


**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>	
Accept quotations and award a contract for pest control services.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/26/2023 (MW)	Part 3E: Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions.
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
22/08/2023	 Matthew Wallbank Assistant Director – Governance & Democracy
<u>RECORD OF THE DECISION</u>	
<p>a) The issue</p> <p>The Council have an aggregated requirement covering several departments for pest control services to include planned, preventative and reactive treatments across housing and corporate sites, premises and locations.</p> <p>b) The Decision</p> <p>To accept a quotation following a procurement exercise and to award a contract up to £24,000 (Twenty four thousand pounds) over a period of 3 (three) years.</p>	
<u>REASON FOR THE DECISION</u>	
To procure a service provider to undertake as and when instructed by the Council pest control services to include planned, preventative and reactive treatments across housing and corporate sites, premises and locations. This reduces the risk of pests at our corporate and housing sites and ensures a safe removal and treatment of pests across housing and corporate sites, premises and locations.	

<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>Each department procuring their own service provider. Reason rejected: to aggregate the requirement to reduce resource and increase value for money. Utilising a public sector framework agreement. Reason rejected: due to the low level of expenditure, it wouldn't represent best value due to the framework rebate fee. Furthermore, frameworks typically have larger SME's and/or large organisations listed. Given this requirement is relatively low value, obtaining a local SME should provide best value for this requirement.</p>
<p><u>WARD RELEVANCE</u></p> <p>All</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>To be managed at departmental level but covered as part of each financial year budget as ongoing facility and property maintenance, repairs and management.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>Assistant Director – Economy Head of Regeneration & Estates Principal Building Surveyor Contract Support Officer Portfolio Holder - Finance and Corporate</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>None</p>
<p><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).</p> <p>Not applicable.</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>Not applicable.</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>Not applicable.</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>See Financial and Budget Implications section above.</p>

<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>Not applicable.</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>Not applicable.</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>The contract will allow departments to manage their sites and reduce risks associated to pests across our corporate and housing sites/locations. This in turn helps mitigate risk and harm exposure to residents and members of the public.</p>
<p><u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u></p> <p>The quotations received from three local SME's.</p>
<p><u>ENVIRONMENTAL IMPLICATIONS</u></p> <p>Utilising local suppliers reduces travel time for the supplier. It is noted that in some cases, specialised equipment and products may be required to treat and/or remove any pests which shall be managed in accordance with relevant health and safety regulations.</p>
<p><u>LEGAL IMPLICATIONS</u></p> <p>The local authority has specific legal powers to take steps to ensure that its area is free from rats and mice. They must take action to destroy rats and mice on their own land and can serve a notice on an owner or an occupier ordering work to get rid of the problem. The award of this contract shall allow departments the ability to mitigate pest exposure to residents of the borough for NBBC's corporate and housing sites and if needed, rely upon a reactive service to treat any infestation.</p>
<p><u>ANY OTHER COMMENTS</u></p> <p>None.</p>

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