

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: Stock Condition Contract 2026 to 2029/2030	
Staff Contact: Lucy Rumming (Asset Management Coordinator) / Andrew Garside (Head of Housing Asset Management) Tel: 07702916896 / 01438 242545	Cabinet Member: Jackie Hollywell Portfolio: Housing and Housing Development

1. **Decision**

To approve the direct award of the Stock Condition Survey contract to carry out 20% stock condition surveys a year on SBC's housing stock and flat block communal areas for 3 years with the option to extend a year.

2. **Reasons for the decision**

To ensure that SBC maintains compliance in line with The Regulator of Social Housing consumer standards that came into effect from April 2024 to have an up to date and evidenced understanding of the condition of all SBC owned stock. The established and expected practice across the sector is to maintain a rolling 5-year survey cycle.

As part of the stock condition survey, any Health and Safety related issues are logged and tracked from the survey carried out which includes photo evidence of the condition of the property at the time of the survey. This has highlighted the importance of the stock condition survey and the need to gain access to the no contact residents.

The stock condition survey ensures that we have up to date data on our current stock and its condition to ensure that it remains safe and meets the decent homes standard.

The direct award through Fusion 21 ensures that we are using the most cost-effective contractor and would be looking to direct award to the number 1 ranked contractor.

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

Use of the in-house surveying team: Rejected due to the vast amount of surveys required within the timeframe and more cost effective to go with a surveying contractor that can carry out the survey in less time and are able to provide us with the data we need to load back into our asset management system.

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4. **Consultation**

- (a) Comments of Cabinet Member ^{3 4} Approved
- (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: D Lewis.....

Title: Director Building Safety and Housing Property Services.

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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.