

**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>  Procurement of a communal window cleaning contract	
<u>DECISION REFERENCE</u>  DO/99/2026 (LJ)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.  a) 3D.1 b) Take any action on matters relating to the day to day administration of services within their unit.  b) 3D.1 c) Take any action to maintain the operation and effectiveness of services within their unit.  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.  d) Cabinet Meeting 25 <sup>th</sup> February 2026 – CB94
<u>DATE OF DECISION</u> 17 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>  a) The issue – The Council is responsible for the cleaning of the communal windows, on residential blocks and corporate buildings.  b) The Decision – To appoint a contractor to undertake communal window cleaning.	
<u>REASON FOR THE DECISION</u>  The Council has an obligation to ensure the safe cleaning of communal windows in our residential blocks and corporate buildings. Due to the specialist equipment and training, additional capability is required to ensure the safety of residents, employees and all other stakeholders.	

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

Procurement via framework was considered though rejected to establish best value for money via open tender. The internal direct labour could not complete the works due to specialist equipment, and resource capacity. Therefore, this option was rejected.

WARD RELEVANCE

All throughout the Borough.

FINANCIAL AND BUDGET IMPLICATIONS

The cost of the work has been accounted for within the Housing Revenue Accounts budget setting process.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

Procurement Officer, and Capital Investment Services Manager.

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).

Not applicable.

EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)

Not applicable.

HUMAN RESOURCES IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

See financial and budget implications above.

HEALTH EQUALITIES IMPLICATIONS

None.

SECTION 17 CRIME & DISORDER IMPLICATIONS

Not applicable.

RISK MANAGEMENT IMPLICATIONS

Potential danger to the health and safety of our tenants, staff, contractors and the wider public if we do not control the cleaning of communal windows. The impact of cleaning from ground level reduces and risks of harm to all concerned.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None.

ENVIRONMENTAL IMPLICATIONS

Potential for chemicals to find their way into the water supply, if purified water is not used.

LEGAL IMPLICATIONS

The procurement process has been undertaken in full accordance with the Public Contract Regulations 2024 providing the Council with a compliant award procedure which satisfies the Contract Procedure Rules.

ANY OTHER COMMENTS

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