OFFICER DECISION RECORD

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| **Officer:** Sarah Troman, Head of Neighbourhood Services | | **Date of Decision:** 18-03-2022 |
| **Title/Reference:** Request for a 3 quotation exercise and delivery of Topographical survey at Mansfield Crematorium.    **Delegated Decision Ref**: 22/17/NS | | |
| **Consultee Member (if applicable):** N/A | | |
| **Record of Decision:**  To recommend in accordance with Contract Procedure Rules -  i)        That the Development Manager is authorised to undertake a 3 quotation procurement exercise for a topographical survey at Mansfield and District Crematorium  (ii)       That subject to a satisfactory quotation exercise the Development Manager in consultation with the Head of Neighbourhood Services is authorised to award the contract to the winning bidder.  (iii) The project will be funded from the 410228/Crematorium Capital New Development.  (iv) The estimated contract value will be £5 – 8K | | |
| **Legal Powers / Authority:**  The Head of Neighbourhood Services has delegated authority within the Constitution as follows:  3.01.17.1 To take all operational decisions in respect of the Council’s functions in respect of car parks, cemeteries and crematorium, fleet, trade waste, waste, transfer station, Hermitage Lane depot, parks and open spaces, street cleansing, town centre management and waste and recycling. | | |
| **Implications:**  You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility. | **Relevant Legislation:** N/A | |
| **Finance:** A new capital budget has been set up for these works and the budget realigned from the 2021/2022 PPW Capital Budget Unallocated. | |
| **HR:** N/A | |
| **Climate Change:** N/A | |
| **Data Protection:** N/A | |
| **Human Rights:** N/A | |
| **Equality and Diversity: N/A** | |
| **In consultation with:**  (Where applicable) | **Head of Paid Service: N/A** | |
| **Monitoring Officer:** I have no specific comments as Deputy Monitoring Officer | |
| **Section 151 Officer:** No specific comment | |
| **Signature of Decision Taker:** | Sarah Troman | |

Please send all decision for publication to: Democratic Services, at [democraticservices@mansfield.gov.uk](mailto:democraticservices@mansfield.gov.uk).

All decisions with exempt information should be sent to Mark Pemberton, Democratic Services Manager at [mpemberton@mansfield.gov.uk](mailto:mpemberton@mansfield.gov.uk).