

OFFICER DECISION RECORD

<p>Lead Officer: Peter Catchpole Section 151 Officer</p>	<p>Service: Planning Policy</p>
<p>CMT Officer: Peter Catchpole, Corporate Director and Chief Finance Officer</p>	<p>Delegated Power Being Exercised: Part 3 - Responsibilities for Functions; Table 4, paragraph 59 which delegates the following functional responsibility to members of CMT in respect of their relevant service areas:</p> <p>To manage and promote the services for which they are responsible and to enter into arrangements, or do anything else which is considered necessary or expedient in the management of the services and functions for which they are responsible including the acquisition of goods, works and services within budgets and policies approved by the Council and in compliance with the Financial Rules and Scheme of Financial Delegation and Code of Procurement.</p>
<p>Subject of Decision: Plan for Neighbourhoods - Consultancy Support</p>	

Decision to be Taken:

Following on from a previous appointment and a change in guidance, further work is required to amend the Regeneration Plan and the 4 Year investment plan in relation to the P4N submission (deadline November).

This work was covered under the original works order invoice day rate from Avison Young and costs and work schedule are broken down as follows:

- Workshop - **one day x SR/LG**
- 4-year Investment Plan
 - Drafting (Text) **2 days SR, 2 days LG**
 - Outputs/Outcomes/Logic Model **2 days LG**
 - Financial Modelling (programme financial forecasting) **2 days UH, 1 day SR**
 - Delivery Modelling (contractual etc) **1.5 days SR, 1.5 days LG.**
- Vision
 - Redrafting & incorporate new MHCLG data **(1 day LG, 2 days UH, 1 days SR)**
 - Outputs/Outcome/Logic Model **(1 day LG)**
 - Evaluation Framework **(1 day LG, 1-day UG)**

Breaks down to the following at the agreed day rates (SR £1360; LG £960, UG £640)

Workshop: 2 days. **Cost £2,320.00 –**

IP: 12 days, **Cost £12,680**

Vision: 7 Days, **Cost £6,806.00**

Total = £21,806.00

Exp at 2% = £436.00

Total: £22,242 – rounded down

Decision:

To authorise appointment of Stephen Rosevear at Avison Young to undertake the required amendments to the Regeneration Plan and the 4 Year Investment Plan at a cost of £22,242 to be paid from the P4N capacity funding.

Reason for the Decisions:

As Stephen Rosevear has authored the current document under the previous guidance, it is rational and sensible that Avison Young are appointed to continue the various amendments to the document in line with the new guidance from CLG.

Alternative Options Considered (if appropriate):

- 1) Procure alternative consultancy support and unspecified cost and time without previous knowledge of the project.
- 2) Do not amend the report and forfeit submission to the P4N programme, effectively cancelling the programme.

Background/Reports/Information considered and attached:

Town Board Decision – 10/07/2025, Minutes

Officer's Signature:

Peter Catchpole, Corporate Director and Chief Finance Officer

Date:

31 July 2025

Please forward to Democratic Services upon completion

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Date copy passed to Democratic Services 04/08/25

Implementation Date:
(if not called-in)
(Allow 5 clear working days after publication of decision)

Circulation: Democratic Services, Portfolio Holder, Officer and Accountancy.