

**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 clearance, cleaning, security and ground maintenance works on VOID properties.	
<u>DECISION REFERENCE</u> DO/49/2026 (DD)	<u>SOURCE OF AUTHORITY AND REFERENCE</u> (i.e. Committee/ Constitution/Minute No. etc. Council meeting 25th February 2026 – CB94 Housing Revenue Account (HRA) Budget 2026/27
<u>DATE OF DECISION</u> 12 October 2026	<u>DECISION MAKER (Name and Job Title)</u> Dawn Dawson: Strategic Director – Communities and Place 
<u>RECORD OF THE DECISION</u> a) The issue There is a requirement to ensure that the clearances, cleans, security and grounds maintenance of Void properties are undertaken in a timely manner, to support the effective repair and relet of Council homes. b) The Decision To appoint a contractor via a Direct Award from a Procurement Framework. The chosen contractor is solely focussed upon the management and implementation of the clearances, cleans, security and grounds maintenance works of void properties.	
<u>REASON FOR THE DECISION</u> A focussed contractor is required to ensure that all necessary works are undertaken in a timely manner. Failure to quickly move properties through the process results in a delay in the allocation of homes to applicants on the Housing waiting list, along with an associated void rent loss, thus reducing the income collectable within the Housing Revenue Account. The chosen contractor has a local and high capacity resource to assist with the workflow.	

<u>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED IN MAKING THE DECISION</u>
Undertaking a full tender process: This is a lengthy process and would delay the implementation of an effective and timely resource. Recruiting in house for additional DLO teams to support: Due to peaks and troughs in demand, this option has been rejected as it may lead to overstaffing within the team.
<u>WARD RELEVANCE</u>
ALL
<u>FINANCIAL AND BUDGET IMPLICATIONS</u>
Estimated Lifetime Value (NET) £2,500,000.00 Estimated Lifetime Value (Gross) £3,000,000.00
<u>CONSULTATION UNDERTAKEN WITH MEMBERS/OFFICERS</u>
N/A
<u>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER CONSULTED</u>
N/A
<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).
N/A
<u>EQUALITIES IMPLICATIONS (including any Equality Impact Assessment)</u>
N/A
<u>HUMAN RESOURCES IMPLICATIONS</u>
N/A
<u>FINANCIAL IMPLICATIONS</u>
None – funded from within existing budgets
<u>HEALTH EQUALITIES IMPLICATIONS</u>
N/A
<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 have been received in relation to 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