

DECISION RECORD ¹

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

Subject: Contract Award (via Framework) Aids & Adaptations	
Staff Contact: Michelle Upchurch	Cabinet Member: Jackie Hollywell
Tel: 07936 931506	Portfolio: Housing and Housing Development

1. **Decision**

To approve the award of the bathroom, kitchen, and external works contract in relation to aids and adaptations to council properties.

2. **Reasons for the decision**

To award the bathroom, kitchen, and external works contract to the successful contractor as detailed in Annex 2.

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

When considering the best route to secure the necessary contract for delivery of these works, two options have been considered:

- Direct procurement through an open or restricted process
- Using a pre-qualified framework in line with The Public Contract Regulations 2015

It is recommended to reject the direct procurement, and to instead use a pre-qualified framework, as this option offers the council significant advantages:

- Leveraging a pre-qualified framework ensures better cost control, with guaranteed and benchmarked rates, and involves contractors who have already been vetted.
- This approach also saves considerable time and resources compared to managing a full open procurement process from start to finish.

The framework option offers flexibility, enabling the council to either hold a mini competition or make direct awards, depending on specific needs.

The council's Corporate Procurement Team are supportive of this approach and recommendation, particularly endorsing the use of a pre-qualified framework through a mini competition.

4. **Consultation**

- Comments of Cabinet Member ^{3 4}
Cllr Jackie Hollywell and Cllr Richard Henry have been consulted and support the decision.
- Comments of other consultees ⁵
None.

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

Signed: Richard Protheroe SIGNATURE REDACTED

Title: Strategic Director

Date: 24 March 2025

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC 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 Cabinet Member consulted. If a Cabinet 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 Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet 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.