

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: Corporate Properties Mechanical Services contract – compliance and maintenance	
Staff Contact: Mary Austin Tel: 01483 242523	Cabinet Member: Councillor Jeannette Thomas Portfolio: Deputy Leader and Portfolio Holder for Resources and Performance

1. **Decision**
To award the contract to GetFix Limited.
2. **Reasons for the decision**
This was determined to be the best option for this contract as it will provide the Council with a compliant contract that offers improved value for money, more control over the delivery of services, better social value outcomes and the control to make changes in accordance with an ever changing estate landscape.
3. **Alternative options considered and rejected ²**
 - 3.1 **Do not award the contract**
The current Mechanical Services contracts are not in place therefore the Council is currently not compliant with PCR2015.
This option is not recommended as viable bids have been received.
 - 3.2 **Insourcing**
The Council does not have the expertise or infrastructure to manage and deliver these services on this scale as this is not our core activity.
4. **Consultation**
 - (a) Comments of Cabinet Member ^{3 4}

Cllr Jeanette Thomas comment 17/07/25: confirmed happy to proceed.
 - (b) Comments of other consultees ⁵
5. **Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.**

Signed: Clare Fletcher

Title: Strategic DirectorDate: 24/07/2025.....

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.