

**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> Procurement of a contractor to undertake a residential extension and refurbishment under DFG programme. | |
| <u>DECISION REFERENCE</u> DO/96/2026 (LJ) | <u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. Cabinet Meeting 19/02/25 CB93 |
| <u>DATE OF DECISION</u> 12 March 2026 | <u>DECISION MAKER (Name and Job Title)</u> Lynn Joy – Assistant Director – Social Housing and Community Safety  |
| <u>RECORD OF THE DECISION</u> | |
| <p>a) The issue: The council is required to install extensions at properties where we have deemed accessible needs for an individual person/s. 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> | |

REASON FOR THE DECISION

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 Aids and Adaptation works to be completed 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.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

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.

WARD RELEVANCE

Poplar Ward

FINANCIAL AND BUDGET IMPLICATIONS

The costs of the works have been included in the budget setting process for the Housing Revenue account budgets.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Capital Investment Service Manager and Procurement Officer have both been consulted.

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None.

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).

N/A

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

- Equality Act 2010
- Section 100 of the Housing Grants, Construction and Regeneration Act 1996
- Referral made from HEART team.

HUMAN RESOURCES IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

See financial and budget implications section above.

HEALTH EQUALITIES IMPLICATIONS

None.

SECTION 17 CRIME & DISORDER IMPLICATIONS

None.

RISK MANAGEMENT IMPLICATIONS

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.

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