

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: Approve the award of a 5-year term contract for the delivery of repairs and maintenance works to the garage portfolio.	
Staff Contact: Andrew Donaldson	Strategic Director: Clare Fletcher
Tel:	Portfolio: Cllr Jeannette Thomas

1. **Decision**

To approve the award of a 5-year term contract for the delivery of repairs and maintenance works to the garage portfolio.

2. **Reasons for the decision**

To ensure that the council can provide repairs and maintenance to the garage portfolio that delivers value for money and a good service to licensees

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

There were no alternative options considered. The contract specification was designed in order that an open tender procurement would be undertaken. This ensured that the market was effectively tested commercially and that that a contractor with the appropriate resources, experience and credentials would be awarded the contract.

4. **Consultation**

(a) Comments of Portfolio Holder ^{3 4}

I am happy with this going ahead and confirm that I have no conflicts of interest.

(b) Comments of other consultees ⁵

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

Signed: C Fletcher..

Title: Strategic Director..... Date: 6 October 2025.....

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.