

## ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

**1. Title / Subject Matter: Appointment of a consultant to undertake a Heritage Impact Assessment, as part of the evidence base for the emerging Ashfield Local Plan.**

**2. Decision Reference No: FP/13/2022**

**3. Decision Taken:**

- a) To approve the funding and award of the contract to the successful consultant to undertake a Heritage Impact Assessment.
- b) For the Legal Team to draft and finalise the necessary legal documentation in connection therewith.
- c) To authorise the entering into and signing of a contract with the successful contractor.

**4. Reasons for the Decision:**

Approval under Officer Delegated powers has been granted to go out to an Invitation to Quote for the appointment of a consultant to undertake a Heritage Impact Assessment in relation to the evidence base to support the emerging Ashfield Local Plan. The procurement was undertaken within the guidelines of Ashfield District Council's service provision arrangement with Nottingham City Council whereby the City's procurement team manages all activity with a value over £25,000. Nottingham City Council undertook the procurement work for the quotations.

The five quotations received were evaluated on the basis of Quality 45%, Price 40% and Social Value Quantitative Assessment 15% with the Invitation to Quote documentation set out how they would be evaluated. Following the procurement process, this contractor scored the highest on the matrix.

Contract Value: £16,150

Contractor: Rocket Heritage and Archaeology Ltd

Contract Period: To commence as soon as possible.

**5. Alternative Options Considered / Rejected:**

Not to undertake the Heritage Impact Assessment. However, this would leave a significant gap in the historical evidence base to support the emerging Local Plan and risks the Plan being found unsound at the independent examination.

## 5. Implications

**Legal** - The Council has the power to enter into contracts in order 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. In addition to complying with all relevant UK legislation, every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations. [LE 30.09.22]

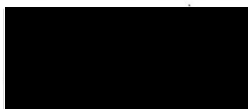
**Finance** - Cost to be funded from the revenue budget allocated for the Local Plan in 2022/23. [PH 29/09/2022].

**Human Resources** - Any appointment for a consultant there will be a requirement to ensure that the Authority is IR35 compliant, this will be determined by utilising the HMRC tool.

**Environment / Sustainability** – The Assessment is part of the evidence base to establish strategic policies in the Local Plan in relation to the pattern, scale and type of development. Consequently, it contributes towards achieving the requirement for sustainable development set out in Section 39 of the Planning and Compulsory Purchase Act 2004 and the National Planning Policy Framework 2021.

### Name / Title of the officer taking the Decision:

Christine Sarris, Assistant Director of Planning and Regulatory Services



---

Date: 29<sup>th</sup> September 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: