

**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 <sup>i</sup>**

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>)

<b>Subject:</b> HCC2315410 - Hitchin Fire Station & Mid Herts Music School, Hatfield – Replacement of Windows & Doors	
<b>Type of Decision: Executive/</b>	<b>Key Decision (Executive Functions only):</b>  Yes
<b>Officer Contact:</b> James Heslam  <b>Tel:</b> 01992 588090	<b>Executive Member</b> Cllr Bob Deering  <b>Portfolio (Executive Functions only):</b>

1. **Decision**  
Award the contract for work at Hitchin Fire Station & Mid Herts Music School, Hatfield – Replacement of Windows & Doors for £362,664.46 to N & P Windows Limited
  
2. **Reasons for the decision**  
Following a tender process where Property invited supplier to tender via the Works Framework for works at Hitchin Fire Station & Mid Herts Music School, Hatfield a decision has been made based on Price 70% & Quality 30%, value for money and ability to deliver the programme within the required timescales
  
3. **Alternative options considered and rejected**

**April 2020**

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

**Was any Councillor consulted?      Yes**

**If yes:**

(a) Comments of Executive Member/

Agreed

(b) Comments of other consultees

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

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

Signed: *Sass Pledger* .....

Title: Director - Property .....

Date: 02-Jan-2024

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.<sup>ii</sup>

## 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	<p><b>Executive Functions:</b> Consult relevant Lead Executive Member and, where appropriate, Local Councillor</p> <p><b>Non-Executive Functions:</b> Relevant Committee Chairman and, where appropriate, Local Councillor</p>
Local	No	<p><b>Executive Functions:</b> Inform Lead Executive Member and Local Councillor</p> <p><b>Non-Executive Functions:</b> Inform Local Councillor</p>
Local	Yes	<p><b>Executive Functions:</b> Consult Lead Executive Member and Local Councillor</p> <p><b>Non-Executive Functions:</b> Consult Local Councillor</p>
General or County-wide	No	<p><b>Executive Functions:</b> Consult relevant Lead Executive Member (s)</p> <p><b>Non-Executive Functions:</b> Consult relevant Committee Chairman</p>
General or County-wide	Yes	<p><b>Executive Functions:</b> Consult relevant Lead Executive Member (s) and the Leader of the Council</p> <p><b>Non-Executive Functions:</b></p>

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		Consult relevant Committee Chairman/Leaders all Political Groups
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