

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

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](#))

<b>Subject:</b> Approval of Contract Award for Fire Risk Assessments: Building Safety and Housing Property Services	
Staff Contact: Alexandra Pelling	Cabinet Member: Jackie Hollywell
Tel: 01438 242651	Portfolio: Housing and Housing Development

### 1. Decision

To approve the award of the Fire Risk Assessments contract through the Fusion 21 framework.

The contract has been tendered for an initial period of two years, with the option to extend for two additional one-year periods (1 + 1) subject to satisfactory performance and operational requirements.

### 2. Reasons for the decision

The award of this contract will enable SBC to maintain compliance with statutory fire safety duties by ensuring the timely completion of fire risk assessments (FRAs) across its communal housing stock.

The contract provides for the delivery of suitable and sufficient FRAs in accordance with the Regulatory Reform (Fire Safety) Order 2005 and associated guidance. These assessments are essential for identifying fire safety risks, informing risk management decisions, and supporting SBC's wider compliance and housing asset management strategy.

The procurement process has delivered competitively tendered rates that represent best value for money and provide cost certainty for the duration of the contract. This supports effective financial planning and ensures transparency in the cost of delivering statutory fire risk assessments.

The contract places responsibility on the appointed contractor for quality assurance, competency, and the provision of accurate and auditable reports. All completed fire risk assessments will be recorded and uploaded to SBC's compliance management system, The Compliance Workbook (TCW) ensuring a robust audit trail and effective compliance monitoring.

Enhanced service delivery standards are included within the contract, such as resident engagement, access coordination, clear reporting outputs, and flexible appointment scheduling to minimise disruption to residents while ensuring assessments are completed within agreed timescales.

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The contract does not provide exclusivity or guarantee a minimum level of spend, allowing SBC to retain flexibility to utilise alternative approved providers where operationally required.

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

Direct procurement: Rejected due to the complexity of drafting and managing a compliant contract of this specialist nature, which involves detailed legal, technical, and regulatory requirements.

### 4. **Consultation**

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

As the relevant Portfolio Holder Jackie Hollywell has been consulted with about the procurement approach and is supportive of the proposed contract award.

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

Not Applicable

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

Signed: Denise Lewis

Title: Director Housing Property Services and Building Safety  
2026

Date: 9 March

### 6. **PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC 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 Cabinet Member consulted. If a Cabinet 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 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

<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.