

## DECISION RECORD <sup>1</sup>

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

**Subject:** Award of contract for Stock Condition Surveys – to undertake surveys on the Council's stock.

**Staff contact:** Leanne Kazer –  
Asset Management Coordinator  
Tel: 07432 669571

**Executive Member:** Jeannette Thomas  
**Portfolio:** Housing & Housing Development

### 1. Decision

That the contract shall be awarded to the preferred supplier to undertake stock condition surveys to approximately 4000 or 45% of the Council's housing stock over a 5 year period.

That Annex A of the Decision Record should not be disclosed to the public as it contains exempt information as defined by Section 100 of the Local Government Act 1972, Schedule 12A the public interest in maintaining the exemption outweighing the public interest in disclosing that information.

### 2. Reasons for the decision

So a programme of works can commence as soon as possible, the outcome being the Council are provided with up to date information regarding its stock.

### 3. Alternative options considered and rejected <sup>2</sup>

N/A

### 4. Consultation

(a) Comments of Executive Member <sup>3 4</sup>

(b) Comments of other consultees <sup>5</sup>

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

Signed: ...ROB GREGORY [SIGNATURE REDACTED]

Title: ...Operations Director - Housing & Communities

Date: 28/09/2022

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

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<sup>1</sup> for guidance see Borough Solicitor's note "Taking Decisions"

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

<sup>3</sup> 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

<sup>4</sup> 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

<sup>5</sup> 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.