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EXECUTIVE DECISION RECORD

A1 Service Area	Cultural Services
A2 Title	Appointment of Consultant to Support the Development and Procurement of a new Leisure and Cultural Services Contract
A3 Decision Taken By	Deputy Leader/ Chief Officer
A4 Chief Officer	Please print name: Mark Rizk Please sign name: 
A5 Leader / Deputy Leader	Please print name: Cllr Colin Whittaker Please sign name: 
A6 Date of Decision	2/3/17

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	Paragraph []

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Promoting Local Economic Growth) Committee	<input type="checkbox"/>
Scrutiny (Value for Money Council Services) Committee	<input checked="" type="checkbox"/>
Scrutiny (Protecting and Strengthening Communities) Committee	<input type="checkbox"/>
Scrutiny (East Staffordshire Health) Committee	<input type="checkbox"/>


B1 What is the Decision?	To award a contract for consultancy services to support the development and procurement of a new Leisure and Cultural Services Management Contract to Max Associates.
B2 What are the reasons for the Decision?	<ol style="list-style-type: none"> 1. Max Associates were appointed as the consultants to deliver the initial Cultural Service options appraisal. 2. Max Associates demonstrated value for money during the options appraisal procurement process targeting the same market for this supplementary piece of work. 3. Max Associates have built up their knowledge and experience of the East Staffordshire context through work on phase 1, and it is estimated that it would cost an additional £5k-£6k for an alternative consultant to carry out the initial performance analysis works required ahead of the commencement of this second phase of the project. 4. Max Associates have provided a detailed proposal demonstrating the necessary experience and qualifications required to deliver this project, covering all aspects of the Council's specification of requirements, 5. Appointing Max Associates would also build upon the existing working relationship with Council officers and Members, contributing to the ongoing success of the project. 6. Appointing Max Associates would reduce the project timetable by at least two months.
B3 What are the contributions to Corporate Priorities?	Value for Money Council Services
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision.

Financial Implications

<p>B5 What are the financial implications?</p>	<p>The main financial issues arising from this decision are as follows: On 13th February Cabinet approved one off funding of £200k (to include; Leisure procurement, project management and transition support - £85k; Legal support - £70k; Due diligence (for example building condition surveys) -£45k) from reserves to meet the costs associated with taking the project forward.</p> <p>The cost to appoint Max Associates as project manager, which involves developing and procuring a new Leisure Services contract is £79,875.</p>
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Revenue	2016/17	2017/18	2018/19
Appoint consultant support (Max Associates).		79,875	

Capital	2016/17	2017/18	2018/19

<p>The finance section has been approved by the following member of the Financial Management Unit:</p>	<p>Please print name: A. J. MURRAY</p> <p>Please sign name: </p>
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Policy Framework

B6 Is the Decision wholly in accordance with the Council's policy framework?	Yes.
B6.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A.
B6.2 Has it got the appropriate approvals under those provisions?	Yes.
B7 Is the Decision wholly in accordance with the Council's budget?	Yes.
B7.1 If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	N/A.
B7.2 Has it got the appropriate approvals under those provisions?	Yes.


Equalities Implications

B8 What are the Equalities implications: N/A.
B8.1 Positive (Opportunities/Benefits): N/A.
B8.2 Negative (Threats): N/A.
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 The equality impact assessment identified the following actions to be carried out: N/A.

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits): <ul style="list-style-type: none">• Ensures we have in place a suitable provider that meets the criteria required for this contract.• Estimated reductions in cost of consultancy of approximately £5,000-£6,000• Estimated reduction of at least 2 months to the programme timescales
B9.2 Negative (Threats): <ul style="list-style-type: none">• Failure to appoint a suitably experienced and qualified provider could impact on the timely delivery and success of the project.
B9.3 The risks do not need to be entered in the Risk Register.

Legal Considerations

B10 What are the Legal Considerations:	
B10.1 [There are no significant legal issues arising from this decision.] [The main legal issues arising from this decision are as follows:]	
This section has been approved by the following member of the Legal Team:	Please print ANGELA WAKEFIELD Please sign name: 

Sustainability Implications

B11 What are the Sustainability implications: N/A.
B11.1 The proposal [would/would not] result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
B11.2 Positive (Opportunities/Benefits): N/A.
B11.3 Negative (Threats): N/A.

Health & Safety Implications

B12 What are the Health & Safety implications: N/A.
B12.1 A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 [The significant hazards and risks have been identified in the Harriett Risk Assessment numbered []. Any financial implications to mitigate against these hazards and risks are considered above.]
B12.3 [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below]
B12.3.1 Positive (Benefits); N/A.
B12.3.2 Negative (Threats); N/A.

Key Decision

B13 Is this a Key Decision?	No
<p>Note: A Key Executive Decision is one where:</p> <ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	N/A.
B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	N/A.

NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.

Please send the original signed document to andrea.davies@eaststaffsbc.gov.uk