

## Portfolio Holder decision record sheet

**Name of decision maker:** Cllr Margaret Griffiths

**Portfolio:** Housing and Regeneration

**Date of Portfolio Holder decision:** 3rd October 2017

**Title of decision:**

To approve an exemption to comply with the Council's commissioning & procurement standing orders and award a contract directly without the need to carry out a competitive tendering process

**Part II:**

**Part II reason:**

**Decision:**

1. To retrospectively approve the suspension of the Council's commissioning & procurement standing orders to enable the direct appointment of Courtney Plumbing and Heating to provide specialist Disabled Adaptation work to the Housing Department without undertaking a tendering process
2. The Council's commissioning & procurement standing orders permits the suspension and states that the special circumstances justifying the exception must be noted and recorded in a PH decision record.

**Reason**

Courtney Plumbing and Heating provides specialist skills and expertise and can undertake and complete urgent work required for tenants in need of specified Adaptations to their properties. These works are required to be completed at very short notice.

The overall value of the expenditure with Courtney Plumbing and Heating has only recently been highlighted and there is a need to ensure that this retrospective expenditure is covered by the Council's governance arrangements.

**Reports considered: ( here reference can be made to specific documents)**

N/A

**Officers/Councillors/Ward Councillors/Stakeholders consulted:**

Elliot Brookes, Assistant Director Housing  
Ben Hosier, Group Manager Commissioning, Procurement and Compliance  
David Skinner, Assistant Director Finance and Resources

**Monitoring Officer comments:**

The previous expenditure with this company does need to be regularised as authorised by this decision and officers must ensure that a procurement process, which is compliant with the Council's Commissioning and Procurement Standing Orders, is commenced as soon as possible.

**Deputy S151 Officer comments:**

The 2016/17 expenditure was included within the audited 2016/17 accounts. The 2017/18 expenditure can be met from approved budgets.

## Portfolio Holder decision record sheet

### Implications:

#### Risk:

This is a specialist service and the risk of not appointing is that the Council cannot complete urgent Adaptation work to tenants requiring this work to enable them to live safely within their properties.

#### Value for money:

The rates provided by the supplier are considered to be competitive. The supplier is local and this is an important factor given the quick response that the Council requires in respect of urgent work on Adaptations.

### Options considered and reasons for rejection:

#### Use Osborne Property Services Ltd.

The Council use Osborne Property Services Ltd for the majority of Adaptation works to the Housing stock. When urgent referrals are received that require immediate attention or the tenants are particularly vulnerable the Council require a contractor who can deliver this work immediately.

### Portfolio Holder's signature:

#### Date:

Details of any interests declared and any dispensations given by the Standards Committee:

### For Member Support Officer use only

Date decision record sheet received from portfolio holder:

Date decision published: 02/11/2017

Decision no:

Date of expiry of call-in period: 09/11/2017

Date any call-in received or decision implemented:

## Background

Services provided by Courtney Plumbing and Heating have been used successfully now to provide specialist Adaptation work to the Housing Department and this has worked well.

Courtney Plumbing and Heating are only used by officers from Property and Place when the work is either urgent, specialist, the tenant is extremely vulnerable or Osborne Property Services Ltd are unable to carry out the work at that time, or a combination of all these factors.

The expenditure with Courtney Plumbing and Heating for providing adaptation work in 2016/17 was **£13,300** and in 2017/18 it currently is **£64,600**

This brings the total value of expenditure with Courtney Plumbing and Heating to **£77,900**.

This report seeks authority to retrospectively award the contract for these services to Courtney Plumbing and Heating from 2016/17 up until the remainder of 2017/18. It is envisaged that the value of this contract will not be higher than £120k.

Preparations are underway to set up a new contract for this type of Works, that will need to be tendered and awarded in compliance with the commissioning and procurement standing orders prior to the end of 2017/18 ready for 2018/19.