

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B.....N/A.....

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Next Generation – Grounds Maintenance for properties currently within the Shared Managed Services contract

Type of Decision: Executive

Key Decision (Executive Functions only): No

Executive Member/Committee Chairman:

Bob Deering
Executive Member

Portfolio (Executive Functions only):

Resources & Performance

Officer Contact:

Sass Pledger
Director - Property

Tel:

01992 555970 (Internal: 25970)

April 2020

1. **Decision**

- 1.1 The Director of Property has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.
- 1.2 Subject to 1.1 above, awards the contract for the provision of Grounds Maintenance for the sites currently within the Shared Managed Services (SMS) Contract to Frank Cooper and Son Ltd as set out in Annex A and approves the signing of the contract.

2. **Reasons for the decision**

Grounds Maintenance at the majority of HCC operational sites is already delivered via contractors from Herts FullStop's (HFS) Grounds Maintenance framework and managed by HFS on behalf of Property. Removing this service from the current Shared Managed Service contract and managing it in the same way enables Property to have a consistent approach across the operational estate (non-schools).

HFS invited the suppliers on their framework, which was set up under HCCs procurement rules, to submit bids for grounds maintenance at the properties currently within the SMS contract.

Tender submissions were evaluated, and Frank Cooper and Son Ltd bid was calculated as the best based on a price and quality assessment.

This solution will also enable HCC to realise savings, as set out in Appendix A.

3. **Alternative options considered and rejected**

In-source the grounds maintenance service to the council and out-source via a separate open procurement.

4. **Consultation** (*see Summary of Requirements below*)

Was any Councillor consulted? Yes

If yes:

(a) Comments of Executive Member
agreed

Bob Dering

c11r

(b) Comments of other consultees

10-Feb-2022

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **Following consultation with the Executive Member, I am proceeding with the proposed decision.**

Signed: *Scott Crudgington*

 Director of Resources
 Title:
 11-Feb-2022
 Date:

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions:

		Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups