

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: Stairlifts, Hoists and other lifting equipment Contract (via Framework) Aids and Adaptations	
Staff Contact: Michelle Upchurch Tel: 07936 931506	Cabinet Member: Councillor Loraine Rossati Portfolio: Housing Strategic Director: Richard Protheroe

1. **Decision**

To approve the award of a contract via the Efficiency East Midlands (EEM) framework for the provision of stairlifts, hoists, and other lifting equipment, including associated installation, servicing, maintenance, and repair services.

2. **Reasons for the decision**

Following the withdrawal of the highest-ranked contractor from the framework competition, a comprehensive evaluation was undertaken of all suppliers that expressed an interest in working with Stevenage Borough Council. This assessment confirmed the provider that would offer the most cost-effective solution for the council's most frequently used elements of the contract, as demonstrated in the supporting cost comparison analysis.

Awarding this contract will expedite service delivery and improve outcomes for residents by enabling works to be completed more efficiently and within required timescales.

A waiver was approved for this direct award as this is considered appropriate in this case as it provides the council with a clear and proportionate route to securing these services while minimising procurement delays and reducing delivery risk.

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

An alternative option would be to undertake a further mini competition; however, this would delay the award of the contract. As the framework has only recently been procured by EEM, it has already been subject to robust market testing and therefore demonstrates value for money. Consequently, conducting an additional mini competition would be unnecessary and unlikely to deliver any further benefits.

4. **Consultation**

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

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The Housing portfolio holder Councillor Loraine Rossati has been consulted on the outcome of this procurement process and is supportive of the proposed contract award.

(b) Comments of other consultees ⁵ N/A

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 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.