

**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>	
Procurement of Architectural Services for the remodelling of 3-7 Midland Road and washrooms of Edward Road and Dorlecote Court.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/42/2025 (DD)	Cabinet meeting dated 19/02/25 – CB93
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
16th September 2025	Dawn Dawson – Strategic Director for Housing and Communities 
<u>RECORD OF THE DECISION</u>	
a) The issue An Architect is required for RIBA Stages 1-2 to provide concept designs for the refurbishment/remodelling of assets within NBBC portfolio. b) The Decision Approve the procurement of an Architect under the F25 – Worcestershire & West Midlands Development Framework, including the signing of the Access Agreement to the Framework..	
<u>REASON FOR THE DECISION</u>	
The Council has prioritised increasing the level of social and affordable accommodation for rent via its Housing Revenue Account. The Architect is key to providing the concept design. It is also noted that we have a successful working relationship, and they have a proven track record for delivering similar services for other clients.	

<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u> Full Tender Process – A full tender process was considered. However, due to timescales and reasons as noted above it was decided to procure through a Framework. The Providers on the framework have been chosen through a rigorous selection process to ensure they have the relevant experience to provide the services required. The Procurement Team has provided advice and support throughout the process to ensure it remains compliant with NBBC rules.
<u>WARD RELEVANCE</u> St Mary's, Attleborough & Chilvers Coton.
<u>FINANCIAL AND BUDGET IMPLICATIONS</u> The cost of Feasibility studies was accounted for in the budget setting process for the site.
<u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u> Capital Services, Assistant Director for Strategic Housing, Assistant Director for Housing, Capital Investment Service Manager and Construction Project Manager were consulted on the decision to appoint the main contractor.
<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). None.
<u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u> None identified.
<u>HUMAN RESOURCES IMPLICATIONS</u> None identified.
<u>FINANCIAL IMPLICATIONS</u> See financial and budget implications section above.
<u>HEALTH EQUALITIES IMPLICATIONS</u> None identified.

<u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u> None identified.
<u>RISK MANAGEMENT IMPLICATIONS</u> N/A
<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> N/A
<u>ENVIRONMENTAL IMPLICATIONS</u> N/A
<u>LEGAL IMPLICATIONS</u> The procurement process has been undertaken in full accordance with the Public Contract Regulations 2015 providing the Council with a compliant award procedure which satisfies the Contract Procedure Rules.
<u>ANY OTHER COMMENTS</u> None.

PLEASE RETURN TO THE DIRECTOR – PLANNING & REGULATION AS SOON AS A DECISION IS MADE OR AS REASONABLY PRACTICABLE THEREAFTER