

## DECISION RECORD <sup>1</sup>

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](#))

<b>Subject:</b> Electrical Compliance Works – Testing, Servicing & Inspection: Building Safety and Housing property services (SBC)	
Staff Contact: Alexandra Pelling	Cabinet Member: Jackie Hollywell
Tel:	Portfolio: Property Services

### 1. **Decision**

To approve delegated authority to award the Electrical Compliance Works – Testing, Servicing & Inspection: Building Safety and Housing property services contract upon completion of the tender being scored.

### 2. **Reasons for the decision**

To mobilise the contract as soon as possible to ensure SBC's level of electrical compliance does not decrease.

### 3. **Alternative options considered and rejected <sup>2</sup>**

The only other viable option was to go through a procurement framework. This was dismissed by SBC so we had more control over the procurement process, this opened it up to other companies who may not otherwise have been listed on the frameworks, such as local S&M enterprises who may offer better quality and VFM.

### 4. **Consultation**

#### (a) Comments of Cabinet Member <sup>3 4</sup>

The approach to awarding this procurement has been discussed with Jackie Hollywell who is supportive of delegated authority to be given in this instance so the contract can be awarded and mobilised as quickly as possible

#### (b) Comments of other consultees <sup>5</sup>

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

Signed: .....

DECISION RECORD

Title: ..... Date: .....

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

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<sup>1</sup> for guidance see Borough Solicitor's note "Taking Decisions"

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

<sup>3</sup> 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

<sup>4</sup> 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

<sup>5</sup> 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.