

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B017/24

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: Procurement and appointment of consultants to the forthcoming "LEADS bench" framework (a call off contract) which will provide additional resource for the local planning authorities in Hertfordshire who subscribe to the LEADS Shared Service for technical environmental planning advice

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Eric Buckmaster

Portfolio (Executive Functions only): The Environment

Officer Contact: Jennifer Owen, Landscape Team Leader

Tel: 01992 555205

1. Decision

1.1 Following open procurement process, proposed decision to award Planning Support Service and Design Review Service contracts from Monday 19 August 2024:

HCC REF No: HCC2315171 - THE PROVISION OF A FRAMEWORK AGREEMENT FOR ENVIRONMENTAL PLANNING SUPPORT AND DESIGN REVIEW SERVICE

Lot 1	Architecture
Lot 2	Urban Design
Lot 3	Spatial Planning and Master Planning
Lot 4	Landscape
Lot 5	Transport Planning
Lot 6	Sustainable Construction
Lot 7	Historic Environment
Lot 8	Ecology
Lot 9	Miscellaneous – this Lot includes any other relevant environmental or sustainability discipline or area of technical expertise that is not covered by Lots 1-8

1.2 The anticipated contract term will be three years, with the potential to extend for up to one additional year.

1.3 The identify of the successful providers is included in Annex A which will be uploaded following the conclusion of the call-in period.

2. Reasons for the decision

2.1 Services:

- Planning Support Services - specialist consultancy support is sought to bolster or provide additional or unusual resource to the Council's LEADS team that provides expert technical advice in support of the planning process, and the achievement of high environmental standards and sustainable development.

Demand for the LEADS Team planning support services exceeds current resource levels and will continue to increase due to a strong local growth agenda (including more complex large scale strategic sites), and changes in environmental legislation (such as Biodiversity Net Gain).

Additional resource is therefore required to ensure that the service can continue to provide support in response to rising demand.

- Design Review Service - Panel Members are sought to join the Hertfordshire Design Review Panel (the 'Panel') that provides independent and expert design review services in support of well-designed and beautiful places.

The current Hertfordshire Design Review Panel Framework Agreement is due to come to an end in July 2024 and this new Framework Agreement will ensure the ongoing delivery of the design review service.

2.2 The Services will provide users with:

- Quick access to planning support and design review services on a short term, case-by-case, cost effective (pay as you go) basis, without the need for resource heavy and time-consuming formal procurement and contractual procedures.
- Access to expertise, including unusual specialist technical advice, from across a range of sustainable environment disciplines – covered in the 9 Lots (see above).
- Professional support, in line with current legislation, planning policy and guidance, and industry good practice.
- Expertise across a range of development types, scales, and contexts – including larger more complex sites.

3. **Alternative options considered and rejected**

3.1 The opportunity was published on In-Tend, the Council's procurement portal with set qualification, experiential and local knowledge criteria to ensure robust assurance that the contract being awarded can deliver the Council's requirements.

3.2 The Framework Agreement will operate on a fixed rate basis, all costs are recovered from the Service Users.

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? No

If yes:

(a) Comments of Executive Member/Committee Chairman (*delete as applicable*)

(b) Comments of other consultees

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

N/A

6. I am proceeding with the proposed decision.

Signed: Lynne Ceeney

Title: Director of Environmental Sustainability

Date: 30/07/24

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	No	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	No	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