


**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**

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| <u>SUBJECT OF DECISION</u><br>Procurement of a contractor to undertake slabs to tarmac, soft landscaping and minor development works.   |   |
| <u>DECISION REFERENCE</u><br><br>DO/29/2025 (DD)  | <u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/Constitution/Minute No. etc.<br><br><ul style="list-style-type: none"> <li>- Cabinet Meeting 19/02/25 CB93</li> <li>- CL56 Recommendations from Cabinet and Other Committees viii) Capital Budget 2025/26</li> <li>- 3D.2 a) Incur normal expenditure up to the limit of provision within the budgets under his/her control, subject to compliance with contract standing orders, financial standing orders, financial regulations and financial instructions.</li> <li>- 3D.2 b) Invite and accept tenders or quotations for contracts, subject to contract standing orders, financial standing orders, financial regulations and financial instructions</li> </ul> |
| <u>DATE OF DECISION</u><br><br>6 <sup>th</sup> August 2025  | <u>DECISION MAKER (Name and Job Title)</u><br><br>Dawn Dawson – Strategic Director for Housing and Communities   |
| <u>RECORD OF THE DECISION</u><br><br>a) The issue:<br>The Council is required to maintain pathways and communal areas within its housing stock, to ensure health and safety requirements for residents are maintained. The specialist equipment and training required to undertake these works necessitates the procurement of a contractor to undertake the works.<br><br>b) The Decision:<br>To appoint a contractor to undertake slabs to tarmac, soft landscaping and minor development works, a competitive and open tender process. |   |

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| <p><u>REASON FOR THE DECISION</u></p> <p>In relation to the Housing Revenue Account, the Council has an obligation to maintain communal areas and land, to ensure the safety and security of residents. Deterioration of hardstanding areas could lead to tenant and public injury claims. The specialist equipment and training required to undertake these works is not accounted for within the Direct Labour Organisation function and so external contractors are required to complete these works.</p> |
| <p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>Direct award under framework contract rejected to establish value for money via open tender.</p>   |
| <p><u>WARD RELEVANCE</u></p> <p>All</p>  |
| <p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>The cost of the work has been accounted for within the budget setting process for the Housing Revenue Account budgets.</p>  |
| <p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>Capital Investment Service Manager and Procurement Officer have both been consulted</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>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>  |

FINANCIAL IMPLICATIONS

See financial and budget implications above.

HEALTH EQUALITIES IMPLICATIONS

Deterioration of hardstanding areas including footpaths could lead to tenant and public injury claims.

SECTION 17 CRIME & DISORDER IMPLICATIONS

None.

RISK MANAGEMENT IMPLICATIONS

Deterioration of hardstanding areas including footpaths could lead to tenant and public injury claims.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

Contractor is an SME and have local labour available.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

For qualifying works, the Council is required to consult with its leaseholders as per the Leasehold and Freehold Reform Act 2024 - Stage 2 Section 20 Consultation ongoing.

ANY OTHER COMMENTS

None.

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