



**SOUTH  
KESTEVEN  
DISTRICT  
COUNCIL**

# Officer Delegated Decision

4 September 2025

Alison Hall-Wright, Director of Housing  
and Projects

## CDM Consultancy Services

To approve the contract award to WSP Safety Ltd for the provision of carrying out CDM (Construction Design & Management) Consultancy Services to Council owned dwellings for an initial period of 2 years with the option to extend for a further 1+1 years, (4 years total)

### Contact

Andrew Garner, Planned Works Manager

✉ [Andy.garner@southkesteven.gov.uk](mailto:Andy.garner@southkesteven.gov.uk)

<b>Decision made by:</b>	Alison Hall-Wright, Director of Housing and Projects
<b>Decision:</b>	To approve and award the contract for CDM consultancy Services for a period of 2 years with the option to extend for a further 1 year plus 1 year. The annual contract value is anticipated to be up to £48,000.
<b>Public or Exempt:</b>	Public
<b>Reasons for exemption:</b>	n/a
<b>Conflicts of interest:</b>	No
<b>Policy compliant:</b>	Yes
<b>Details of delegation:</b>	<p>The Director of Housing and Projects is authorised under at Part 3 (c) for Delegated Powers to Officers, item 28 (Tendering) of the constitution to accept tenders and award contracts to contractors on behalf of the Council in the following circumstances:</p> <ul style="list-style-type: none"><li>a) Following a tender process strictly in accordance with the Council's Contract Procedure Rules and Financial Regulations</li><li>b) For carrying out works and/or the provision of goods and/or services.</li></ul>

## **1. Implications**

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance***

- 1.1 The costs for this contract will be met from the Technical Services capital planned works budgets. Each of the existing capital work programmes has CDM requirements, CDM costs associated with each of them will be funded from their respective budgets.

Completed by: David Scott – Assistant Director of Finance and deputy s151 officer

### ***Procurement***

- 1.2 This contract was tendered via a mini competition under an EEM framework which was run by EEM and overseen by Welland Procurement which is a compliant route.

Completed by: Helen Baldwin – Procurement Lead

### ***Legal and Governance***

- 1.2 CDM (Construction Design & Management) services are needed to ensure health & safety in construction projects by managing risks and promoting cooperation among all involved parties.
- 1.3 CDM services also help clients, designers and contractors to comply with the legal requirements, improve safety practices which lead to a safer working environment.
- 1.4 The Director of Housing and Projects has delegated authority to take this decision and has the authority to approve contracts up to £200k.

Completed by: James Welbourn, Democratic Services Manager

## **2. The Purpose of the Report**

- 2.1 To seek approval to enter into a contract with WSP Safety Ltd for the provision of CDM Consultancy Services on projects that are carried out by the Council's Technical Services department. CDM relates to the identification and management of health and safety risks on construction-based projects. The

duration of the contract will be for 2 years with the option to extend for a further 1 year +1 year and will have an annual contract value of up to £48,000.

- 2.2 The works included in this contract are the preparation and monitoring of CDM documents for all planned works projects and auditing of existing projects and documentation. This will ensure the Council are fulfilling its CDM requirements and responsibilities.

### **3. Available Options Considered**

- 3.1 Consideration was given to carrying out this element of work “in-house”, but due to the specific nature of this consultancy, this was not an option.

With the use of an external consultant, impartiality is maintained, and the Council can be reassured that all matters covered under CDM on its projects have been fully considered and addressed to meet requirements.

The EEM framework was chosen as the preferred route as they had a compliant framework in place.

The framework asked suppliers to register their interest which resulted in 9 expressions of interest, but upon closure of the tender, only 2 bids were received and evaluated.

### **4. Preferred Option**

- 4.1 WSP Safety Ltd submitted the most competitive bid through the combination of price (40%) and quality (60%). The contract will be awarded through the EEM framework, this provides a compliant tender which meets the needs of this consultancy contract and the Councils requirements. This contract will enable the councils CDM requirements to be completed to the required standards.

### **5. Reasons for the Decision(s)**

- 5.1 WSP Safety Ltd have provided the most competitive overall bid for price and quality for CDM consultancy services.
- 5.2 The council do not have any formal contract currently in place for the provision for CDM Consultancy Services.
- 5.3 Regular reviews of the council’s improvement projects by a CDM consultant will give reassurance that all aspects of Health & Safety in projects have been considered.
- 5.4 The scoring of the consultants bids received is noted as follows:

Question	Weight (%)	WSP Safety Ltd	Bidder B
<b>QUALITY QUESTIONS</b>			
<b>1</b>	<b>15%</b>	9.00%	5.40%
<b>2</b>	<b>15%</b>	7.20%	5.40%
<b>3</b>	<b>15%</b>	5.40%	5.40%
<b>4</b>	<b>15%</b>	5.40%	7.20%
<b>Sub Total (out of 60%)</b>		27%	23.40%
<b>PRICE ASSESSMENT</b>			
<b>Sub Total (out of 40%)</b>		40%	20.57%
<b>TOTAL</b>		<b>67%</b>	<b>43.97%</b>

Bidder	Total cost	% Score (out of 40%)
WSP Safety Ltd	£135,000.00	40%
Bidder 2	£262,500.00	20.57%

## Appendix A – Procurement Summary Report

Signed by: **Alison Hall-Wright**

Dated: **4/09/2025**