

**Harrogate Borough Council**  
**NOTICE OF KEY DECISION TO BE TAKEN ON BEHALF OF THE AUTHORITY**  
**(for inclusion in the Forward Plan)**

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|---|---|---|
| <p>1a. <b>Dept Reference:</b></p> <p style="text-align: center;">DCS/FP/233</p>   | <p>1b. <b>Plan Ref No:</b><br/>(Assigned by Member Services)</p> <p style="text-align: center;">DCS014Jan03</p> | <p>1c. <b>Date of Publication:</b><br/>(Assigned by Member Services)</p> <p style="text-align: center;"><b>3 January 2014</b></p> |
| <p>2. <b>Key Decision:</b> (Title of item and description of the matter and why it is considered a key decision)</p> <p style="text-align: center;">Office Accommodation Project - Appointment of Design Team</p> <p>This is a key decision in accordance with the Contract Procedure Rules and the anticipated tender value for this appointment.</p>  |   |   |
| <p>3. <b>Decision By:</b> (Name and title of the decision maker - if Cabinet indicate and list members by name only)</p> <p style="text-align: center;">Cabinet – Cllrs Alton, Atkinson, Chambers, Clark, Ireland, Jones, Skidmore</p>  |   |   |
| <p>4. <b>Expected Date of the Decision:</b> (or period within which decision will be made - this must be at least 28 clear days after the publication date shown in 1c. above)</p> <p style="text-align: center;">Cabinet meeting 5th February 2014</p>   |   |   |
| <p>5. <b>Exceptions to 4 above and cases of special urgency:</b> (Regulations 10 &amp; 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012)</p> <p>State reasons why giving 28 days' notice under Regulation 9 is either, impracticable (Regulation 10) or the matter is a case of special urgency (Regulation 11):</p>  |   |   |
| <p>6. <b>Documents Submitted to the Decision Maker:</b> (NB - Do not list any documents which are in draft form: indicate if document is exempt)</p> <p style="text-align: center;">Evaluation of Accommodation Project design team tender returns and recommendation for appointment (Exempt)</p>  |   |   |
| <p>7. <b>Other documents relevant to the above may also be submitted to the decision maker. To obtain copies of, or extracts from, these documents (if any) please contact:</b> (Details of report author - post title, address, telephone number and email address)</p> <p style="text-align: center;">Sarah Cornforth, Office Accommodation Project Manager<br/>         Tel. 01423 556 823 Email. <a href="mailto:Sarah.cornforth@harrogate.gov.uk">Sarah.cornforth@harrogate.gov.uk</a></p>   |   |   |
| <p>This key decision will be taken at a meeting of the decision maker referred to in 3. above. The dates of all these meetings are published on the Council's website - <a href="http://www.harrogate.gov.uk">www.harrogate.gov.uk</a> The agenda and reports for the relevant meeting will be published 5 clear days before it takes place. The papers will be made available on the website and can also be inspected at the Council Offices, Crescent Gardens, Harrogate, HG1 2SG or purchased from Member Services at the same address. Telephone: 01423 556007. Email: <a href="mailto:memberserv@harrogate.gov.uk">memberserv@harrogate.gov.uk</a></p> <p>(Please Note: documents marked exempt are confidential and will not be made public)</p> |   |   |