

## Record of a delegated authority Officer Decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Decision made by</b>	Donna Pentelow
<b>Key decision?</b>	Yes
<b>Date of decision</b> (same as date form signed)	
<b>Name and job title of officer requesting the decision</b>	Jan Smith Leisure Facilities Officer
<b>Officer contact details</b>	Tel: 01235 422225 Email: jan.smith@southandvale.gov.uk
<b>Decision/s</b>	To appoint DW Support Services as main contractor to refurbish the dry side changing facilities at Henley Leisure Centre at a cost of £84,666
<b>Reasons for decision/s</b>	At its meeting in June 2019 Cabinet resolved to <ul style="list-style-type: none"> <li>(a) approve commencing the procurement process to select a contractor to refurbish the dry side changing facilities at Henley Leisure Centre; and</li> <li>(b) authorise the head of community services, in consultation with the Cabinet member for community services, to award the contract to the winning tenderer, if the tendered sum is within the approved budget of £100,000 and the works comply with the required specification.</li> </ul>
<b>Alternative options rejected</b>	There were three tender submissions for the delivery of the required project. Two submissions were compliant, and one was deemed non-compliant by Capita.  Following the evaluation of the tenders, officers recommend the appointment of DW Support Services as the most the most economically advantageous tender and experience in delivering similar works to the project brief as set out in their submission.

	<p>Appendix A details the cost and quality percentage breakdown of the compliant quotations received from the two compliant contractors.</p>
<b>Legal implications</b>	<p>The works will be entered into through a Joint Contracts Tribunal (JCT) contract with the full involvement of the council's legal team in developing of the final documentation.</p>
<b>Financial implications</b>	<p>An Individual Cabinet Member decision (ICMD) in July 2018 approved the transfer from the provisional capital programme to the approved capital scheme. The report anticipated that £100,000 was estimated for these works, funded from the approved capital budget.</p> <p>At its meeting on 20 December 2018 Council agreed the recommendations of Cabinet, made at its meeting on 18 December 2018, to use the surplus budget from the Henley Leisure Centre changing room budget for the refurbishment of the dry side facilities at Henley leisure centre and resolved to create a new capital scheme within the council's approved capital programme to refurbish dry side changing rooms at Henley Leisure Centre.</p> <p>Council also agreed to vire £19,000 from the existing wet side changing room refurbishment budget into the new capital budget.</p> <p>Therefore, with the virement of the surplus budget, the anticipated funding from the approved Leisure Centre – Capital Works budget will be £81,000 bringing the total budget to £100,000. The balance will remain in the approved capital budget</p>
<b>Other implications</b>	<p>Officers have consulted relevant stakeholders on opportunities to minimise energy usage and the project will include new LED lighting and energy and water saving shower units.</p>
<b>Background papers considered</b>	<p>Cabinet report dated 27 June 2019- Refurbishment works to the dry side changing facilities at Henley Leisure Centre</p> <p>Virement of surplus capital budgets for refurbishment works at Henley and Thame Leisure Centres, Cabinet 18 December 2018 and Council 20 December 2018.</p> <p>ICMD July 2018 transfer of capital scheme from provisional to approved programme.</p>
<b>Proposed action plan assuming grant of authority</b>	<p>Appoint DW Support Services to refurbish the dry side toilets at Henley Leisure Centre at a cost of £84,666 and at a date agreed between officers and the contractor.</p>

<b>Consultation with Cabinet member</b>	Councillor Maggie Filipova–Rivers, 13 September 2019
<b>Confidential decision?</b> If so, under which exempt category?	No
<b>Officer signature</b> To confirm the decision as set out in this notice.	Signature <u></u> Date <u>16.09.2019.</u>

**Appendix A**

<b>Contractor</b>	<b>Quality 40%</b>	<b>Cost 60%</b>	<b>Overall</b>	<b>Standing</b>
A	27%	60% - <b>£84,666</b>	87%	1
B	24%	45% - <b>£112,108</b>	69%	2

