>Human Rights Issues:</b>   | <b>N/A</b> |
| <b>Equalities Issues:</b>     | <b>N/A</b> |
| <b>Conflict of Interests:</b> | <b>N/A</b> |

|   |     |
|---|-----|
| <b>Supporting / Background Documents</b><br>(list all documents relating to this decision): | N/A |
|---|-----|

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

|                                  |  |    |
|----------------------------------|--|----|
| <b>Included in Forward Plan:</b> |  | No |
|----------------------------------|--|----|

|                                  |  |    |
|----------------------------------|--|----|
| <b>Key/Significant Decision:</b> |  | No |
|----------------------------------|--|----|

|                                      |  |    |
|--------------------------------------|--|----|
| <b>Included in Key Decision Plan</b> |  | No |
|--------------------------------------|--|----|

**In relation to which key reasons below:**

|   |     |    |
|---|-----|----|
| In relation to an <b>executive/significant function</b> | Yes | No |
|---|-----|----|

|   |     |    |
|---|-----|----|
| Significant effect on <b>two or more</b> wards or electoral divisions | Yes | No |
|---|-----|----|

|   |     |    |
|---|-----|----|
| Likely to result in the Authority incurring expenditure, or making savings, in any single financial year above £250,000 | Yes | No |
|---|-----|----|

|                     |  |    |
|---------------------|--|----|
| <b>Exempt Item:</b> |  | No |
|---------------------|--|----|

|                            |     |  |
|----------------------------|-----|--|
| <b>Executive Decision:</b> | Yes |  |
|----------------------------|-----|--|

|  |  |    |
|--|--|----|
| <b>Included in Exempt Decision Plan:</b> |  | No |
|--|--|----|

**If yes, in relation to which Paragraph(s) below:**

|   |     |    |
|---|-----|----|
| Paragraph 1 – Information relating to an individual | Yes | No |
|---|-----|----|

|   |     |    |
|---|-----|----|
| Paragraph 2 – Information which is likely to reveal the identity of an individual | Yes | No |
|---|-----|----|

|   |     |    |
|---|-----|----|
| Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) | Yes | No |
|---|-----|----|

|   |     |    |
|---|-----|----|
| 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 | Yes | No |
|---|-----|----|

|   |     |    |
|---|-----|----|
| Paragraph 5 – Information in respect of which claim to legal professional privilege could be maintained in legal proceedings. | Yes | No |
|---|-----|----|

|  |     |    |
|--|-----|----|
| Paragraph 6 – Information which reveals that the authority proposes –<br>(a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or<br>(b) to make an order or direction under any enactment. | Yes | No |
|--|-----|----|

|   |     |    |
|---|-----|----|
| Paragraph 7 – Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. | Yes | No |
|---|-----|----|

|                                     |                         |
|-------------------------------------|-------------------------|
| <b>Ward(s) Affected (list all):</b> | Kilverstone<br>Croxtton |
|-------------------------------------|-------------------------|

**Authorisation**

|                                       |       |
|---------------------------------------|-------|
| Signature of Officer Making Decision: | Date: |
|---------------------------------------|-------|

|  |  |
|--|--|
|  |  |
| Signature or email confirmation of Director: |  |