


**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>	
To appoint a contractor for Aids and Adaptations Extensions, to the Councils housing stock	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/76/2025 (LJ)	<p>Cabinet Meeting 19/02/25 CB93</p> <p>a) 3D.1 b) Take any action on matters relating to the day to day administration of services within their unit.</p> <p>b) 3D.1 c) Take any action to maintain the operation and effectiveness of services within their unit.</p> <p>c) 3E.10b) b. Take all necessary action to implement the Council's Planned Maintenance and Major Improvement Programmes to all dwellings, shops and garages provided under the Housing Act powers.</p>
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
23/12/2025	<p>Lynn Joy – Interim Assistant Director – Housing and Community Safety</p> <p></p>
<u>RECORD OF THE DECISION</u>	
<p>a) The issue: The council is required to allow for appropriate Aids and Adaptation works to be completed to its housing stock, to ensure tenants can achieve a quality standard of living and to ensure the Equality Act 2010 is adhered to. A competent contractor is required to undertake Extensions, to ensure requirements are complied with.</p> <p>b) The Decision To appoint a contractor to undertake the erection of the extension to the property.</p>	

<p><u>REASON FOR THE DECISION</u></p> <p>The adaptation is considered to be necessary and appropriate on the grounds of the presenting disability and is essential to maintain the individual's independence (under the conditions set out in Section 100 of the Housing Grants, Construction and Regeneration Act 1996). The Council has an obligation to allow for appropriate Aids and Adaptation works to be completed to its housing stock, to ensure tenants can achieve a quality standard of living and to ensure the Equality Act 2010 is adhered to. Given capacity issues, and the types of some required works (e.g., the erection of an extension) additional capacity is required to ensure these works can proceed.</p>
<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>The internal Direct Labour Organisation were considered to complete works, however, there is increased demand and insufficient Labour to undertake more technical structural works outside of current skill sets, procedures and equipment. Additionally, the increased demand, coupled with recruitment difficulties mean that there is insufficient capacity within internal resources. Therefore, this option was rejected, and an external contractor was procured via an open tender JCT framework.</p>
<p><u>WARD RELEVANCE</u></p> <p>Wembrook ward</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>The costs of the works have been included in 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>N/A</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <ul style="list-style-type: none"> -Equality Act 2010 -Section 100 of the Housing Grants, Construction and Regeneration Act 1996 -Referral made from HEART team.

<u>HUMAN RESOURCES IMPLICATIONS</u> None.
<u>FINANCIAL IMPLICATIONS</u> See financial and budget implications section above.
<u>HEALTH EQUALITIES IMPLICATIONS</u> The adaptation will support the individual to live more independently.
<u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u> None.
<u>RISK MANAGEMENT IMPLICATIONS</u> The Council must ensure the health and safety risks of its tenants and leaseholders. These works contribute to the assurance of this obligation, mitigating the risk of prosecution.
<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> None.
<u>ENVIRONMENTAL IMPLICATIONS</u> None.
<u>LEGAL IMPLICATIONS</u> Section 100 of the Housing Grants, Construction and Regeneration Act 1996 Housing Act 1985 & 1996 Equality Act 2010
<u>ANY OTHER COMMENTS</u> None.

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