



**RECORD OF DELEGATED DECISION (OFFICER)**

**CONTRACT AWARD**

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| <b>1. Decision Reference No.</b>  | <b>CEX518</b>  |
| <b>2. Name/Title of Officer</b>   | <b>Michelle Howard<br/>Director for Housing and Communities (Deputy Chief Executive)</b> |
| <b>3. Email address of Officer</b>  | <a href="mailto:Mhoward@melton.gov.uk">Mhoward@melton.gov.uk</a>                         |
| <b>4. Title / Subject Matter:</b>   | <b>Award of Contract – CCTV Maintenance</b>  |
| <b>5. Type of Decision:</b>   | <b>Public</b>  |
| <b>6. Key Decision?</b>   | <b>Non-key</b>   |
| <b>7. Decision Taken:</b><br><ol style="list-style-type: none"><li>1. To award the contract for the provision of CCTV maintenance to UTS.</li><li>2. To enter into any necessary legal documentation to affect the award</li></ol>  |  |
| <b>8. Reasons for Decision:</b><br><p>Our previous CCTV maintenance arrangement was part of a monitoring and maintenance package with a partner Council. We were not able to enter into a similar arrangement with our new provider until their existing contract comes to an end.</p> <p>We must ensure our newly invested CCTV system remains functional and working to a high standard with a maintenance package that is fit for purpose and provides best value for money. We currently have 14 permanent CCTV cameras, 2 Help Points and 5 WCCTV cameras and we need to ensure these are all covered.</p> <p>Contract Procedure/Procurement rules have been complied with. Three quotations were sought, and the decision has been based on best value to cover the full range of equipment with one provider.</p> <p>The contract is over a 12-month period at a cost of £5,500.00</p> |  |

**9. Authority / Legal Power:**

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

**10. Background Papers attached?****No****11. Alternative options available / rejected:**

1. No maintenance contract. This could be more costly and may put the operational integrity of the system at risk.

**12. Implications:**

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| <b>Legal</b>       | <p>The Council has the power to enter into contracts in order to 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>[Legal Approval – 5 March 2025]</p> |
| <b>Finance</b>     | <p>This contract will be an increase on 25/26 budget provision that is currently available and will need to be funded through in-year savings to cover this increase on the General Fund. For the HRA the £2,026 increase on the budget will need to be funded under delegation from the Regeneration &amp; Development Reserve Moving forward this will then be built into the budget from 26/27 onward to ensure continued delivery.</p> <p>[Finance Approval – 5 March 2025]</p>  |
| <b>HR</b>          | <p>There are no HR implications for this decision.</p>   |
| <b>Procurement</b> | <p>Understanding the procurement strategy on this long term and seeing this as a short-term solution I am happy to approve</p> <p>Procurement Approval 5 March 2025</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>  |

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| <p><b>13. Signature of Decision Maker with authority to sign:</b></p> | <p>Signature redacted</p> <p><b>Michelle Howard</b><br/> <b>Director for Housing and Communities (Deputy Chief Executive)</b></p>   |
| <p><b>14. Consultation with:</b></p>                                  | <p>Email notification received</p> <p><b>Cllr Sarah Cox</b><br/> <b>Portfolio Holder for Strategic Community Safety</b></p> <p>Email notification received</p> <p><b>Cllr Pip Allnatt</b><br/> <b>Portfolio Holder for Housing, Leisure and Landlord Services</b></p> |
| <p><b>15. Date:</b></p>   | <p><b>6 March 2025</b></p>  |
| <p><b>16. Officer Responsible for Procurement</b></p>                 | <p><b>Mark Fisher</b><br/> <b>Head of Welland Procurement</b></p>   |

## **17. Exempt or Confidential Background Information:**

The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the [Council's Access to Information Rules](#)

Use this section to include any exempt or confidential information that should not be published or placed on the Council's website but is needed to support the decision. The information in this section will only be shared within the Authority as appropriate.