


**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 contractor to undertake Utility Management on VOID properties.	
<u>DECISION REFERENCE</u> DO/16/2026 (LJ)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. Council meeting 25th February 2026 – CB70 vii) (HRA) 3D.1 b) Take any action on matters relating to the day to day administration of services within their unit. 3D.1 c) Take any action to maintain the operation and effectiveness of services within their unit. 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.
<u>DATE OF DECISION</u> 6 th July 2026	<u>DECISION MAKER (Name and Job Title)</u>  Lynn Joy Assistant Director – Assets and Compliance
<u>RECORD OF THE DECISION</u> a) The issue Issues surrounding the clearances of electronic meter debt on VOID properties to an efficient level and the need to replenish metre stock throughout the Borough of Nuneaton and Bedworth within VOID properties. Time lost with inspectors having to take multiple visits to clear meter debts. b) The Decision Appointing a contractor whose sole purpose is to manage and implement the clearances of meters and the installation on new efficient electronic metres.	

<p><u>REASON FOR THE DECISION</u></p> <p>Too much time being lost with the inspectors clearing the meters. Inspectors have a capped limit on metre card/ key allowances which caused multiple visits and at times, a day lost time. (the contractor has a direct link to the electric providers and can solely dedicate a role to this issue)</p>
<p><u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u></p> <p>Inspectors continuing multiple visits to clear the meters Inspectors continuing to liaise direct with utility provider to renew meters.</p>
<p><u>WARD RELEVANCE</u></p> <p>ALL</p>
<p><u>FINANCIAL AND BUDGET IMPLICATIONS</u></p> <p>N/A this contract is a zero vale contract and the works undertaken are free as per the returned tender pricing document</p>
<p><u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u></p> <p>N/A</p>
<p><u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u></p> <p>N/A</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>N/A</p>
<p><u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u></p> <p>N/A</p>
<p><u>HUMAN RESOURCES IMPLICATIONS</u></p> <p>N/A</p>
<p><u>FINANCIAL IMPLICATIONS</u></p> <p>N/A Free service</p>
<p><u>HEALTH EQUALITIES IMPLICATIONS</u></p> <p>N/A</p>

<u>SECTION 17 CRIME & DISORDER IMPLICATIONS</u> N/A
<u>RISK MANAGEMENT IMPLICATIONS</u> N/A in house risk assessment to be undertaken and all contract documents received re insurances and qualifications
<u>SME (SMALL/MEDIUM ENTERPRISES) & LOCAL ECONOMY IMPLICATIONS</u> N/A
<u>ENVIRONMENTAL IMPLICATIONS</u> N/A
<u>LEGAL IMPLICATIONS</u> N/A
<u>ANY OTHER COMMENTS</u> N/A

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