



RECORD OF DELEGATED DECISION

This form is used to record **all** officer decisions which are not included in the Forward Plan. The constitution details who can take delegated decisions.

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| 1. Name & Title of Officer: (who is taking the Decision) | Edd de Coverly Chief Executive |
| 2. Title / Subject Matter: | Funding Approval – Relocation of the Laundry at Bradgate House identified as part of the Fire Safety Works |
| 3. Decision Reference No. | CEX090a |
| 4. Type of Decision: | Public |
| 1. Decision Taken: (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.) Authorisation for expenditure in connection with the work to relocate the laundry arising from Fire Risk Assessment. | |
| 2. Reasons for Decision: The existing laundry is located in the boiler and plant room. This was identified in the Fire Risk Assessment as a high risk situation and recommended the separation of the plant room and laundry. The plant in the boiler room is commercial equipment and currently accessible to all residents as they use the laundry. The plant room should be a controlled environment accessible by staff and authorised personnel only. An existing store room has been identified as having potential to convert to the laundry. This is located on the first floor and is easily accessible for all residents. Three quotations have been obtained for the work and the project costs are estimated at £15,000. | |
| 3. Authority / Legal Power: (Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action) Council approved the following delegation in relation to the Housing Improvement Plan on 4 November 2019 : | |

That delegated authority is given to the Chief Executive in consultation with the Director for Corporate Services to access the HRA Development and Regeneration Reserve to fund works in support of the HIP and Health and Safety Works.

4. Background Papers attached?

(Background papers are to be attached (unless exempt)

5. Alternative options available / rejected:

(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

1. Separation of the boiler plant room and Laundry – There will be considerable alteration of the pipework and equipment and it is envisaged that the conversion will be in the region of the proposed solution which offers more space.

6. Implications:

(Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)

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| Legal | The authority to draw down funding has been provided by a specific delegation given by Council in November 2019 as noted above. The Procurement route is compliant with the Council's Contract Procedure Rules. |
| Finance | New capital expenditure from the HIP, to be funded from the Regeneration & Development Reserve under delegation, through the HRA capital programme. |
| HR | Not applicable |

7. Signature of Decision Maker:

Email approval received
Edd de Coverly
Chief Executive

8. Consultation with:

(Where applicable)

Email received
Dawn Garton
Director for Corporate Services

9. Date:

2 October 2020

Please send all decisions for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be sent to Natasha Taylor, Democratic Services Manager at ntaylor@melton.gov.uk