



## **RECORD OF DELEGATED DECISION (OFFICER)**

<b>1. Decision Reference No.</b>	<b>CEX290</b>
<b>2. Name/Title of Officer</b>	<b>Rebecca Woolley Senior Estates Surveyor</b>
<b>3. Email address of Officer</b>	<a href="mailto:rwoolley@melton.gov.uk"><b>rwoolley@melton.gov.uk</b></a>
<b>4. Title / Subject Matter:</b>	<b>Planned Property Maintenance Works 2022-23</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>  1.To award the contract for the 2022/23 Planned Property Maintenance (PPM) works to Jeakins Weir via the Scape Minor Works Framework.  The overall total value of the works is £161,925.  2. To access the General Repairs and Maintenance Reserve to cover the short fall in funding of £43,000 for the works required in the various public car parks.	
<b>8. Reasons for Decision:</b>  Each year a programme of Planned Property Maintenance (PPM) works are proposed. The areas of work to be undertaken are agreed in line with the Condition Surveys of Council Assets which was prepared in 2020. As can be expected the list is extensive and therefore, due to budget constraints it was agreed that for the 2022/23 year only those works that were identified to represent a Health and Safety issue would be addressed in this financial year.  Upon identifying the works required for the 2022/23 year initial budget figures were set using the figures within the 2020 Condition Survey.  The SCAPE Minor Works Framework has been used to identify a contractor; Jeakins Weir to undertake the works on behalf of the Council.  The quotation for the entirety of the works for the 2022/23 year is £161,925. The majority of the works will be covered by allocated budgets. The car park budget was a capital scheme budgeted at £108,600 but the quotation upon its return for the car parking element is £153,750 including a	

contingency allowance which means there is a shortfall of £43,000. It is proposed to use General Repairs and Maintenance Reserve to cover this shortfall.

The reason for the increase in costs is due to the post pandemic increase in the cost of goods, services and materials and the time between the completion of the Condition Survey in 2020 and the appointment of the Contractor in 2023.

Including in the revised numbers is an allocation of £15,500 for unforeseen circumstances which may or may not be required with any funding unspent returned back into the Property Repair Reserve Fund.

There are other works being undertaken which are covered by revenue budgets, sinking funds and repairs and renewals fund which are sufficient to cover the works required.

## 9. Authority / Legal Power:

The Director of Growth and Regeneration (Place) has delegated powers to make this decision. Financial procedure Part 6 17.4 and Contract procedure rules Chapter 3 part 7.

2022/23 budget report approved a new General Property Repair Fund be established using the residual balance on the Waterfield Leisure Centre Income Smoothing Reserve with delegation provided to the Director for Growth and Regeneration in consultation with the Director for Corporate Services to access the reserve to meet unexpected repairs and maintenance needs that arise during the year that cannot be met from existing revenue budgets.

## 10. Background Papers attached?

Yes (exempt)

## 11. Alternative options available / rejected:

1. Exclude totally the works to the car parks from the PPM for 2022/2023. This option is not viable as the car parks are deteriorating and present a health and safety risk to members of the public. Additionally, these works have not been added into the allocated budget for PPM works for 2023/2024, therefore will not be carried out until 2024/2025.
2. Reduce the amount of car park works carried out within the PPM 2022/23. Again this option is not viable as the car parks are deteriorating and present a health and safety risk to members of the public. Additionally, these works have not been added into the PPM works for 2023/2024, therefore will not be carried out until 2024/2025.

## 12. Implications:

### Legal

The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1).

The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations

	<p>The Council's Contract Procedure Rules permits Chief Officers, subject to complying with EU requirements, to authorise participation in a framework agreement where it can be shown that the framework:</p> <ul style="list-style-type: none"> <li>• Offers value for money,</li> <li>• Offers single savings in the cost of procurement</li> </ul> <p>If the above criteria is satisfied, entering a framework agreement will reduce the risk of challenge for the Authority</p> <p>[Legal Approval – 17 April 2023]</p>	
<b>Finance</b>	<p>The quotation for the entirety of the works for the 22/23 year is £161,925. The majority of the works will be covered by allocated budgets. The car park budget was a capital scheme which budgeted for 22/23 for £108,600 but the quotation upon its return for the car parking element is £136,100 which means there is a shortfall of £27,500 which needs be covered.</p> <p>In addition, there is a figure of £15,500 for unforeseen circumstances which may or may not be required.</p> <p>As such authority is required to cover the short fall of £43,000 for the works required in the various public car parks from the General Repairs and Maintenance Reserve.</p> <p>Any unspent money from the contingency amount will be returned to the reserve.</p> <p>The current balance on the reserve as at 31<sup>st</sup> March 2023 is £127,000 so after this allocation £84,000 will be remaining.</p> <p>[Finance Approval – 14 March 2023]</p>	
<b>HR</b>	<p>No HR implications identified.</p> <p>[HR &amp; Communications Approval – 23 March 2023]</p>	
<b>13. Signature of Decision Maker with authority to sign</b>	<p>Email approval received <b>Rebecca Woolley</b> <b>Corporate Property and Asset Manager</b></p>	
<b>14. Consultation with:</b>	<p>Email notification received <b>Pranali Parikh</b> <b>Director for Growth and Regeneration</b></p>	
<b>15. Date:</b>	<b>6 March 2023</b>	