

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: Electrical Compliance Works – Testing, Servicing & Inspection: Building Safety and Housing property services (SBC)	
Staff Contact: Alexandra Pelling	Cabinet Member: Jackie Hollywell
Tel:	Portfolio: Property Services

1. **Decision**

This is a request to approve the award of the Electrical Compliance Works – Testing, Servicing & Inspection: Building Safety and Housing property services contract to the highest ranked contractor following an evaluation of bids submitted as part of an open tender process as set out in Annex A. The contract term is three years with the potential to extend by an additional two years.

2. **Reasons for the decision**

To mobilise the contract as soon as possible to maintain SBC's level of electrical compliance.

There are fixed costs for programmes such as domestic electrical certification (EICR), emergency light testing, and communal EICRs. There are also set prices included for other ad hoc works such as rewires and smoke and CO alarm installations. The contract will give the council much better value for money as all rates have been competitively but fairly priced, guaranteeing annual spend is kept in line with yearly budgets, and also providing spending certainty for the upcoming years.

By tendering this particular project there have been more provisions put in place to protect the council, more administrative work and certificate validation being placed on the provider to adhere to, as well as ensuring the contractor picks up additional checks as part of the on going service, for example – flexible appointments for customers, including weekend appointments, expiration dates of alarm systems being recorded, photographic evidence of work done, meter readings and integration with our new software system "The Compliance Work Book.

The contract does not guarantee any minimum spend or exclusivity to the successful bidder this allows SBC the flexibility to use our own in house team when required and also other electrical contractors if there are any issues with performance.

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

The only other viable option was to go through a procurement framework. This was dismissed by SBC so there was more control over the procurement process, this

DECISION RECORD

opened it up to other companies who may not otherwise have been listed on the frameworks, such as local S&M enterprises who may offer better quality and VFM.

4. Consultation

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

The approach to awarding this procurement has been discussed with the Housing Portfolio Holder Jackie Hollywell who is supportive of the contract being awarded and mobilised as quickly as possible. The contract has been tendered with support from the corporate procurement team.

(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: Richard Protheroe SIGNATURE REDACTED

Title: Strategic Director

Date: 24/03/

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.