

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: Contract award – third party assurance for Building Safety related compliance	
Staff Contact: Alexandra Pelling	Executive Member: Loraine Rossati
Tel: 01438 242651	Portfolio: Housing
	Strategic Director: Richard Protheroe

1. Decision

To approve the procurement of a Quality Assurance Consultancy provider via a direct award through the Procure Public Framework to carry out third party checks on various compliance works streams including but not limited to gas safety, electrical safety and lift safety.

2. Reasons for the decision

This contract is required to ensure the Council can demonstrate the performance of contractors who are carrying out compliance work on behalf of the Council in respect of its housing stock.

A 10% audit of compliance checks carried out by contractors is required to provide assurance that they are adhering to the relevant industry standards and legal obligations. These third-party checks are in addition to various internal control measures and contract management arrangements that in place to manage legal and regulatory obligations of the Council as a social housing landlord.

This contract protects the Council and residents from the risk of non-compliance and/or poor-quality work completed by appointed contractors. If a contractor is not performing against their contractual obligations these third-party checks will inform a solid evidence-based foundation for contract review/dismissal if necessary.

This contract underpins the Council's approach to keeping tenants safe and ensuring compliance within the Safety and Quality Standard, which forms part of the Consumer Standards introduced through the Social Housing Regulation Act 2023.

4. Consultation

- (a) Comments of Executive Member ^{2 3}
Cllr Rossati is content with this decision and happy to move forward with the award.

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(b) Comments of other consultees ⁴

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

Signed: Denise Lewis

Title: Director

Date: 5 August 2026

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION**

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² 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

³ 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

⁴ 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.