

## Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.


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|--|--|--|--|
| <b>Decision type</b>                                   | <input type="checkbox"/> Key Decision  | <input checked="" type="checkbox"/> Significant Operational Decision   | <input type="checkbox"/> Administrative Decision                                       |
| <b>Approximate value</b>                               | <input type="checkbox"/> Below £500,000<br><input type="checkbox"/> £500,000 to £1,000,000<br><input type="checkbox"/> over £1,000,000   | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000<br><input type="checkbox"/> £100,000 to £500,000<br><input checked="" type="checkbox"/> Over £500,000 | <input type="checkbox"/> below £25,000<br><input type="checkbox"/> £25,000 to £100,000 |
| <b>Director<sup>1</sup></b>                            | Director of Communities, Housing and Environment   |  |  |
| <b>Contact person:</b>                                 | Paul Rounding  | Telephone number: 07891272386  |  |
| <b>Subject<sup>2</sup>:</b>                            | Authority to Award a Contract for Re-Roofing and Associated Works  |  |  |
| <b>Decision details<sup>3</sup>:</b>                   | What decision has been taken?<br>(Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)<br><br>The Director of Communities, Housing and Environment: <ul style="list-style-type: none"> <li>• Approved the award of contracts following the call-off carried out as a price only mini-competition for Re-Roofing and Associated Works 2022-23 to Houston Group of Companies Ltd and A Connolly Ltd.</li> </ul> |  |  |
|  | A brief statement of the reasons for the decision<br>(Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)<br><br>To award construction contracts as a subsequent decision D55393  |  |  |
|  | Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision  |  |  |
| <b>Affected wards:</b>                                 | All. Works will be undertaken to properties across the city based on need.   |  |  |
| <b>Details of consultation undertaken<sup>4</sup>:</b> | Executive Member   |  |  |
|  | Cllr Mohammed Rafique  |  |  |
|  | Ward Councillors   |  |  |
|  | N/A  |  |  |

<sup>1</sup> Give title of Director with delegated responsibility for function to which decision relates.

<sup>2</sup> If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

<sup>3</sup> Simply refer to supporting report where used as these matters have been set out in detail.

<sup>4</sup> Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

|  |  |   |
|--|--|---|
|  | Chief Digital and Information Officer <sup>5</sup><br>N/A  |   |
|  | Chief Asset Management and Regeneration Officer <sup>6</sup><br>N/A  |   |
|  | Others<br>Procurement and legal colleagues have been consulted throughout the process of preparing the tender documentation.<br>Residents in these properties will be consulted prior to work starting and then throughout the project |   |
| <b>Implementation</b>                                | Officer accountable, and proposed timescales for implementation<br>Paul Rounding - Capital Programme Manager<br>Commence the works from October 2022. Completion 31 <sup>st</sup> March 2023.  |   |
| <b>List of Forthcoming Key Decisions<sup>7</sup></b> | Date Added to List:- N/A   |   |
|  | <b>If Special Urgency or General Exception</b> a brief statement of the reason why it is impracticable to delay the decision   |   |
|  | <b>If Special Urgency</b> Relevant Scrutiny Chair(s) approval<br>Signature _____ Date _____  |   |
| <b>Publication of report<sup>8</sup></b>             | If not published for 5 clear working days prior to decision being taken the reason why not possible:   |   |
|  | If published late relevant Executive member's approval<br>Signature _____ Date _____   |   |
| <b>Call In</b>                                       | Is the decision available <sup>9</sup> for call-in?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
|  | <b>If exempt from call-in</b> , the reason why call-in would prejudice the interests of the council or the public:   |   |
| <b>Approval of Decision</b>                          | Authorised decision maker <sup>10</sup><br>Director of Communities, Housing and Environment - James Rogers,  |   |
|  | Signature<br>   | Date 30.8.22  |

<sup>5</sup> See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

<sup>6</sup> See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

<sup>7</sup> See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

<sup>8</sup> See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

<sup>9</sup> See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

<sup>10</sup> Give the post title and name of the officer with appropriate delegated authority to take the decision.