

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are not designated as 'Key Decisions' – or in other words those decisions which are not included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter:

Authorisation to award the Adaptation Works to 5 Back Lane, Huthwaite, Sutton in Ashfield Notts, this is a Council owned property. This follows the usual procurement procedure

2. Decision Reference No:

HAA-TEC/JE-ODR439

3. Decision Taken:

To award the services of Parkin Contractors Limited to complete adaptations works to a Council owned property. This follows the gathering of quotations. Works are, adapt kitchen, widen internal doorways, new external door, access ramp to side.

4. Reasons for the Decision:

To comply with the Authority's Contract Procedure Rules in relation to the procurement of the equipment in question.

5. Alternative Options Considered / Rejected:

Due to the specialist nature of the work in question, this is unable to be completed using our own employees.

6. Implications

The quoted price for the works is £12.96K. Three quotations have been obtained in line with Procurement Procedure (Details below)

The works will be procured through existing budgets, in accordance with the Council's Contract Procedure Rules and will be formalised accordingly.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.

CHRIS CLIPSTONE ASSISTANT DIRECTOR HOUSES OPERATIONS

Date: 25 / 5 / 2022

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

(This decision is not subject to call-in and is circulated for information only). If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.

Date:

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.