


**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>	
Procure a Passenger Lift consultant to assist and advise on passenger lift replacements.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.
DO/02/2025 (NB)	Cabinet Meeting 19/02/25 CB93
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
20 th May 2025	 Nicola Botterill, Assistant Director – Social Housing and Communities.
<u>RECORD OF THE DECISION</u>	
a) The Issue: An external consultant is required to assist and advise on all passenger lift replacement issues. b) The Decision: To approve the procurement of passenger lift consultant from an open tender exercise.	
<u>REASON FOR THE DECISION</u>	
<p>The Capital Projects Team deliver various work programmes to ensure the Council's housing stock is maintained to meet the decent homes standard and so that tenants remain safe in their homes. The majority of the work is managed by the Capital Projects team, however, on occasion, external services are required to provide more specialist services and technical advice that fall outside the normal parameters of the Capital Projects team.</p> <p>The Capital Projects team do not have the technical expertise and experience / knowledge to undertake this role. This includes the lack of qualifications required under the Lifting Operations and Lifting Equipment Regulations 1998. This is a specialist role that needs to be covered to adhere to current regulations.</p>	

<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>Training for the team has been explored, however, it is a requirement that an officer would need to be continually working on lifts, in order to pass the qualification. As the team only complete a small number of lifts per year, this is not economical for the team to progress internally.</p>
<p><u>WARD RELEVANCE</u></p> <p>All wards</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>There are no budget implications as this falls within the annual budget.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>None</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>None</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>None</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>None</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>See financial and budget implications section above</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>Providing passenger lifts to those in need will improve tenants health.</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>None</p>
<p><u>RISK MANAGEMENT IMPLICATIONS</u></p> <p>There is a risk of not having sufficient resources, as current regulations must be met and the RSH must be assured that we are able to deliver obligations as a landlord.</p>

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None

ENVIRONMENTAL IMPLICATIONS

None

LEGAL IMPLICATIONS

None

ANY OTHER COMMENTS

None

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