


**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 door entry, warden call and roller shutter contract.	
<u>DECISION REFERENCE</u>	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc.)
DO/15/2026 (LJ)	<ul style="list-style-type: none"> • Cabinet Meeting 25 February 2026 – CB94 <p>3D.1 b) Take any action on matters relating to the day to day administration of services within their unit.</p> <p>3D.1 c) Take any action to maintain the operation and effectiveness of services within their unit.</p>
<u>DATE OF DECISION</u>	<u>DECISION MAKER (Name and Job Title)</u>
<u>1st July 2026</u>	 Lynn Joy – Assistant Director – Assets and Compliance
<u>RECORD OF THE DECISION</u>	
<p>a) The issue – The Council is responsible for ongoing repairs and maintenance of the door entry systems in our housing blocks, warden call systems in our independent living sites, and roller shutters throughout the borough. The specialist equipment and training required to undertake these works necessitates the procurement of an external contractor to undertake these works.</p> <p>b) The Decision – To appoint a contractor to undertake door entry, warden call and roller shutter repairs and maintenance.</p>	
<u>REASON FOR THE DECISION</u>	
The Council has an obligation to ensure all door entry, warden call and roller shutters 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	

<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>Procurement via open tender was considered but rejected due to timescales in awarding a new contractor. The internal direct labour could not complete the works due to specialist equipment, current skill set and resource capacity. Therefore, this option was rejected.</p>
<p><u>WARD RELEVANCE</u></p> <p>All throughout the Borough</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>The cost of the work has been accounted for within the Housing Revenue Accounts budget setting process.</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>Procurement Officer, Capital Investment Services Manager.</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>None at present time.</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>Not applicable.</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>Not applicable</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>None.</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>See financial and budget implications above.</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>None.</p>
<p><u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u></p> <p>Not applicable.</p>

RISK MANAGEMENT IMPLICATIONS

Potential risk to life on failure to fully maintain the warden call system, door entry and roller shutters properly. If the Council does not carry out timely repairs to these elements, the Council face service failure.

SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS

None

ENVIRONMENTAL IMPLICATIONS

None.

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