

Notice of Non-key Executive Decision

Subject Heading:	Utilities Survey for North Street LNRRR
Decision Maker:	Neil Stubbings – Strategic Director of Place
Cabinet Member:	Councillor Graham Williamson, Cabinet Member for Development and Regeneration
SLT Lead:	Neil Stubbings, Strategic Director of Place
Report Author and contact details:	Clare Brennan Clare.Brennan@Havering.gov.uk 01708434693
Policy context:	Havering Inclusive Growth Strategy 2020-2045 Havering Local Plan 2016-31
Financial summary:	This report seeks authority to enter into a contract with Cat Surveys Ltd to carry out the utilities surveys required for the proposed construction work at North Street roundabout at a cost of £42,622.05
Relevant Overview & Scrutiny Sub Committee:	N/A

Non-key Executive Decision

Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision
--	--

The subject matter of this report deals with the following Council Objectives

People - Things that matter for residents X

Place - A great place to live, work and enjoy X

Resources - A well run Council that delivers for People and Place.

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

1. The Strategic Director of Place is recommended to give authority to enter into a services contract with Cat Surveys Ltd to carry out utilities surveys at North Street roundabout for the contract sum of £ 42,622.05 and contract length of 12 months.

AUTHORITY UNDER WHICH DECISION IS MADE

Scheme of delegations

Scheme 3.3.3 Powers common to all Strategic Directors

2. Expenditure

2.1 To incur expenditure for their allocated directorate within the revenue and capital budgets as approved by the Council, or as otherwise approved, subject to any variation permitted by the Council's contract and financial procedure rules.

Non-key Executive Decision

4. Contracts

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

STATEMENT OF THE REASONS FOR THE DECISION

1. In October 2023, a decision was taken to deliver the scheme at North Street Roundabout which would be Phase 1 of the improvements to Romford Ring Road and the Council allocated £1,200,000.00 Community Infrastructure Levy (CIL) funding to the scheme.
2. Further funding of £245,717.00 Capital and £157,228.00 Revenue was subsequently obtained from the UK Shared Prosperity Fund (UKSPF). The 2024/25 Capital Budget for the scheme was £1,445,717 and the 25/26 Capital Budget is £1,456,717.
3. Detailed utilities surveys are required in order for the work on site to be designed and delivered. Three competitive quotes were obtained from suitable companies who were asked to price a specification provided by Jacobs Ltd, the Council's technical consultants for this project.
4. Tender returns were analysed by council officers and by Jacobs Ltd and compared on a like for like basis.
5. All 3 companies returned submissions that complied with the Utility Survey specification.
6. Tenderers A and C did not provide firm prices for the associated Traffic Management required to undertake the work. Cat Surveys submitted a firm price that included Traffic Management.
7. Tender submissions were evaluated on a like for like basis using the Utility Survey element of the price submission and were evaluated using a relative price scoring methodology on the basis of 70% price 30% quality. Quality scores were evaluated with a maximum score of 4
8. The tender scores were as follows:

Non-key Executive Decision

Tenderer	Price	Price score %	Quality	Quality score %	Overall score %
A	Non-compliant	0	2	15.0	15.0
Cat Surveys	42,622.05	70	4	30.0	100
C	non-compliant	0	3	22.5	22.5

9. It is therefore recommended that Cat Surveys are appointed to undertake utilities surveys at North St roundabout.

10. The total tender price for Cat Surveys, including Traffic Management is £42,622.05.

OTHER OPTIONS CONSIDERED AND REJECTED

1) Do not undertake utilities surveys

It would not be possible to produce a detailed design for the proposed construction work to North Street roundabout and the work could therefore not be carried out

2. Undertake the surveys inhouse

Council Officers do not have the specialist equipment or experience required to undertake the surveys.

PRE-DECISION CONSULTATION

None.

Non-key Executive Decision

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Clare Brennan

Designation: Regeneration Manager

Signature:

 |

Date: 14.2.25.

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual can do, subject to any statutory constraints on the Council's powers. None of the constraints on the Council's Section 1 power are engaged by this decision

This report seeks authorisation to award a contract to Cat Surveys Ltd for utility surveys at North Street Roundabout. The proposed value of this Contract is £43K. This is below the threshold for services in the Procurement Act 2023. However, any award must comply with the Council's Contracts Procedure Rules (CPR).

Officers have undertaken a request for quotes in compliance with CPR 9.8.

For the reasons set out above, the Council may award the contract.

FINANCIAL IMPLICATIONS AND RISKS

This contract will cost £42,622.05 and will be funded from the Community Infrastructure Levy and the UK Shared Prosperity Fund monies.

A Business Risk check has been carried out on Cat Surveys Ltd, using Experian and they were considered low risk.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

There are no HR implications or risks associated with the proposed contract.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

Non-key Executive Decision

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

An EqHIA (Equality and Health Impact Assessment) is usually carried out and on this occasion this isn't required.

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.

There are not equalities and social inclusion implications and risks associated with this decision

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

There are no direct environmental or climate change implications or risks associated with this contract. However, the improvements proposed to North Street Roundabout will provide surface level crossings and planting that will plant trees and is likely to improve the local environment, increase biodiversity, and improve natural drainage.

BACKGROUND PAPERS

None

APPENDICES

Non-key Executive Decision

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed



Neil Stubbings
Strategic Director of Place

Date: 18th August 2025

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____