



**RECORD OF CABINET PORTFOLIO HOLDER DECISION**

**CONTRACT AWARD**

<b>1. Decision Reference No.</b>	<b>PH092</b>
<b>2. Decision made by</b>	<b>Portfolio Holder for Housing and Landlord Services – Cllr Pip Allnatt</b>
<b>3. Name and job title of Officer requesting the decision (inc Officer email address)</b>	<b>Chris Flannery – Housing Asset Manager</b>
<b>4. Title / Subject Matter:</b>	<b>AOC- Aids and Adaptations Property Extensions</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 to Westone Housing Ltd.  2. To enter into any necessary legal documentation to affect the award.	
<b>8. Reasons for Decision:</b> (Briefly summarise why you think this is the right decision. Again, do not include any exempt or other information in your decision that you would not want to be published. Please ensure all background papers are attached to this decision)  The Council has received an occupational therapist referral for three properties in the housing stock. The referrals state that the properties require a ground floor extension to include suitable bathing facilities for the person with a disability that lives in the property. One extension includes a bedroom to house the person.  A housing options assessment has been completed and it concluded that the extensions would benefit the tenants. Options to move into alternative accommodation are limited as there is a low stock of larger properties and these would need adapting. The tenants have also expressed a desire to stay in the properties on a long term basis.  There is strong justification for proceeding with the work. If we do not carry out this work the tenants will need to be re-housed and there is a strong likelihood that similar work will be required there too. The proposed extension is relatively simple and straightforward, i.e. a cost effective solution to create	

additional space. It is also within the guidelines in the policy which require extensions to be minimised to the ground floor only.

Two separate decision notices have approved the principle of the extensions and an exemption to the Aids and Adaptations Policy which sets a cap on the value of aids and adaptations.

A full set of drawings and specifications was produced for each extension and these were used as the basis for an open, single stage, tender exercise. This route was chosen due to the estimated total value of the work. The tender exercise was carried out by Welland Procurement.

Three prices were received, and are as follows:

Supplier 1 – Overall quality and price score: 80% with a value of £130,543.00

Supplier 2 – Overall quality and price score: 71.06% with a value of £144,919.77

Supplier 3 – Overall quality and price score: 71.02% with a value of £172,345.00

Credit checks have been carried out through Experian and the first placed supplier received an exceptionally low credit score and was categorised as maximum risk. The second placed contractor received a very low risk categorisation.

For this reason, it is proposed to exclude supplier 1 and appoint supplier 2 to carry out the work.

The work will be funded from the aids and adaptations capital budget. A carry forward of £70,000 has been added to the normal budget of £280,000 to create an overall budget of £350,000. This money was carried forward on the basis that we needed to complete the work to build these extensions.

Current spend (as of period 7) is £132,000 leaving a budget of £218,00. This will allow for the extensions to be completed, alongside £74,000 of aids and adaptations. This is a demand led budget, but there is currently sufficient work identified to spend the remaining budget.

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:**

(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)

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

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:

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

1. To not build the extensions – however the tenants would be left without the adaptations they would need and re-housing in a suitable property would not be possible without adaptations.

## 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.</p> <p>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 - 9 November 2023]</p>
<b>Finance</b>	<p>The 2023/24 budget for aids and adaptations is £350k. The spend to date is £135k leaving £214k available for the remainder of this year. Based on the spend outlined in this decision record this should leave £70k for another other ad hoc work required.</p> <p>[Finance Approval - 9 November 2023]</p>
<b>HR</b>	N/a
<b>Procurement</b>	<p>Procurement has been run by Welland procurement in line with regulations.</p> <p>[Procurement approval – 9 November 2023]</p>
<b>Other</b>	<p>The following checks have been carried out in relation to the contract provider:</p> <ul style="list-style-type: none"><li>- Financial credit checks</li><li>- Insurance certificates</li><li>- Health and safety policies</li></ul>

<b>13. Signature of Officer with authority to sign (See Section 9):</b>	Email approval received <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: Stephen Miller – Senior Planned Surveyor</b>
<b>Date: Call In Waived by Scrutiny Committee Chair? (Under urgency Procedures)</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 of the Council &amp; Portfolio Holder for Housing and Landlord Services</b>
<b>Declarations/conflict of interest?</b>	N/A