



RECORD OF DELEGATED DECISION (OFFICER)

CONTRACT AWARD

1. Decision Reference No.	CEX473
2. Name/Title of Officer	Michelle Howard Director for Housing & Communities (Deputy Chief Executive)
3. Email address of Officer	mhoward@melton.gov.uk
4. Title / Subject Matter:	Award of Contract – Specialist equipment - Install, servicing and repairs to Stairlifts and through Floor Lifts
5. Type of Decision:	Public
6. Key Decision?	No
7. Decision Taken:	<ol style="list-style-type: none">1. To award the contract for specialist equipment install, servicing and repairs to preferred supplier through EEM Framework, direct award.2. To enter into any necessary legal documentation to effect the award
8. Reasons for Decision:	<p>This contract has been procured to provide the Council with a competent contractor that is able to undertake the specialist equipment work in its housing assets.</p> <p>This contract will allow us to manage the installs, servicing and repairs of specialist equipment within our housing assets, this includes removals and parts where required.</p> <p>It will allow us to maintain all equipment and ensure repairs and replacements are prompt, the contract will provide all services we will need for the specialist equipment within our housing assets. This contractor is already in place and this is to reprocure the contract, for the value of £30k per annum which is from an existing HRA revenue budget.</p> <p>The framework provider has assessed the competency of the contractor prior to including them.</p>

This also aids the service to deliver the Council’s corporate priority ‘To provide high quality council homes and landlord services’.

This contractor is for a fixed period, due to the expiring date of this framework this contract will run until 24th July 2028, it has been procured through EEM framework and the selected contractor is first place in this framework.

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:

The Director for Housing and Communities has authority to take this delegated decision in accordance with part 12.2 of the Officer Scheme of Delegation.

10. Background Papers attached?

Yes

11. Alternative options available / rejected:

1. Procure through a tender – Discounted as the framework offered a pre assessed list of competent contractors.

12. Implications:

<p>Legal</p>	<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).</p> <p>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>[Legal Approval – 26/11/2024]</p>
<p>Finance</p>	<p>The re-procurement of this contract is included within current budgets over both revenue and capital funds over the life of the HRA business plan.</p> <p>[Finance Approval 26/09/2024]</p>
<p>HR</p>	<p>There are no HR implications as a result of this decision</p> <p>[HR Approval – 1 October 2024]</p>

Procurement	This is a direct award under a framework and compliant under regulations. WP approval - 18/10/2024]
Other	The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates - Health and safety policies
13. Signature of Decision Maker with authority to sign	Signature redacted Michelle Howard Director for Housing & Communities (Deputy Chief Executive)
14. Consultation with:	N/A
15. Date:	26 November 2024
16. Officer Responsible for Procurement	I confirm compliance with the Contract Procedure Rules Jazz Gallocker, Compliance Officer, Housing and Communities

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