

DECISION RECORD ¹

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

Subject: Contracts Award – Material Supplier for Repairs & Void Service

Staff contact: Denise Lewis
Tel: 07512 315822

Cabinet Member: Cllr Loraine Rossati
Portfolio: Housing

Strategic Director: Richard Protheroe

1. Decision

To approve the award of a contract to provide materials for the delivery of the Repairs and Voids service to the highest ranked supplier following a mini competition amongst suppliers on Lot 4 (Managed Service) of the Fusion 21 Materials Supply and Associated Services Framework 2024-2028 for an initial period of 3 years with an option to extend by a further year.

2. Reasons for the decision

The current contract for the supply of materials for the Repairs and Voids service expires on 31 May 2027. Not to award a new contract could adversely impact on the Council's ability to deliver an efficient and cost-effective repairs and voids service which is reliant on an in-house team of core trades supported by specialist contractors.

The proposed contract award through the Fusion 21 Framework is fully compliant with relevant legislation and the Council's Contract Procedure Rules. A report outlining the proposed procurement route and seeking delegated authority to award the contract was considered and approved by Cabinet in July 2026.

The highest ranked supplier has been assessed in accordance with the following award criteria:

Award criteria	Weighting
	%
Quality	40
Price	50
Interview	10
Total	100

Note: the quality award criteria included social value for which a weighting of 5% was applied.

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

The only alternative option to award a contract would have been through an open tender process which was ruled out as there are limited suppliers who can fulfil the service specification, and all of these are on Frameworks.

4. **Consultation**

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

The Housing Portfolio Holder Cllr Loraine Rossati has been consulted and supports the intention to award a contract following a mini competition amongst suppliers on Lot 4 of the Fusion 21 Materials Supply and Associated Services Framework 2024-2028.

(b) Comments of other consultees ⁵

None.

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

Signed:

Title: ...Strategic Director..... Date:

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.