

RECORD OF DELEGATED DECISION (OFFICER)
CONTRACT AWARD

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| 1. Decision Reference No. | CEX533 |
| 2. Name/Title of Officer | Michelle Howard Director for Housing and Communities & Deputy Chief Executive |
| 3. Email address of Officer | <u>mhoward@melton.gov.uk</u> |
| 4. Title / Subject Matter: | Award of contract – Older Person's Housing Strategy review |
| 5. Type of Decision: | Public |
| 6. Key Decision? | No |
| 7. Decision Taken: <ol style="list-style-type: none"> 1. To award the contract for Older Person's Housing Strategy review to the preferred supplier 2. To enter into any necessary legal documentation to effect the award 3. To access the HRA Regeneration and Development Reserve to fund the review. | |
| 8. Reasons for Decision: <p>The HRA Business Plan identified the need to review the provision at Gretton Court but also identified that the borough has a higher than average population of older people. To ensure that Gretton Court remains viable in the future it is proposed that a full review of older person's accommodation is undertaken to establish the demand, need and most effective and value for money service delivery options. This will specifically include the development of options for Gretton Court within the context of an older person's housing strategy.</p> | |

Quotations have been sought for this work, with the following brief:

1. Analyse the demand for older persons accommodation in this area and develop an older persons housing strategy for MBC as a local authority landlord.
2. Review the implementation of the current independent living offer.
3. Conduct a full review of the current offer, including facilities and costs, to establish current viability and suitability.
4. Develop a series of options for the future of Gretton Court to help support future decision making for this building and associated service delivery arrangements.

In line with the requirements for a procurement of this value, four quotations were sought. All four companies initially showed interest in submitting a bid, however, two withdrew so two proposals were received, the lowest was £18,000. The proposal has been reviewed against the original brief and meets all of the requirements. Most importantly the proposal has a person centred focus and includes significant consultation with stakeholders.

It is proposed to access the HRA Regeneration and Development Reserve to fund the review for £20,000. This will be used to cover the cost of the work with a small contingency of £2000. This is in line with the delegated authority given to the Director for Housing and Communities.

9. Authority / Legal Power:

The Director for Housing and Communities has delegated authority to award the contract in accordance with Part 12.2 of the Officer Scheme of Delegation

The HRA Business Plan report that was presented to Council in July 2022 included the following delegation relating to the HRA:

Delegated authority is given to the Director for Housing and Communities in consultation with the Director for Corporate services and Portfolio Holder for Housing and Landlord Services to access the HRA Development and Regeneration Reserve to progress projects and activities in support of the HRA up to a limit of £100k per project and up to a maximum of £500k in any one year subject to the financial viability of the HRA Business plan not being undermined.

This is the first request to access the Reserve in 25/26, so this decision fits within this delegation.

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

1. To proceed with the review without professional support – The housing team do not have the in house skills required to conduct this level of review, so this option was rejected.

12. Implications:

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| Legal | <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>[Legal Approval - 2 April 2025]</p> |
| Finance | <p>The Reserve has not been accessed in this financial year to date so this delegation is relevant. The review is necessary to establish demand and ensure the business plan remains viable.</p> <p>[Finance Approval – Director for Corporate Services - 3 April 2025]</p> |
| HR | N/A |
| Procurement | <p>In line with procurement processes</p> <p>[Welland Procurement approved – 1 April 2025]</p> |
| Other | <p>The following checks have been carried out in relation to the contract provider:</p> <ul style="list-style-type: none">- Insurance certificates- Health and safety policies |

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| 13. Signature of Decision Maker with authority to sign : | Email approval received Michelle Howard Director of Housing and Communities |
| 14. Consultation with: | Email notifications received Councillor Pip Allnatt Leader of the Council and Portfolio Holder for Housing, Leisure and Landlord Services and Dawn Garton Director for Corporate Services |
| 15. Date: | 3 April 2024 |
| 16. Officer Responsible for Procurement | I confirm compliance with the Contract Procedure Rules Chris Flannery Assistant Director for Housing Quality, Development and Landlord Services |