

Record of individual Cabinet member decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Decision made by	Councillor Debby Hallett Cabinet Member for Corporate Services and Transformation
Key decision?	Yes – It will incur expenditure of more than £75,000.
Date of decision (same as date form signed)	Monday 5 December 2022
Name and job title of officer requesting the decision	Rebekah Goodwill Senior Planner, Planning Policy
Officer contact details	Tel: 07717 150693 Email: rebekah.goodwill@southandvale.gov.uk
Decision	<p>To appoint Land Use Consultants (LUC) to produce a suite of landscape evidence to support the preparation of the Joint South Oxfordshire and Vale of White Horse Local Plan 2041, consisting of:</p> <ul style="list-style-type: none"> • Dark Skies/Light Impact Assessment (new) • Tranquillity Assessment (new) • Landscape Character Assessment (review and update) • Valued Landscapes Assessment (new) • Landscape Sensitivity Assessment: Renewable energy development (new) • Landscape Capacity Assessment: Edge of towns, service centres and larger villages (review and update) • Green Belt Review (review and update/new) * <p>*The Green Belt Review has two elements:</p> <ol style="list-style-type: none"> i) An update of the 2015 Oxford Green Belt Study to take account of the Green Belt parcels removed in South Oxfordshire and Vale of White Horse since that study was completed. This review should also draw upon information identified in the Landscape Character Assessment and other council studies to summarise what beneficial uses the Green Belt could be put to. ii) Consider whether exceptional circumstances exist to add areas of land to the Green Belt.
Reasons for decision	A competitive procurement process was undertaken using the ESPO framework 664_21 Lot 8b. 51 companies were invited to tender. This resulted in two tenders being received. This is less than the three quotations required by the councils' procurement rules. However, soft-market testing was undertaken with a range of companies prior to

	<p>undertaking the procurement process and the tenders received were within the range of approximate quotations received through that exercise. The soft-market testing exercise also identified that there are a limited number of companies with sufficient resources and expertise to undertake all elements of the work.</p> <p>The two tenders received were assessed based on price (40%) and quality (60%). Following a thorough evaluation process, LUC was found to offer best value for money.</p> <table border="1" data-bbox="424 510 1465 701"> <thead> <tr> <th>Supplier</th> <th>Weighted Quality Score</th> <th>Price</th> <th>Total weighted score</th> </tr> </thead> <tbody> <tr> <td>Land Use Consultants</td> <td>56</td> <td>£252,220</td> <td>93.84</td> </tr> <tr> <td>Supplier B</td> <td>38</td> <td>£238,621</td> <td>78.00</td> </tr> </tbody> </table>	Supplier	Weighted Quality Score	Price	Total weighted score	Land Use Consultants	56	£252,220	93.84	Supplier B	38	£238,621	78.00
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<p>Alternative options rejected</p>	<p>The alternative option was to go to open tender to obtain at least three quotations. This was discounted as the soft-market testing found that there were a limited number of companies that could undertake all the assessments required under a single contract, rather than having multiple contracts. It is considered beneficial to have all the assessments produced under a single contract given the interrelationships between the assessments, the need for consistency across the suite of landscape evidence, and the benefits this offers in terms of time and cost savings.</p>												
<p>Climate and ecological implications</p>	<p>A number of questions were asked as part of the quality assessment, one of which asked the prospective suppliers to provide details of any actions their company is currently undertaking to reduce carbon emissions, including any waste reduction or environmentally friendly initiatives that the company follows. The answers to this question formed part of the consideration process.</p>												
<p>Legal implications</p>	<p>It will be a Joint Councils contract in the name of both South Oxfordshire and Vale of White Horse District Councils.</p> <p>The contract will be based on the ESPO framework standard terms and conditions.</p> <p>It is anticipated that the contract will be signed and work will begin in January 2023.</p>												
<p>Financial implications</p>	<p>The total contract value will be £252,220.00. This will be covered from the Joint Local Plan budget for the 2022-23 and 2023-24 financial years. There will be a 50/50 split between South Oxfordshire District Council and Vale of White Horse District Council (with a single purchase order raised by SODC and recharged to VOWH).</p> <p>LUC's tender submission outlined a potential 'optional extra' in the form of additional field work to inform the Dark Skies/Light Impact Assessment. This would involve a specialist sub-contractor using a pioneering approach to take light meter readings across the districts. If this were to be taken forward, it could result in additional costs to councils of up to £55,000.00, depending on the extent of field work undertaken.</p>												

Other implications	None.		
Background papers considered	Joint Local Plan Landscape Evidence Specification.		
Declarations/ conflict of interest? Declaration of other councillor/ officer consulted by the Cabinet member?	None.		
List consultees		Name	Outcome
	Ward councillors	N/A – The landscape evidence will cover the entirety of South Oxfordshire and Vale of White Horse.	
	SMT	Megan Phelps	SMT have signed off your ICMDs. 05/12/22
	Legal legal@southandvale.gov.uk	Patrick Arran	As Procurement have agreed the approach and that it is in order to proceed on the basis of two tenders, this is cleared from a legal perspective. 30/11/22
	Procurement procurement@southandvale.gov.uk	Angela Cox	Agreed 23/11/22
	Finance Finance@southandvale.gov.uk	Nicole Tyreman	No comments. 25/11/22
	Human resources hradminandpayroll@southandvale.gov.uk	Trina Mayling	Agreed, however please consider IR35 rules if employing an individual consultant 24/11/22
	Climate and biodiversity climateaction@southandvale.gov.uk	Dominic Lamb	I can confirm that I am happy with the Climate impacts of the proposed appointment. This work is essential to look at the capacity for renewable energy projects in the districts which will (hopefully) provide more certainty for developers when the JLP is adopted and speed up delivery of renewable projects. 30/11/22
	Diversity and equality equalities@southandvale.gov.uk	Trina Mayling	No issues in agreeing the appointment but would advise that the team working on the project with the consultants complete an EIA for the project. 30/11/22
	Health and safety	Deborah	No comments at this time 25/11/22

	healthandsafety@southandvale.gov.uk	Porter		
	Risk and insurance risk@southandvale.gov.uk	Yvonne Cutler Greaves	Agreed with approach as it will take into account all relevant insurances and risks associated with this exercise.	24/11/22
	Communications communications@southandvale.gov.uk	Peter Truman	Agreed – will need to consider comms esp around green belt review	24/11/22
Confidential decision? If so, under which exempt category?	No.			
Call-in waived by Scrutiny Committee chairman?	No.			
Has this been discussed by Cabinet members?				
Cabinet portfolio holder's signature To confirm the decision as set out in this notice.	Signature: Councillor Debby Hallett Date: 5 December 2022			

ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.

For Democratic Services office use only		
Form received	Date: 5 December 2022	Time: 11:47
Date published to all councillors	Date: 5 December 2022	
Call-in deadline	Date: 12 December 2022	Time: 17:00