

Record of Officer Delegated Decision

1.	DATE OF DECISION	05/08/13
2.	OFFICER MAKING DECISION	Manny Lewis
3.	OTHER OFFICERS PRESENT	Jane Custance on behalf of Catriona Ramsay
4.	DECISION TITLE	Strategic Flood Risk Assessment –Level 2. Decision to procure Aecom without going out to tender. This will be an exceptional circumstance to exempt from the usual procurement rules.
5.	DECISION TAKEN	To authorise Aecom to undertake the Strategic Flood Risk Assessment, Level 2 work.
6.	HOW DECISION WAS REACHED <i>(i.e. factors taken into account in reaching this decision including details of any alternative options considered and rejected)</i>	See attached report. (This SFRA level 2 work is imperative for the Site Allocation Document in November.) The work undertaken has synergies with the Health Campus work that Aecom are already commissioned for. This will be a new contract but will refer to the LABV terms and conditions.
7.	REPORTS AND BACKGROUND PAPERS USED IN MAKING THE DECISION <i>We are required to publish these documents so they must be attached.</i>	Attached
8.	DEADLINE FOR CALL-IN <i>(if appropriate)</i>	N/A
9.	RECORD OF ANY CONFLICT OF INTEREST AND ANY DISPENSATION GIVEN <i>If consulting a portfolio holder about the decision and they have declared any conflict of interest this must be recorded here together with any dispensation granted to them by the Managing Director.</i>	None