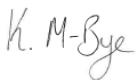


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
Grounds Maintenance Contract – two-year extension	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No.
DO/11/2025 (KH)	<ul style="list-style-type: none"> • Cabinet Minute no. CB19 25 th July 2018. • 3D.1 c) “Take any action to maintain the operation and effectiveness of services within their unit.” • 3D.2 b “Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions”
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
04/07/2025	 Katie Memetovic-Bye Assistant Director – Recreation and Culture
<u>RECORD OF THE DECISION</u>	
<p>a) The issue At the meeting of Cabinet on 25th July 2018 it was approved to enable the current Grounds Maintenance contract with contract extensions to be embedded, the first contract extension was executed to extend the contract to 31st October 2026, it is now required for the second two-year extension to the current contract and terms be extended by 2 years, to 31st October 2028.</p> <p>b) The Decision To negotiate and finalise the terms of a two-year contract extension with the incumbent Grounds Maintenance contractor.</p>	
<u>REASON FOR THE DECISION</u>	
To ensure the Council is not without grounds maintenance contract and ensure business continuity.	

<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>
To not action the extension clause of the current contract and go out to procurement of the full grounds maintenance contract – based on the current market conditions and timeframe for completion this was not advised and achievable.
<u>WARD RELEVANCE</u>
<u>All Wards</u>
<u>FINANCIAL AND BUDGET IMPLICATIONS</u>
The extension of the current Grounds Maintenance Contract would remain on the same terms as the current contract for delivery, therefore with the Council paying the Contractor a fee to manage the grounds maintenance of the Borough. The revised agreed cost will be built into the financial year's budget.
<u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u>
Leader of the Council Portfolio Holder – Leisure and Health Chief Executive Officer Strategic Director – Corporate Resources Strategic Director – Public Services Assistant Director – Governance & Democracy Assistant Director – Finance Parks and Green Space Manager
<u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u>
None
<u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).
N/A
<u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u>
None identified.
<u>HUMAN RESOURCES IMPLICATIONS</u>
None Identified.
<u>FINANCIAL IMPLICATIONS</u>
The contract extension may incur additional costs to the current budget identified to accommodate for market influences such as an uplift.
<u>HEALTH EQUALITIES IMPLICATIONS</u>
Access to parks and open green space support an environment for improving the health and wellbeing for residents to access and take part in physical activity at all levels across the Borough.

SECTION 17 CRIME & DISORDER IMPLICATIONS

The facilities and accessibility to parks and green open space to residents of the Borough support improved outcomes for crime and disorder, whereby opportunities are taken up by young people in particular instead of other less desirable activities.

RISK MANAGEMENT IMPLICATIONS

The extension of the contract enables a time to review the procurement opportunities for the contract, and any future changes to the Borough Council structure.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None identified

ENVIRONMENTAL IMPLICATIONS

The contracts support with maintaining parks and green space which support the environmental habitats.

LEGAL IMPLICATIONS

All legal matters during the process will be lead via the Council legal team and the Council's Contract procedures Rules (CPR's) will be followed.

ANY OTHER COMMENTS

None

PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER