

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure ([Part 4 of the Council's Constitution](#))

Subject: Materials Contract for the Repairs and Voids Service

Staff Contact: Richard Protheroe
Tel: 01438 242938

Executive Member: Jeannette Thomas
Portfolio: Housing, Health and Older People

1. Decision

Has determined that Annex A to this decision record should not be disclosed to the public as it contains exempt information as defined by section 100A of the Local Government Act 1972, schedule 12A and the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

Awards the contract for the material supplier for Repairs and Voids to the preferred supplier set out in Annex A and approves the award and signing of the contract.

Approval confirmation from Strategic Director Clare Fletcher

The direct award to Gibbs and Dandy as per the paperwork provided is

- The G&D contract prices are lower than T&P's as per the paperwork supplied.
- The amount is below the Threshold for Executive and requires a Strategic Director following consultation with Portfolio holder as in yellow below (extracted from Financial Regulations)

- 3.7** For contract for works or goods and services (by formal tender) relating to **a budget within the approved General Fund or HRA revenue budgets** (as approved in accordance with the Budget and Policy Framework) and **equal to or less than the budgeted amount**, authorisation for contracts should be based on the following thresholds:

Authorisation level	Total Contract Value (revenue)	Total Contract Value (capital)
Executive	Total contract value more than £2Million but excluding contracts with annual value of less than £500k	Total contract value more than £2Million
Strategic Director following consultation with Portfolio holder	Total contract value between £1Million and £2Million but excluding contracts with annual value of less than £500k	Total contract value between £1Million and £2Million
Assistant Director	Total contract value between £75K and £1Million and total contract value between £1Million and £2Million with annual value of less than £500k	Total contract value between £75K and £1Million
As per authorised signatories lists	Less than £75K	Less than £75K

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2. **Reasons for the decision**

Delegated authority is given to the strategic Director Richard Protheroe to enter into contract below £2 million in consultation with the Portfolio Holder for Housing.

The decision is made due to current material supplier changing their operating method of delivery not suitable for SBC operations. Current contract expires April 2022.

Due to time constraints, procurement have advised the use of Fusion 21 framework for the direct award of this supply demand.

3. **Alternative options considered and rejected** ²

To mitigate time and loss of material supplier, SBC wishes to directly award this work through a framework agreement. The chosen framework contractor has demonstrated an ability to meet the requirements of SBC in relation to the programme set out in Annex A

4. **Consultation**

(a) Comments of Executive Member ^{3 4}

(b) Comments of other consultees ⁵

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed:

Title:

Date:

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION**

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.