

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. Title / Subject Matter:

Procurement of adaptation works to Council owned properties following the receipt of Occupational Therapy referrals for the financial year 2020/21.

2. Decision Reference No:

HAA-TEC/RD-ODR172

3. Decision Taken:

- a) To procure the services of a building contractor(s), in accordance with the Contract Procedure Rules, to undertake a range of property adaptations following a referral(s) from Occupational Therapy for the financial year 2020/21, as and when required.
- b) To delegate authority to the Senior Operations Manager to award the contract(s) in question up to a value of £50K following a successful procurement / tendering exercise.

4. Reasons for the Decision:

The service receives various Occupational Therapy referrals throughout the financial year requiring property adaptations. Many of these works are undertaken within the scope of existing corporate works contracts. Some of the works identified in the Occupational Therapy referrals fall outside of the scope of the existing contract. In these circumstances, the service will procure the works in accordance with the Council's Contract Procedure Rules and Financial Regulations, as per the Constitution.

The Contract Procedure Rules currently require an Officer decision to be taken to procure for works. This decision record provides authorisation for the service to proceed to procurement of works which 1) have been identified as necessary within an Occupational Therapy referral and 2) fall outside of the scope of the pre-existing corporate works contract.

5. Alternative Options Considered / Rejected:

The option to self-deliver the works covered within this project is not viable due to the scale, size and specialist nature of the works.

6. Implications

Legal

The Council has the power to enter into contract in order to discharge its functions (Local Government Act, s111 and the Local Government (Contracts) 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.

The Council intends to undertake procurement activities in accordance with the Council's Contract Procedure Rules.

The Shared Legal Service will provide advice and assistance to procure / formalise the relevant contract(s) by way of correct legal documentation.

Finance

The budgets for adaptation works to Council owned properties are in the current five year approved capital program. Any work that is competed will also be subject to a review of the associated budgets. The procurement exercise associated with the property adaptations is to get the best value for the Council.

Human Resources

There are no direct HR implications contained within the report.

Name / Title of the officer taking the Decision:

PAUL PARKINSON – DIRECTOR OF HOUSING AND ASSETS (& DEPUTY CEO)

Date: 12/02/2020

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date:

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) **r.dennis@ashfield.gov.uk** or any member of the Democratic Services Team.