



If Key Decision: Decision Ref. No.

(Please enter)

B...058./22

If not a Key Decision write n/a above

EXECUTIVE DECISION RECORD ¹

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: Procurement for the provision of driver training courses from 1st July 2022 for 2+2 years. Award of contracts to 39 contractors <i>(If an Key Decision please use the same title as provided in the Forward Plan)</i>	
Officer Contact: Mr Tim Oxley	Executive Member: Phil Bibby
Tel: 01992 555181	Portfolio: Environment & Transport

1. **Decision**

To award contracts to 39 contracts for delivery of Driver Training Courses on behalf of HCC following procurement process

2. **Reasons for the decision**

A full re-procurement process to award contracts for a 2+2-year period. The decision is routine, non-controversial and follows the format of previous awards.

3. **Alternative options considered and rejected ²**

None

4. **Consultation³**

Was any Member consulted? **No** *(delete as applicable)*

If yes:

(a) Comments of Executive Member

(b) Comments of other consultees

5. **Any conflict of interest declared by a member who has been consulted in relation to the decision⁴**

N/A

6. **I am proceeding with the proposed decision.** *(delete words in square brackets if no requirement to consult the Executive Member)*

DECISION RECORD

Signed:
 Anthony Boucher
 Director – Highways Operations

Title: Date: ...19th May 2022.....

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.⁵

¹ for guidance see Chief Legal Officer’s note "Taking Decisions" and Annex 3 to the Constitution

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

³ 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

⁴ 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

⁵ 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