OFFICER DECISION RECORD

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| **Officer:** Sarah Troman  Head of Neighbourhood Services | | **Date of Decision:** 25/05/2022 |
| **Title/Reference:** Tree Surveys  **Delegated Decision Ref**: 22/36/NS | | |
| **Consultee Member (if applicable):** Not applicable | | |
| **Record of Decision:**  That the Parks and Street Cleansing Manger, Head of Neighbourhood Services and the Parks Development Officer are given authority to commence a tender exercise in line within the existing procurement guidelines and advice from the Procurement Unit and Corporate Assurance Manager to identify a contractor(s) to undertake up to 200 tree surveys over 12 months.  Nottingham City Procurement Unit will lead on the tender process.  Following the procurement process, that the Head of Neighbourhood Services and the Parks Development officer are given authority to award the contract and instruct the Legal Services to draft and finalise the necessary contract documentation with the selected contractor(s) and to enter into any agreements that may reasonably be necessary to enable completion of the tree surveys. | | |
| **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:** Not applicable (amend as appropriate) | |
| **Finance:**  The cost of undertaking the tree surveys is not expected to exceed £50,000 and will be funded through the Parks budget. | |
| **HR:**  No implications on the Council | |
| **Climate Change:**  No implications on the Council. | |
| **Data Protection:**  Not applicable | |
| **Human Rights:**  The Human Rights Act 1998 is not engaged as an individual is not directly affected by the recommendation | |
| **Equality and Diversity:**  It is considered that the proposed actions are fair and equitable in their content and are not discriminative on the grounds of equality and human rights. Elements of the new play provisions will include some inclusive play. | |
| **In consultation with:**  (Where applicable) | **Head of Paid Service:**  Not applicable | |
| **Deputy Monitoring Officer:** No specific comments (Adrian Pullen) | |
| **Section 151 Officer:** No specific comments(Dawn Edwards) | |
| **Signature of Decision Taker:**  (Please do not ‘pp’) | **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).