


**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 drainage maintenance contract.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/114/2026 (LJ)	<ul style="list-style-type: none"> <li>• Council meeting 25<sup>th</sup> February 2026 – CB70 vii) (HRA)</li> <li>• 3D.1 b) Take any action on matters relating to the day to day administration of services within their unit.</li> <li>• 3D.1 c) Take any action to maintain the operation and effectiveness of services within their unit.</li> <li>• 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.</li> </ul>
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
<u>24 April 2026</u>	Lynn Joy – Assistant Director – Assets and Compliance  
<u>RECORD OF THE DECISION</u>	
<p>a) The issue – The Council is responsible for the ongoing maintenance of the drainage systems within our Housing Stock. The specialist equipment and training required to undertake these works necessitates the procurement of a contractor to undertake the works.</p> <p>b) The Decision – to appoint a contractor to undertake drainage system maintenance.</p>	
<u>REASON FOR THE DECISION</u>	
The Council has an obligation to ensure all drainage systems are maintained and repaired when necessary. Due to specialist equipment and training, and additional capacity is required to ensure safety of residents and 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, current skill set 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, Capital Investment Services Manager.

ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED

None at present time.

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 maintain properly our drainage systems. If the Council does not carry out timely repairs to the drainage systems, potential service failure and environmental health non-compliance.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None.

ENVIRONMENTAL IMPLICATIONS

Potential seepage of contaminated water entering rivers etc.

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. 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

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