


**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 Aids and Adaptations works on various types of projects and property.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/15/2024 (NB)	Cabinet meeting - 21 st Feb 2024 – CB105
<u>DATE OF DECISION</u>	<u>DECISION MAKER</u> (Name and Job Title)
16 th July 2024	 Nicola Botterill Assistant Director – Social Housing & Community Safety
<u>RECORD OF THE DECISION</u>	
a) The issue The council is required to carry out aids and adaptations works when a referral is made by an occupational therapist to improve a property to meet a tenants needs. The existing contract is due for renewal. This procurement is to award a contract to one contractor to undertake these works.	
b) The Decision Approve the procurement of the appointed contractor following a competitive tender process	
<u>REASON FOR THE DECISION</u>	
To allow aids and adaptations works to be completed.	
<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>	
Lack of suitable frameworks to procure contractors from	

WARD RELEVANCE

Delays caused by lack of contract would cause disruption

FINANCIAL AND BUDGET IMPLICATIONS

The cost of the work has been accounted for within the budget setting process

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Procurement Officers have been consulted.

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

Not applicable

IN RESPECT OF ANY DECLARED CONFLICT BY A CABINET MEMBER, ANY DISPENSATION GIVEN BY THE HEAD OF PAID SERVICE (Note if the decision is a non-executive decision, no dispensation can be given).

Not applicable

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

Not applicable

HUMAN RESOURCES IMPLICATIONS

None

FINANCIAL IMPLICATIONS

See financial and budget implications above

HEALTH EQUALITIES IMPLICATIONS

None

SECTION 17 CRIME & DISORDER IMPLICATIONS

None

RISK MANAGEMENT IMPLICATIONS

The Council has an obligation to carry out aids and adaptations to be able to support their tenants to live independently in their homes. The Council is open to challenge if they fail to deliver on this.

<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> Contractor is an SME and have local labour available.
<u>ENVIRONMENTAL IMPLICATIONS</u> Not applicable
<u>LEGAL IMPLICATIONS</u> Not applicable
<u>ANY OTHER COMMENTS</u> <u>None</u>

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