

## Portfolio Holder decision record sheet

<b>Name of decision maker:</b>	<b>Andrew Williams</b>
<b>Portfolio:</b>	Planning & Regeneration
<b>Date of Portfolio Holder decision:</b>	<b>17/04/2015</b>

<b>Title of decision:</b>	<b>To approve an exemption to comply with the Council's commissioning &amp; procurement standing orders for the appointment of a Project Manager for the Hemel Evolution programme</b>
<b>Part I:</b>	

<p><b>Decision made and reasons:</b></p> <p>To retrospectively approve the suspension of the Council's commissioning &amp; procurement standing orders to enable the direct appointment of a Project Manager for the Hemel Evolution Project without undertaking a tendering process.</p> <p>The Council's commissioning &amp; procurement standing orders permits the suspension and states that the special circumstances justifying the exception must be noted and recorded in a PH decision record.</p> <p><b>Reason:</b></p> <p>The reason for the suspension is that the Council urgently need to appoint a suitably qualified and experienced Project Manager to support the delivery of the Hemel Evolution programme and to ensure that the delivery keeps within the timescales now that a number of the individual projects have moved into the delivery phase.</p> <p>The reason that this approval is retrospective is that during December 2014 the Council carried out a sifting brief exercise from the Homes &amp; Community Agency multidisciplinary framework agreement to try to source a Project Manager, the response from bidders on this framework was very poor and this has subsequently resulted in the delay in appointing a Project Manager.</p> <p>Due to the urgency with this requirement the Corporate Director Housing &amp; Regeneration and the Assistant Director Planning, Development &amp; Regeneration have contacted a number of Agencies and have undertaken a series of interviews with candidates.</p>
<p><b>Reports considered: ( here reference can be made to specific documents)</b></p> <p><i>None</i></p>
<p><b>Officers/Councillors/Ward Councillors/Stakeholders consulted:</b></p> <p><i>Corporate Director Housing &amp; Regeneration Assistant Director Planning, Development &amp; Regeneration Group Manager Commissioning, Procurement &amp; Compliance Procurement Officer</i></p>
<p><b>Monitoring Officer comments:</b> No comments to add to the report.</p>

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**Chief Financial Officer comments:** This proposal is consistent with the budget approved in February 2015. Costs will be allocated between the Forum and the key Hemel Evolution projects.

Project delays would lead to capital slippage, inflationary increases in construction costs, and non-delivery of savings incorporated in the Medium Term Financial Plan. This decision will ensure a project manager is appointed in a timely manner, thereby reducing these risks.

**Implications:**

*Should the Council not approve this exemption to the commissioning & procurement standing orders then the Council will need to undertake a tendering process. Based upon the expected value of this contract this will further delay the appointment by up to 12 weeks.*

**Risk:**

*The risk to the Council in not having someone with the technical expertise to oversee the various projects at this stage of the Hemel Evolution programme may well impact on the overall delivery of the programme in terms of timescales.*

**Value for money:**

*The cost of the Agencies were very similar, however it was the calibre and the availability of the candidates that was of paramount importance during the interview process.*

**Options considered and reasons for rejection:**

*The option of undertaking a further tendering process has been rejected due to the timescales and the impact that this is likely to have on the Hemel Evolution programme.*

**Portfolio Holder's signature:**

**Date:**

**Details of any interests declared and any dispensations given by the Standards Committee:**

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Date decision record sheet received from portfolio holder: 15/04/2015

Date decision published: 17/04/2015

Decision no: PH-010-15

Date of expiry of call-in period: 24/04/2015

Date any call-in received or decision implemented: