

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution [Part 4e - Overview and Scrutiny Procedure Rules](#))

Subject: Approval of Procurement for:	
<ul style="list-style-type: none"> • Windows and Doors Contract • Kitchens and Bathrooms Contract 	
Staff Contact: Dani Doyle	Cabinet Member: Richard Protheroe
Tel: 07743 960899	Portfolio: Housing and Housing Development

1. **Decision**

To approve the award of the Windows and Doors Contract, and Kitchens and Bathrooms Contract

2. **Reasons for the decision**

To award the Windows and Doors contracts to *Chas Berger Limited* and *Etec Contract Services Limited*.

To award the Kitchens and Bathrooms contracts to *Pilon Limited* and *United Living (South) Limited*

3. **Alternative options considered and rejected ²**

The option of direct procurement through an open or restricted process was considered and rejected. It was agreed the use of a pre-qualified framework offered the council significant advantages which are outlined in the full Cabinet Report.

4. **Consultation**

(a) Comments of Cabinet Member ^{3 4}

Cllr Jackie Hollywell and Cllr Richard Henry have been consulted and support the decision to award the following:

Windows and Doors awarded to two suppliers: *Chas Berger Limited* and *Etec Contract Services Limited*.

Kitchens and Bathrooms awarded to two suppliers: *Pilon Limited* and *United Living (South) Limited*

(b) Comments of other consultees ⁵

None.

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5. **Following consultation with, and the concurrence of the Cabinet Member, I am proceeding with the proposed decision.**

Signed: R Protheroe.

Title: Strategic Director..... Date: 10/12/24.....

6. **PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC SERVICES FOR PUBLICATION**

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Cabinet Member consulted. If a Cabinet Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.