



**OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014
RECORD OF OFFICER DECISION TAKEN UNDER DELEGATED AUTHORITY**

1. **SERVICE AREA**

Planning

2. **CASE REFERENCE**

C1086

3. **DECISION
TITLE**

Section 106 Legal services

4. **AUTHORITY TO TAKE THE DECISION**

(tick)

This decision has been taken under a specific express authorisation

This decision has been taken under a general authorisation

The effect of the decision is to:

(a) grant a permission or licence

(b) affect the rights of an individual

(c) award a contract or incur expenditure which materially affects
the Council's financial position

5. **DETAILS OF THE DECISION MAKING OFFICER**

Name of decision making Officer

Chris Barnes

Job title

Executive Director (Place)

Signature

Date this decision was taken

24th June 2024

6. DETAILS OF THE DECISION

Decision taken

1) To award the contract for section 106 legal support to Trowers and Hamlins LLP.
2) That the contract will be for an initial period of three years

Reasons

Towers and Hamlins scored the highest against the evaluation criteria. The scores of all the bidders are contained in appendix 1

Alternative options considered and reasons for their rejection (if any)

The service could be potentially be delivered by in house lawyers, but there is not the capacity

7. BACKGROUND PAPERS USED TO INFORM THE DECISION

Background Papers	Location
TENDER EVALUATION RECORDS	Procurement

8. DETAILS OF ANY MEMBER(S) CONSULTED

None

9. DETAILS OF ANY OFFICER(S) CONSULTED

I have been consulted and agree with the decision

Andrew Harper

19th June 2024

Procurement Manager

10. OPINION OF DECISION MAKING OFFICER AS TO CONFIDENTIAL/EXEMPT INFORMATION

In my opinion this record and/or background papers contain confidential/exempt information and the material is therefore not to be placed on the website

or disclosed to the public

11. ACTION FOLLOWING THE DECISION

Date of publication

24 June 2024

Appendix 1 – Tender Scores

Section	Scoring process	Bidder 1	Bidder 2	Bidder 3	Bidder 4	Bidder 5	Bidder 6	Bidder 7	Bidder 8	Bidder 9	Trowers and Hamlins LLP	Bidder 10	Bidder 11	Bidder 12
General Company information	Pass/Fail	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Appendix 1 not populated	Pass	Pass
Price	Maximum 40 marks.	14.58	14.44	14.28	10.99	13.36	12.79	17.50	14.65	15.06	40.00	14.03	11.63	13.21
Quality	Maximum 60 marks.	25.20	25.20	27.60	21.60	26.40	27.60	26.40	28.80	21.60	30.00	28.80	25.20	28.80
TOTAL MAX 100		39.78	39.64	41.88	32.59	39.76	40.39	43.90	43.45	36.66	70.00	42.83	36.83	42.01