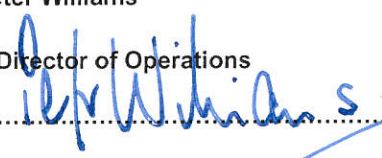


**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)**

1. DECISION TAKEN

To award the contract to appoint a planning partner under the single supplier framework agreement.

EXECUTIVE		NON-EXECUTIVE		(Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)				Yes
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?				No x
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)				Yes
				No x

2. OFFICER DECISION TAKER	NAME: Peter Williams POSITION/POST: Director of Operations SIGNATURE  DATE 23 January 2019
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3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	Attached Report
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4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	See attached report
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TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.

5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	COUNCILLOR POSITION
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	SIGNATURE
	DATE
6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.

(The definitions of a key decision are when an executive decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

NORTH LINCOLNSHIRE COUNCIL

**DIRECTOR OF
OPERATIONS**

REPORT TITLE

Appointment of Development and Building Control (DBC) Resilience Partner

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 This report sets out a summary of the findings from the recent procurement exercise for the appointment of a DBC Partner onto a single supplier framework agreement. The DBC Partner will provide service resilience, income generation opportunities and support to improve and streamline processes for the planning and development department.
- 1.2 The key points in this report are:
- A compliant procurement exercise was undertaken.
 - The award criteria used was most economically advantageous tender with a ratio of 60% price and 40% quality applied.
 - The contract commencement date is 28 January 2019. The duration of the contract will be 12 months, with an option to extend subject to satisfactory performance and budget allocation for a further 12 months.
 - To seek the Director of Operations approval to award the contract to the preferred bidder.

2. BACKGROUND INFORMATION

- 2.1 The Authority is seeking to appoint a “partner” under a single supplier framework agreement to assist in developing the Planning and Building Control Services area of activity within the Authority. The aim is to ensure that the planning service is increasingly flexible to seize opportunity going forward whilst also maintaining and improving existing core standards. This proposal will act as a catalyst to accelerate this change.
- 2.2 The Planning Partner will work with the Authority to provide service resilience and on demand capacity as and when required by the Authority to deliver and improve planning and building control services. The Authority is seeking to both commission planning work to the Partner and work in partnership to explore ways of generating income. Central to this objective is the need for the Authority to develop a more commercial outlook in its activity especially within its traded services and to be in the top quartile of performing Authorities as defined within the DCLG statistics table for planning services.
- 2.3 The Planning Partner will be appointed as a single supplier under a framework arrangement initially for a period of one year with an option to extend for a further 12 months. The Planning Partner will be called upon throughout the term of the framework as and when required to provide services from any of the following areas:
- Service resilience - To provide service resilience by undertaking all forms of planning applications and building control applications on behalf of the Authority
 - Commercial - To enable and assist the Authority to be commercial and generate income for the Planning and Building Control department
 - Consultancy - To provide consultancy support as and when required to improve performance and streamline processes
- 2.4 The Authority’s current planning performance as determined through application turn-around times is good. The Authority is currently in the third quartile of the DCLG statistics table. The appointment of the Planning Partner will help the planning and building control department achieve the following aims:
- To provide service resilience to respond to peaks in demand for planning applications
 - To be in the top quartile of Local Authorities in the DCLG performance statistics
 - To identify commercial opportunities
 - To generate income for the planning and building control service through increased number of submitted planning and building control applications
 - To improve and streamline planning application processes

3. OPTIONS FOR CONSIDERATION

3.1 Option One – To award the contract to the preferred provider

3.1.1 This framework agreement would meet the needs of the Authority and provide a resilience (as and when required) to both development management and building control.

3.1.2 This option meets the requirement of being the most economically advantageous bid.

3.2 Option Two - Not to award the contract to the preferred provider

3.2.1 This option would not provide resilience to enable the Authority to improve planning performance.

4. ANALYSIS OF OPTIONS

4.1 The tender was placed on YORtender website as an open procedure.

This was published on 8 August 2018 and closed on 30 August 2018.

4.2 Three (3) responses were received. All responses were checked for completeness and clarified where necessary.

Suppliers that responded
Capita
Terra Quest
Schofield Lothian

4.3 Each of the responses was considered and evaluated by specialist officers using a two-stage process.

4.4 Stage One

4.4.1 The tenderers completed Stage One- Supplier Questionnaire, consisting of information only answers and pass/fail criteria. All questions were mandatory and required an answer.

4.4.2 All of the tenderers successfully completed Stage One and progressed to Stage Two. No tenderer was unsuccessful and was eliminated from the process at this stage.

4.5 Stage Two-Price and Quality

- 4.5.1 The tenders were evaluated based on a price / quality criteria of 60% (price) / 40% (quality)
- 4.5.2 Stage Two - price evaluation. The lowest price submitted was assigned the full 60% and the other tenders were calculated as a percentage of this.
- 4.5.3 Stage Two – quality evaluation. The evaluation panel consisted of the Head of Service – Asset Management and Development and Group Manager – Development Management..
- 4.5.4 This stage of the process was the evaluation of the responses provided from the tenderers to the quality method statements.
- 4.5.5 The highest quality score was assigned the full 40% and the other tenders were calculated as a percentage of this.
- 4.5.6 Following the completion of Stages One and Two, the scores from both stages were combined and the preferred bidder identified was Capita with an overall score of 82.4%.

5. RESOURCE IMPLICATIONS (FINANCIAL , STAFFING, PROPERTY, IT)

5.1 Financial

- 5.1.1 The combined cost of these new services is a maximum of £150,000 over 2 years with no identified saving over the two year period as a result of this procurement exercise. However the appointment of a planning partner will enable the Authority to explore opportunities for streamlining processes and generating income.

5.2 Set up and Monitoring

- 5.2.1 There will be no set up costs other than granting the partner access to the planning system.

6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

An integrated impact assessment is not required.

7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

7.1 Staff within the planning and development department have been consulted.

7.2 No conflicts of interest have been declared.

8. RECOMMENDATIONS

8.1 To approve the award to appoint a planning partner under a single supplier framework agreement.

DIRECTOR OF OPERATIONS

Civic Centre
Ashby Road
SCUNTHORPE
North Lincolnshire
DN16 1AB

Author: Chris Ramsbottom / Shaun Robson
Date: 9 January 2019

Background Papers used in the preparation of this report :

Evaluation Matrix
Evaluation Scoring Guidance

Approved by Director(s) of Service (s)	
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