



## **RECORD OF CABINET PORTFOLIO HOLDER DECISION**

### **CONTRACT AWARD**

<b>1. Decision Reference No.</b>	<b>PH094</b>
<b>2. Decision made by</b>	<b>Councillor Pip Allnatt Leader and Portfolio Holder for Housing and Landlord Services</b>
<b>3. Name and job title of Officer requesting the decision</b>	<b>Chris Flannery – Housing Asset Manager <a href="mailto:cflannery@melton.gov.uk">cflannery@melton.gov.uk</a></b>
<b>4. Title / Subject Matter:</b>	<b>Award of contract – Structural survey of non- traditional properties</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>Key</b>
<b>7. Decision Taken:</b>  1. To award the contract for a structural survey of non traditional properties to the preferred supplier.  2. To enter into any necessary legal documentation to effect the award.	
<b>8. Reasons for Decision:</b>  The Council owns a number of non-traditional properties. Non-traditional properties are homes that were built in the post war period as a quick and simple ways of addressing the national housing shortage. They were only intended to have a short lifespan, but there are thousands still in existence across the country. These properties can offer long term housing solutions; however, before deciding on a long-term strategy their condition needs to be checked and an investment plan created.  The 2022 Housing Asset Management Plan included a commitment to develop a long-term strategy relating to the future of the council’s stock of non-traditional properties. The first step in this process was to carry out an initial survey to establish exactly which properties are non-traditional, followed by a further survey of their structural condition.  The first survey has already taken place, which has resulted in a list of properties that need further investigation. 328 properties have been identified as non-traditional or possible non-traditional, and it has been recommended that a sample of 68 properties are surveyed. The sample survey will focus on	

a representative number of each type of non-traditional property. This will provide enough information to inform a strategy and investment plan.

The cost to carry out the structural survey and provide a report with the findings and recommended investment is £51,220. The Asset Management Plan included a budget allowance of £225,000, so carrying out the survey in this way will represent a saving of £173,780 in this financial year.

It is proposed to appoint Michael Dyson Associates through the Fusion21 Consultancy Framework Lot No 7. The framework allows for a direct call off from a single supplier. In this case, Michael Dyson Associates carried out the recent stock condition survey of the housing stock, which provided data for 90% of our homes. They also carried out a full stock condition survey of the council's garage stock.

The supplier has been procured in compliance with the contract procedure rules, and all necessary due diligence has been carried out by the Council Officer.

### **9. Authority / Legal Power:**

Delegation is provided to Portfolio Holders to exercise Cabinet functions within their portfolios.

Housing strategy and housing assets are included within the portfolio of the Portfolio Holder for Housing and Landlord Services.

### **10. Background Papers attached?**

**No**

### **11. Alternative options available / rejected:**

1. To carry out a full tender exercise instead of using a framework call off. This option was dismissed due to the timescales required for the survey to inform the next Asset Management Plan update.

### **12. Implications:**

<b>Legal</b>	<p>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> <p>This is a key decision and will therefore need to be published on the forward plan for at least 28 days prior to the decision being made.</p> <p>[Legal Approval -16 August 2023]</p>
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<b>Finance</b>	The budget for this project was allocated as part of the 2023/24 budget setting process. The original budget was £225,000, and the proposed contract sum is £51,220. This represents a significant in year saving of £173,780.  [Finance Approval - 10 August 2023]
<b>HR</b>	N/A
<b>Procurement</b>	Fusion 21 direct award provides a valid route to a compliant contract.  [Procurement Approval - 16 August 2023]
<b>Other</b>	The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates - Health and safety policies
<b>13. Signature of Officer with authority to sign :</b>	Signature redacted <b>Michelle Howard</b> <b>Director for Housing and Communities (Deputy Chief Executive)</b>
<b>14. Officer Responsible for Procurement:</b>	<b>I confirm compliance with the Contract Procedure Rules</b> <b>Name: Chris Flannery</b>
<b>Date: Call In Waived by Scrutiny Committee Chair?</b>	N/A
<b>Has this been discussed by Cabinet Members?</b>	No
<b>Cabinet Portfolio Holder Signature</b>	Email approval received <b>Councillor Pip Allnatt</b> <b>Leader and Portfolio Holder for Housing and Landlord Services</b>
<b>Declarations/conflict of interest?</b>	-

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