



HARTLEPOOL BOROUGH COUNCIL

OFFICER DECISION RECORD

Department: Resources & Development

Division: Development & Growth

Date of Decision: 16 November 2021

Officer Making Decision: Denise McGuckin

Subject / Description & Reason for Decision:

Specialist external support is required to provide Project Management and Technical Advisory Services to deliver five Green Book compliant business cases and further assessment of project viability for each of the projects in our £25m Towns Fund. This must be undertaken urgently to enable the Council to adhere to the Governments deadlines under the Heads of Terms and submission of Business Cases, by June 2022.

The business cases will be considered by the Town Deal Board and referred to Finance and Policy Committee for approval for submission to the Department of Levelling Up, Housing and Communities.

The specialist skills required at this stage include economic modelling, landscape architects, surveyors, civil engineering, planning, transport modelling etc. In particular:

- Servicing the Town Deal Board, board meeting every 6 weeks; agendas, minutes, tracker, Register of Interests, Board profiles
- Secretariat support for the Communications and Engagement Subgroup (meetings every 6 – 8 weeks)
- Secretariat support for the Voluntary and Community Sector subgroup (meetings every 6 – 8 weeks)
- Provide reports to Town Deal Board, project updates, financial profiles, etc.
- Monthly returns; updates, KPI's, reporting, financial claims etc. to MHCLG / BEIS
- Project dashboard to service
- Manage financial profiles of all 5 projects

- Respond to all communications and questions via YourSay and other routes
- Town deal webpage info to update and service
- Co-ordinate individual project partnerships, e.g., Health and Care Academy (HBC, NHS, TVCA etc.)
- Distribution of Towns Deal information and best practice, co-ordination of events and training for Board

An existing Framework for the procurement of these services has been established by Perfect Circle / SCAPE which provides an overarching arrangement that allows the call off of professional services.

Through this Framework Jacobs UK Ltd have been appointed to provide the required services. Jacobs have a strong Tees Valley presence with a 250 workforce from across the region and an increasing Hartlepool presence.

This decision is considered urgent as a failure to take the decision quickly would likely harm the interests of the Council and the public and result in the Council being unable to secure the £25m allocation which would result in the Council being unable to deliver the schemes proposed.

Type of Decision: Key (Special Urgency)

Nature of Delegation Being Exercised: Officer Delegated Authority - MD14

Alternative Options Considered & Rejected: Alternative methods of procurement have not been considered. Time constraints for the submission of business cases necessitated urgent appointment and as an existing and specialised framework exists this was the preferred option in accordance with contract procedure rules.

Any Declared Register of Interest: No

OFFICER WITH THE DELEGATION

NAME: DENISE McGUCKIN

Signatures for retained copy only

POSITION: Managing Director

In consultation with:

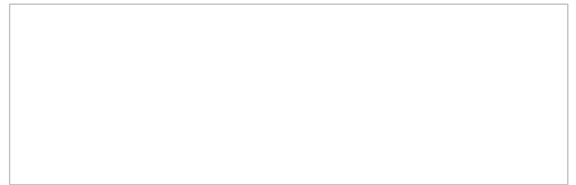
NAME: SHANE MOORE

POSITION: CHAIR OF FINANCE & POLICY

In consultation with:

NAME: HAYLEY MARTIN

POSITION: MONITORING OFFICER

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