

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### \*PART 1 – PUBLIC DOCUMENT

**SERVICE DIRECTORATE:** *Place*

#### **1. DECISION TAKEN**

- 1.1 To appoint NCS Countryside Services to undertake the contract to replace the existing bridge (known as Kings Bridge) at Norton Common Letchworth.

#### **2. DECISION TAKER**

Sarah Kingsley – Service Director, Place

#### **3. DATE DECISION TAKEN:**

11th January 2023

#### **4. REASON FOR DECISION**

- 4.1 The above contractor attained the highest score in the tender evaluation process based on price, quality and social value criteria and are therefore considered best value.

#### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 No alternative options have been considered, as this is a works only contract to deliver a specific project as part of the delivery of the Greenspace Management Strategy.

#### **6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)**

- 6.1 Consultation has been undertaken with the Friends of Norton Common and individual users of the Local Nature Reserve, to inform them of the project, as a result of their concerns regarding the condition of the existing structure. The Executive Member Environment and Leisure and Deputy have also been informed of the decision.

#### **7. FORWARD PLAN**

- 7.1 This decision is not a key Executive decision and has therefore not been referred to in the Forward Plan.

#### **8. BACKGROUND/ RELEVANT CONSIDERATIONS**

- 8.1 The bridge has been identified as being in need of significant repair or replacement following concerns raised by the Friends of Norton Common and completion of an independent technical survey.
- 8.2 Countryside Management Services (CMS) of Herts County Council support the Greenspace Team to manage NHC's Local Nature Reserves and also manage the activities of the on-site Friends of Groups. Consequently, due to their technical

knowledge, local site knowledge and experience of similar projects elsewhere, CMS have been employed to manage this project which has approved Capital Funding from NHC.

## **9. LEGAL IMPLICATIONS**

- 9.1. Under paragraph 14.6.4 (a) (ii) of the Council's Constitution, Service Directors have general authority to enter contracts to carry out works and/or for the supply of goods and services within approved budgets.
- 9.2. Paragraph 14.6.9 (b) (ii), (iii) and (viii) further gives the Service Director - Place the authority to manage, direct and control resources relating to, amongst others, environmental services, grounds maintenance and parks and open spaces. The Executive Member for Environment and Leisure is also responsible for leadership, strategic planning and development, partnership working and decision making within these stated service areas under this paragraph.
- 9.3. Under Health and Safety Legislation, North Herts Council has a legal duty to maintain all trees on land it owns or has a responsibility to maintain, in a safe condition in public open spaces, or adjacent the highway.

## **10. FINANCIAL IMPLICATIONS**

- 10.1. There are no specific revenue implications associated with this contract award as the costs will be met from within existing Capital budgets.
- 10.2. The contract value is £68,491.50 to deliver the specified design including an element for contingencies.

## **11. RISK IMPLICATIONS**

- 11.1 This contract award to a single provider has been procured via InTend and will be managed via CMS with regular weekly reporting during the construction phases. NCS Countryside Services have a proven track record of delivering projects of similar scale and value in public open spaces, which provides additional assurance for delivery of this project.

## **12. EQUALITIES IMPLICATIONS**

- 12.1 The Equality Act 2010 came into force on the 1<sup>st</sup> October 2010, a major piece of legislation. The Act created a new Public Sector Equality Duty, which came into force on the 5<sup>th</sup> April 2011. There is a general duty, described in paragraph 12.2, that public bodies must meet, underpinned by more specific duties which are designed to help meet them.
- 12.2 In line with the Public Sector Equality Duty, public bodies must, in the exercise of its functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.3 There are no additional equality implications associated with this proposal.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1 As the recommendations in the report relate to a contract below £100,000 the "go local" policy has been applied as NCS Countryside Services are a local company who have indicated that they will employ local Structural Engineers as part of their tender submission.

**14. ENVIRONMENTAL IMPLICATIONS**

14.1. There are no known Environmental impacts that apply to this report.

**15. HUMAN RESOURCE IMPLICATIONS**

15.1 There no human resource implications, as the works associated with delivering the contract are already contained within existing resources.

**16. BACKGROUND PAPERS**

16.1 None

**17. APPENDICES**


17.1 None

**NOTIFICATION DATE 19<sup>th</sup> January 2024**

*Date sent to all Members, put on website and appears in MIS – Committee, Member & Scrutiny Services can confirm this with you,*

**Signature of Executive Member Consulted .....** 

**Date 17<sup>th</sup> January 2024.....**

**Signature of Decision Taker .....** 

**Please Note: that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.**

**Call-in does not apply to NON-EXECUTIVE DECISIONS**