

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**



**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 10/05/2024	<b>Ref No:</b> BGI075
<b>Responsible Officer:</b> Ian D'Arcy, Major Projects Manager (Radcliffe), Sam Clayton, Project Manager Department for Business, Growth and Infrastructure	
<b>Type of Decision (please refer to MO Guidance):</b>	
<b>Key</b> <input type="checkbox"/>	<b>Non-Key</b> <input checked="" type="checkbox"/>
<b>Freedom of Information Status:</b> <i>(can the report go in the public domain)</i> Yes	
<b>Title/Subject matter:</b> Fire Engineering Services in connection with the Radcliffe Enterprise Centre project.	
<b>Budget/Strategy/Policy/Compliance:</b>	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	Yes

<p><b>Equality Impact Assessment</b>  [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]</p>	<p>No</p>	
<p><b>Summary:</b></p> <p>The Radcliffe enterprise centre is due to commence Riba Stage 4 detailed design stage. Therefore, there is an immediate need to appoint a Fire Engineer to progress the designs and ensure compliant.</p>		
<p><b>Wards affected:</b> Radcliffe.</p>		
<p><b>Consultations:</b> None required.</p>		
<p><b>Scrutiny &amp; Review Committee Interest:</b> Not applicable.</p>		
<p><b>Options considered:</b></p> <p>The project appointment was sent to four potential organisations three of which did not provide a fee proposal. Numerous chases were made and only 1 replied that the did not have capacity to undertake the work to quote or indeed deliver</p>		
<p><b>Decision</b> <i>[with reasons]</i>  Seek to appoint Clarke Banks. This is based on their fees being the best on cost therefore value for money. They are known in the industry for providing quality service. Checks have been carried out to confirm their credentials.</p> <p>Cost of £26,319.60 again the Capital budget XGC0031 Radcliffe Enterprise Centre (UKSPF E22 funded)</p>		
<p><b>Decision made by:</b></p>	<p><b>Signature:</b></p>	<p><b>Date:</b></p>

Director or Chief/Senior Officer		10.05.2024
Executive Director		13/05/2024
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member		
Lead Member		
Opposition Spokesperson		

**Notes**

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet Member they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.