

OFFICER DECISION RECORD SHEET

Name of decision maker: Diane Southam, Assistant Director (and Acting Director for Place) – Place, Communities and Enterprise

Service Area: Place

Title of Decision: To approve a Direct Award to be issued to Pinsent Masons LLP through Bloom Procurement Services (Bloom) for legal support to the Hemel Garden Communities Programme

Decision made and reasons:

Decision: To approve a Direct Award to be issued to Pinsent Masons LLP through Bloom Procurement Services (Bloom) for legal support to the Hemel Garden Communities Programme

Reason: Legal support is required to support Hemel Garden Communities (HGC) with wide-ranging legal expertise to secure Garden Town/Communities development growth and infrastructure expectations for the HGC Programme Area including the delivery and planning application delivery stages (pre application and application stages).

Reports considered:

- Commercial Board Report – 20 March 2025

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

- Catherine Silva Donayre, Strategic Director – Corporate and Commercial Services
- Ben Hosier, Head of Commercial Development, Commissioning, Procurement and Compliance
- Phillipa Zieba, Hemel Garden Communities Programme Director
- Nathalie Bateman, Hemel Garden Communities Programme Manager
- Lyndsey Evans, Commercial Manager
- Sue Foster, Procurement Manager
- Darren Flanagan, Accountant
- Diane Southam, Assistant Director (and Acting Director for Place) Place, Communities and Enterprise
- Mark Brookes, Assistant Direct Legal and Democratic Services

Financial Comments:

The HGC budget is funded by the HGC Partner Authorities (Dacorum, St Albans, and Hertfordshire County Council) where DBC supports the management of HGC finances and therefore has oversight of budgets.

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The HGC financial tracker is monitored on a quarterly basis by the HGC project team and the Place accountant.

I can confirm that the proposed £150k has been captured within the HGC tracker (joint legal advice & stewardship support) and there are currently sufficient funds to cover this cost in 24/25 & 25/26.

Darren Flanagan, Accountant for Place & People

Deputy Monitoring Officer Comments:

The procurement procedure has been followed, and it is noted that this award is value for money. Officers should ensure that agreed terms are properly documented in an appropriate service contract and/or terms and conditions with Professional Indemnity insurance requirements are in place prior to commencement of the services.

Deputy S151 Officers Comments:

The procurement is in line with approved budgets and funding for the programme. This is not expected to cause any budget pressures.

Implications:

Value for Money:

A Further Competition exercise was carried out with Bloom Procurement Services via the NEPRO framework. Bids were evaluated and the successful bid was Pinsent Masons.

Financial:

Pinsent Masons' bid was within the draft budget mark of £150,000 with hourly rates provided for the Task B element to support the PPA process for the planning applications, which will be recovered from the planning applicants.

Risk:

Delays with the inception of legal advice would impact the development growth and infrastructure expectations for the HGC Programme and the Local Plan examination. Legal advice will support the Infrastructure Delivery Plan (IDP) that is currently being carried out by Arup with a proposed completion date of end April 2025.

Officer Signature:

Date: