


**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>	
Procurement of a contractor to undertake stairlift installations.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/27/2023 (NB)	Cabinet meeting CB109 – 8 February 2023.
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
30 August 2023	 Nicola Botterill – Assistant Director, Social Housing & Community Safety
<u>RECORD OF THE DECISION</u>	
a) The issue Require procurement of an approved stairlift installer following expiry of the previous contract.	
b) The Decision Approve the procurement and award to a contractor from a framework agreement.	
<u>REASON FOR THE DECISION</u>	
To allow for a multi-year programme of works to be completed under the new contract.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
Open tender rejected due to need for appointment of a specialist contractor suitable for the contract.	
<u>WARD RELEVANCE</u>	
No appointed contractor would require individual costs to be attained for each job, adding unacceptable delays to the installation programme.	
<u>FINANCIAL AND BUDGET IMPLICATIONS</u>	
The cost of the work has been accounted for within the budget setting process	

<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>Procurement Officers have been consulted.</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>None at present time</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>None</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>See financial and budget implications above</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>Delays to contract procurement could affect enjoyment of tenant's rights and accessibility in their homes.</p>
<p><u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u></p> <p>None</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>Delays to contract procurement could affect enjoyment of tenant's rights and accessibility in their homes.</p>
<p><u>SME (SMALL/MEDIUM ENTERPRISES) &amp; LOCAL ECONOMY IMPLICATIONS</u></p> <p>Contractor is an SME and have local labour available.</p>
<p><u>ENVIRONMENTAL IMPLICATIONS</u></p> <p>Not applicable</p>
<p><u>LEGAL IMPLICATIONS</u></p> <p>Delays to procurement could lead to tenant complaints or injury claims.</p>

ANY OTHER COMMENTS

None

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