


**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>	
Lift Servicing and Maintenance Contract (Via PfH Framework)	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/08/2024 (NB)	
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
12 <sup>th</sup> June 2024	 Nicola Botterill Assistant Director – Social Housing & Community Safety
<u>RECORD OF THE DECISION</u>	
a) The issue – to procure a contractor to carry out servicing and maintenance of all Council owned lifts and stair lifts.  b) The Decision  To proceed with the procurement process in order to secure a contractor to carry out servicing and maintenance to all Council owned lifts and stair lifts.	
<u>REASON FOR THE DECISION</u>	
So that all Council owned lifts and stairlifts are serviced and maintained.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
A full tender process was considered; however, the use of a framework was more advantageous, in terms of time, cost and resources in addition to capitalising on economies of scale.	
<u>WARD RELEVANCE</u>	
Applies to all - we have lifts and stair lifts located throughout the Borough.	
<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 Officer, Capital Investment Services Manager.</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>Lift servicing and maintenance must take place to safeguard our residents, the public, employees, and our contractor safety and fulfil the Council's obligation under Health and Safety Act and Regulation</p>
<p><u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u></p> <p>Not applicable</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>If the Council does not carry out regular servicing and maintenance of lifts, they will be prosecuted by the HSE if proven there has been neglect.</p>
<p><u>SME (SMALL/MEDIUM ENTERPRISES) &amp; LOCAL ECONOMY IMPLICATIONS</u></p> <p>The proposed award is to a SME</p>
<p><u>ENVIRONMENTAL IMPLICATIONS</u></p> <p>N/A</p>
<p><u>LEGAL IMPLICATIONS</u></p>

The procurement process has been undertaken in full accordance with the Public Contract Regulations 2015 providing the Council with a compliant award procedure which satisfies the Contract Procedure Rules.

ANY OTHER COMMENTS

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