

Overview and Scrutiny (O&S) item: initiation document	
<p>Name of item Proposed conversion of seating shelter at Promenade Park Maldon into a service kiosk</p>	<p>Lead officer Stuart Jennings</p>
<p>Brief description of item A review of the delegations used by Officers and the procurement process followed in the proposed conversion of a shelter into a service kiosk at Promenade Park. Lack of proper application of the Council’s Contract Procedure Rules – Part 4 – failure to apply procedures to ensure best value and no open tender process to allow transparency of process</p>	<p>Lead member Councillor C Mayes</p>
<p>Which of O&S remit item links to</p> <ul style="list-style-type: none"> • Terms of reference – item 9 • Matters involving the review or scrutiny of decisions made or actions taken 	<p>Officers already approached? Yes</p> <p>Service area(s) covered? Service delivery</p>
<p>Questions to address in the scrutiny item</p> <ol style="list-style-type: none"> 1. How Officers exercised the requisite delegated powers. 2. Whether this proposal involve actual procurement of goods or services such as to require compliance with the Contract Procedure Rules. 3. How this proposal came about, what it involves, and how it was dealt with by Officers. 4. To what extent ‘operational’ matters in relation to Promenade Park should be dealt with solely by Officers without involvement by Members given the obvious public interest and in the absence of a management plan for Promenade Park. 5. To avoid reputational damage, how can the transparency of delegated decisions be improved by greater information and publicity. 	<p>Outcomes for scrutiny item</p> <ol style="list-style-type: none"> 1. Any conclusions requiring a change to Council procedures to ensure that the decision-making process is correctly allocated between Members and Officers. 2. A thorough look at the process used in the contract negotiation and award, and the decision-making process followed by Officers.
<p>Expected outputs to committee (e.g.) written report, verbal update Written report to cover the questions identified</p>	<p>Expected timetable for item 6 weeks</p>