


**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**

<b><u>SUBJECT OF DECISION</u></b>	
Procurement of main contractor for provision of Fire Risk Assessments and Fire door inspections.	
<b><u>DECISION REFERENCE</u></b> DO/93/2025 (DD)	<b><u>SOURCE OF AUTHORITY AND REFERENCE</u></b> NBBC Cabinet Meeting 19 <sup>th</sup> Feb 2025 ref CB92
<b><u>DATE OF DECISION</u></b> 28 <sup>th</sup> Feb 2025	<b><u>DECISION MAKER (Name and Job Title)</u></b>    Dawn Dawson – Strategic Director for Housing and Communities
<b><u>RECORD OF THE DECISION</u></b>	
a)     The issue  Fire risk assessments and fire door inspections are a legal requirement for the majority of NBBC properties.	
b)     The Decision  Approve the appointment of a contractor to carry out fire risk assessments and fire door inspections on behalf of NBBC.	
<b><u>REASON FOR THE DECISION</u></b>	
Fire risk assessments and fire door inspections are legally required and must be redone regularly. Without the appointment of a contractor these assessments would not be completed.	
<b><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></b>	
Fire risk assessments and fire door inspections could be completed internally by suitably qualified NBBC staff. There is not enough internal resources available for this to be a viable option at the present time. Therefore, this option was rejected and an external service provider was procured under a framework.	

<p><u>WARD RELEVANCE</u></p> <p>Fire risk assessments and fire door inspections are required across properties in all wards.</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>The cost of appointing a fire risk assessor/fire door inspector has been accounted for in the annual Housing Revenue Account budget.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>The procurement manager, head of development and Assistant Director were consulted on the decision to appoint a main fire risk assessment contractor.</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>n/a</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>n/a</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>None identified</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>None identified</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>See financial and budget implications section above.</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>None identified</p>
<p><u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u></p> <p>None identified</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>To prevent prosecution the council must carry out fire risk assessments, fire door inspections and any associated fire safety works required, which the council is obligated to undertake to keep our residents safe.</p>

<u>SME (SMALL/MEDIUM ENTERPRISES) &amp; LOCAL ECONOMY IMPLICATIONS</u> The appointed contractor is classified as an SME
<u>ENVIRONMENTAL IMPLICATIONS</u>  n/a
<u>LEGAL IMPLICATIONS</u>  The procurement process has been undertaken in full accordance with the contract procedure rules.
<u>ANY OTHER COMMENTS</u>  None

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