



RECORD OF DELEGATED DECISION (OFFICER)

1. Decision Reference No.	CEX262
2. Name/Title of Officer	Pranali Parikh – Director for Growth & Regeneration
3. Email address of Officer	PParikh@melton.gov.uk
4. Title / Subject Matter:	Conservation Support in Development Management
5. Type of Decision:	Part Exempt
6. Key Decision?	No The decision to award is not a Key Decision as it will be below £50k and is to award a contract to provide support to the department whilst a long-term solution is found.
7. Decision Taken:	<p>1. To appoint a sole trader as an adviser through a consultancy agreement to provide conservation advice to Development Management team in processing and determining planning applications that require specialist support.</p>
8. Reasons for Decision:	<p>The current arrangement for conservation advice is ended on the 15th November. There are 43 Conservation Areas within the Borough, most of which require updated appraisals in order to remain material considerations in the determination of applications. There are also approximately 750 either Designated or Non Designated Heritage Assets within the Borough and whilst Planning Officers are able to determine the impact on the surrounding area through their planning experience and qualifications, they are unable to fully assess the value of the historic fabric or its setting. Failure to provide this advice would therefore put the Council at risk of being unable to adequately protect the Borough's heritage assets.</p> <p>A procurement exercise has been undertaken and 5 quotes are received for providing conservation advice on day rate basis until the end of March 2023. There is opportunity to explore potential for establishing a joint post for conservation officer with another neighbouring authority in future. This decision ensures continuity of service delivery while any new arrangement is put in place for the next financial year.</p> <p>The total value of the contract would be approx. £8,000</p>

9. Authority / Legal Power:

Legal – see below

Refer to limits set out in sections below;
Contact Procedure Rules: 7.0

The procurement followed a quotation process via ProContract in compliance with these Rules. This was not an advertised process; 5 organisations were asked to submit a quotation at this opportunity.

Financial Procedure Rules – Rule 17.4

The approval will not create an overspend within the Development Management Budget and funding can be found to offset this cost by savings that have been created within previously vacant posts within the team.

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. Establish a post for conservation officer – This option is not considered appropriate as the need for this specialist advice varies through the year depending on the nature of planning applications submitted. A full time FTE post is likely to cost the Council more than ad hoc consultancy advice.
2. Shared post with another council – This option is being explored by seeking views of neighbouring authorities. Any such arrangement will need budget approval for partner authority and is likely to take time. It is proposed to continue this exploration with a view to establish new arrangements from April 2023 onwards.

12. Implications:

Legal

This is not a key decision and can be taken by an officer through the scheme of delegation.

The Council has the power to enter into contracts in order to discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1).

The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. The Council's Contract Procedure Rules permit a contract of any value to be procured via a framework agreement or DPS, compliance with these Rules and relevant national and EU law is achieved through compliance with the framework agreement/DPS terms and conditions.

The resultant contract must be added to the Council's Contract Register to ensure compliance with Transparency Regulations. The Officer is

	<p>responsible for the subsequent storage and safe keeping of the signed contract.</p> <p>Where the contract is valued over £20,000 an award notice is required on Contracts Finder, Welland Procurement is responsible for such award notices.</p> <p>[Legal Approval - 07 December 2022]</p>
Finance	<p>The cost of conservation consultancy advice is expected to be maximum £10,000 for this financial year. This will be funded from the delay in recruitment to the Planning Officer role and the delay in the recruitment to the Planning Enforcement Officer. Both of these posts were filled approximately one month after the expected date.</p> <p>[Finance Approval – 29 November 2022]</p>
HR	<p>This post is not on the approved establishment and as an advisor will not be paid through PAYE. A consultancy agreement will be put in place with invoices paid through the finance system. There are no other HR implications as a result of this decision</p> <p>[HR Approval – 29 November 2022]</p>
Procurement	<p>The selection of the adviser is proven as value for money, more quotes were undertaken than required and the total is under the budget supplied by finance. The total is also under the £10,000.00 threshold where multiple quotes are required so no issues.</p> <p>The details will need to be added to the contracts register.</p> <p>[Mark Fisher 17 November 2022]</p>
13. Signature of Decision Maker with authority to sign	<p>Email approval received Pranali Parikh Director for growth & Regeneration</p>
14. Consultation with:	<p>Email notification received Cllr Rob Bindloss Portfolio Holder for Growth & Prosperity</p>
15. Date:	12 December 2022

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