

**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 contractor for Kitchen & Bathroom Replacement Works	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/102/2026 (LJ)	<p>Council meeting 25<sup>th</sup> February 2026 – CB70 viii)</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>
20 March 2026	<p>Lynn Joy – Interim Assistant Director for Housing and Community Safety</p> <p></p>
<u>RECORD OF THE DECISION</u>	
<p>a) The issue – an external contractor is required to carry out kitchen &amp; bathroom refurbishment works on the Council's properties to ensure they are maintained to a safe, compliant and decent standard.</p> <p>b) The Decision – to approve the appointment of contractor to undertake the required works.</p>	

REASON FOR THE DECISION

The Council has an obligation to ensure its properties are maintained to a decent standard and our safe for our tenants to live in.

The contractor is required to undertake kitchen & bathroom refurbishment works to relevant properties. Without this appointment works cannot proceed as there is no internal capacity to undertake these works. If the works are not undertaken, the properties may not be maintained to a safe and decent standard.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION

The internal Direct Labour Organisation (DLO) were considered, however DLO have insufficient capacity to undertake kitchen and bathroom refurbishment works.

WARD RELEVANCE

All wards.

FINANCIAL AND BUDGET IMPLICATIONS

The cost of the works has been included in the budget setting process.

CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS

The Interim Capital Investment Service Manager and the Procurement Team have 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)

N/A

HUMAN RESOURCES IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

See financial and budget implications section above.

<u>HEALTH EQUALITIES IMPLICATIONS</u> None.
<u>SECTION 17 CRIME &amp; DISORDER IMPLICATIONS</u> None.
<u>RISK MANAGEMENT IMPLICATIONS</u> The Council must ensure the health and safety of its tenants and leaseholders. These works contribute to the assurance of this obligation, mitigating the risk of prosecution.
<u>SME (SMALL/MEDIUM ENTERPRISES) &amp; LOCAL ECONOMY IMPLICATIONS</u> None
<u>ENVIRONMENTAL IMPLICATIONS</u> None
<u>LEGAL IMPLICATIONS</u> None
<u>ANY OTHER COMMENTS</u> None

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