

**ST ALBANS CITY AND DISTRICT COUNCIL**

**DECISION REGISTER**

Portfolio(s) decision relates to:	Award of tree maintenance contract	Name of Portfolio Holder:	Cllr Churchard					
Name of decision maker:	Dean Goodman Head of planning & building control	Signature of decision maker:						
Name of relevant Overview and Scrutiny Committee:	ECE	Date of decision:	19 January 2005					
Type of decision ( <i>please tick</i> )	Key	<input checked="" type="checkbox"/>	Significant	<input type="checkbox"/>	Virement	<input type="checkbox"/>	Other	<input type="checkbox"/>
Scheme of delegation reference under which decision is taken:	Paragraph 5 under contract procedure rules.							
Has this decision drawn upon confidential information? (If yes – please set out what confidential information has been taken into account on a separate sheet)	Yes. Returned tenders for schedule of rates contract. See part 2.							
<p><b>DECISION</b> (<i>Note this should be written in the style of a committee minute and should not include confidential information</i>):</p> <p>To award the council's tree maintenance term contract to Jack Fletcher (trees) Ltd subject to a performance bond to the value of £6500 which represents 10% of the annual budget for the contract.</p> <p>In arriving at my decision I have properly and thoroughly taken into account the legal, financial and workforce implications for the Council. My decision is within the Council's policy and budget framework and complies with the regulations and procedures set out in the Constitution. I have explicitly considered the Council's corporate objectives in arriving at my decision. In coming to my decision I have consulted with all relevant parties as appropriate and in accordance with the scheme of delegation.</p>								

**REASON/S FOR THE DECISION**

The basis for this decision is that Jack Fletcher (trees) Ltd has submitted the most competitive schedule of rates. Six other contractors submitted rates, all of which were less competitive.

This should include a short opening summary of the reason for the decision. This is likely to be supported by additional narrative. Supporting and background information should not be directly replicated. These should be fully cross referenced at the end of the report under background papers – Local Government (Access to Information Act 1985)

OTHER OPTIONS CONSIDERED:	REASONS FOR REJECTING THESE OPTIONS
1. None	
2. None	
3. None	

**CONSULTEES**

In making this decision, I have consulted the following people:

Name and Signature	Position	Date of consultation	Outcome of consultation (may cross reference to supplementary/background sheets)
Ursula Jones	Senior Assistant Solicitor	19 January 2005	Legal advice given regarding the award of contract to Jack Fletcher (trees) Ltd.
Dave Parrett	Financial Services Manager	19 January 2005	Financial advice (credit rating) given the award of contract to Jack Fletcher (trees) Ltd.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985**

Bibliography	Custodian	File location
Arboricultural service specification and contract conditions schedule of rates 2005 to 2006	Andrew Branch Trees & Woodlands Officer.	Trees & Woodlands Section Council offices, St Peters Street

Confidential information under paragraphs 7 and 8 of the Local Government Act 1972 (as amended) was taken into account in reaching this decision, as included on a separate summary sheet supplied with this decision sheet but not available to the public.