



**If Key Decision: Decision Ref. No.**

*(Please enter)*

**B 060/19**

*If not a Key Decision write n/a above*

## EXECUTIVE DECISION RECORD <sup>1</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>)

**Subject:**

**HCC1911513**

**Colnbrook School, Watford – Replacement of Portakabin Building**

Officer Contact: Jackie Aldridge

Executive Member: Cllr Ralph Sangster

Tel: 01992 588138

Portfolio: Resources

**1. Decision**

Awards the contract for: work at Colnbrook School, Watford – Replacement of Portakabin Building for £423,000.00 to Boyton-BRJ System Buildings Limited

**2. Reasons for the decision**

This is an extremely urgent, sensitive project to provide additional classroom places for summer term at a SEN school that requires to be completed ASAP. There is a significant risk that all our framework modular building contractors may not have capacity to undertake these works if we delay in securing their services as soon as possible, which we cannot afford. Contractors will need to allow longer lead times when placing orders for materials (especially for the steelwork) and securing the sub-contractor labour for the works required to be undertaken during the busy summer holiday period. Boyton-BRJ System Buildings Limited have indicated that they would be able to deliver the project if they receive an order as soon as possible that will enable them to secure resources. I would have no hesitation in using Boyton-BRJ System Buildings Limited as their track record of working with us is excellent and have always provided good value. School would be left with no accommodation to house existing and additional children that have been promised places at the school.

**3. Alternative options considered and rejected <sup>2</sup>**

**4. Consultation<sup>3</sup>**

**Was any Member consulted? Yes**

**If yes:**

(a) Comments of Executive Member  
No comments or objections

(b) Comments of other consultees

DECISION RECORD

5. Any conflict of interest declared by a member who has been consulted in relation to the decision<sup>4</sup>

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

Signed: *EW Peden*

Title: *Asst. Dir Property*

Date: *29/7/19*

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>5</sup>

<sup>1</sup> for guidance see Chief Legal Officer's note "Taking Decisions" and Annex 3 to the Constitution

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</sup> Before an Officer takes any decision under delegated powers s/he must consider whether to involve Members. The table below sets out when members should be informed or consulted

Significance of Proposed Action	Controversial	Relevant Member(s) to be Consulted
Technical/Professional/Routine	No	No need to inform or consult councillors
Technical/Professional/Routine	Yes	Consult relevant Lead Executive Member and where appropriate, Local Councillor
Local	No	Inform Lead Executive Member and Local Member
Local	Yes	Consult Lead Executive Member and Local Councillor
General or County-wide	No	Consult relevant Lead Executive Member(s)
General or County-wide	Yes	Consult relevant Lead Executive Member (s) and Leader of the Council

<sup>4</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

<sup>5</sup> The following Officer Decision Records and supporting documents need to be sent to the Democratic Services:

- Key Decisions
- Decisions made by officers pursuant to delegations from Cabinet
- All decisions which affect third parties or involve services to people other than the County Council (but not individual social care/education decisions)
- Any other decisions except decisions of a trivial or insignificant nature or which are part of general administration and cannot be regarded as closely related to a particular executive function