

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B079 / 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: **HCC2415823 - The Provision of Property Management Services: Proposed award of contract.**

Type of Decision: **Executive**

Key Decision (Executive Functions only): **Yes**

Executive Member/Committee Chairman: **Bob Deering**

Portfolio (Executive Functions only): **Resources**

Officer Contact: **Emily White**

Tel: **01992 588159**

1. **Decision**

1.1 That the Director for Property; has determined that Annex A to this Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A, the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

1.2 Subject to 1.1 above, awards the contract for **The Provision of Property Management Services** to the preferred supplier set out in Annex A and approves the signing of the contract.

April 2020

2. Reasons for the decision

- 2.1 A procurement process has been carried out to award a contract for the Provision of Property Management Services based on the most economically advantageous tender when evaluated against the following criteria:

Price: 60%
Quality: 40%

3. Alternative options considered and rejected

- 3.1 A full review of the services included within the contract was undertaken to identify any savings that could be made. This included looking at some activities being brought back into HCC. The initial findings seemed to indicate a possible saving but after reviewing the TUPE list it was realised that staff costs would have been greater. We also would run the risk that staff did not TUPE and therefore would be left with not enough professionally skilled resource.

- 3.2 A Pre-Procurement Market Engagement exercise was carried out where various options were included within the questionnaire. Responses indicated that most property managing agents would be interested in a specification that included all activities as it gives better value for money. Some agents were not able to fully delivery all activities but would have needed to sub-contract some elements. Some agents were only interested in small elements of the specification.

4. Consultation (see Summary of Requirements below)

Was any Councillor consulted? Yes 17-Dec-2024

If yes: c11r

(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. I am proceeding with the proposed decision.

April 2020

Signed: *Sass Pledger*

Title: Director - Property

19-Dec-2024

Date:

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	Yes	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	Yes	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