


**RECORD OF EXERCISE OF DELEGATED AUTHORITY BY OFFICER PURSUANT TO  
REGULATION 13 OF THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS)  
(MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 &  
THE OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

<u>SUBJECT OF DECISION</u>	
To appoint a contractor to provide refurbishment works to handrails and concrete balconies at Kingsway House.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/78/2025 (NB)	Cabinet Meeting 19/02/25 CB93
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
13 March 2025	 Nicola Botterill, Assistant Director Social Housing & Community Safety
<u>RECORD OF THE DECISION</u>	
<p>a) The issue: NBBC require external support from a competent contractor to undertake the replacement of handrails and various associated refurbishment works at Kingsway House. The project has been referred to Capital Projects as there is a Cat 1 safety risk identified with the existing handrails. Whilst the risk has been mitigated by securing the handrails as a temporary measure the handrails need full replacement along with concrete balcony repairs.</p> <p>b) The Decision to appoint a contractor to complete the required works as tendered.</p>	
<u>REASON FOR THE DECISION</u>	
NBBC have an obligation to ensure its properties are kept in a good and safe standard. The current handrail installations and concrete have deteriorated, and various associated works are now required. The appointment of an external contractor is the most suitable option for remedy	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
Repair of the existing handrails and concrete balconies. This is not economic, and the full replacement will ensure that the handrails and balconies meet current building regulations. In addition, this will result in less on-going maintenance.	

<u>WARD RELEVANCE</u>
All
<u>FINANCIAL AND BUDGET IMPLICATIONS</u>
The costs of the works have been included in the budget setting process for the Capital Programme.
<u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u>
Capital Investment Service Manager and Procurement Officer have both been consulted.
<u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u>
None.
<u>IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE</u> (Note if the decision is a non-executive decision, no dispensation can be given).
N/A
<u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u>
N/A
<u>HUMAN RESOURCES IMPLICATIONS</u>
None.
<u>FINANCIAL IMPLICATIONS</u>
Refer to financial budget implications.
<u>HEALTH EQUALITIES IMPLICATIONS</u>
None.
<u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u>
None.
<u>RISK MANAGEMENT IMPLICATIONS</u>
Health and Safety risks of occupants and contractor(s) during refurbishment works have been considered and all required preventative measures are planned.
<u>SME (SMALL/MEDIUM ENTERPRISES) &amp; LOCAL ECONOMY IMPLICATIONS</u>
None.

ENVIRONMENTAL IMPLICATIONS

None.

LEGAL IMPLICATIONS

None

ANY OTHER COMMENTS

None.

**PLEASE RETURN TO THE MONITORING OFFICER AS SOON AS A DECISION IS  
MADE OR AS REASONABLY PRACTICABLE THEREAFTER**