

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: SBC1025 The provision of Void Property works	
Staff Contact: Lynne Huggins (Asset Management Programme Manager) / Andrew Garside (Head of Housing Asset Management)	Cabinet Member: Jackie Hollywell
Tel: 07766440266 / 01438 242545	Portfolio: Housing and Housing Development

1. Decision

1. To approve the award of the Provision of Void property Works to the successful contractors selected, for the delivery of SBC void refurbishment. The contract values may flex appropriately as required by the Council to suit the Council's need for support during the term. Neither of the two contracts shall exceed a total contract value of more than £5million over their term (inclusive of extensions).

2. Reasons for the decision

The Council conducted an open and compliant procurement process for the voids contract, with the tender published on 15 October 2025 via the e-tendering system under FTS reference 2025/S 000-065559. All clarifications were addressed by 5 November 2025, and tender submissions were received by the stipulated deadline of 17 November 2025 through the InTend portal, in accordance with the tender instructions. Submissions were evaluated against the published award criteria—Quality (50%), Price (40%) and Social Value (10%)—ensuring a transparent and consistent assessment. In line with the tender requirements, two contractors were to be appointed to provide service resilience and capacity. Following evaluation, two contractors achieved the highest overall scores and demonstrated strong capability, value for money, and clear commitments to delivering social value, and were therefore selected for contract award.

3. Alternative options considered and rejected ²

No viable alternative options were identified outside the prescribed procurement process. Direct award, extension of existing arrangements or use of a framework were all considered but rejected, as they would not have met the Council's obligations for openness, fairness, and competition, nor provided assurance of value for money. Proceeding with a full open tender was therefore the only compliant and appropriate route to market. Within the tender evaluation, other bidders were not selected as they did not achieve scores as high as the successful contractors across Quality, Price and Social Value, and therefore did not represent the most advantageous offers to the Council.

4. **Consultation**

(a) Comments of Cabinet Member ³ ⁴ Thank you for sending the documents through. I have now read them all and I am happy for this process to proceed with the proposed award to the recommended contractors

(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: R Protheroe

Title: Strategic Director..... Date: 24.02.2026

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.