

Item No. 27.	Classification: Open	Date: 22 July 2014	Meeting Name: Cabinet
Report title:		Gateway 2 – Contract Award Approval: Lift Maintenance Contract	
Ward(s) or groups affected:		All Wards	
Cabinet Member:		Councillor Richard Livingstone, Housing	

FOREWORD – COUNCILLOR RICHARD LIVINGSTONE, CABINET MEMBER FOR HOUSING

With 755 lifts in the borough we have one of the largest stock in the country and at the same time some of the oldest stock. When lifts break down it is clearly important that they are repaired quickly to avoid the significant inconvenience break downs cause for residents. I am aware that the problem of lift break downs is particularly acute on some estates and we are in the process of identifying a longer-term solution to address the underlying issues.

Recent improvements in the service have focused on responding to breakdowns quickly, replacing parts in a planned way before they become obsolete and keeping residents informed of repair work at all times. It has been pleasing to note that good progress has been made. Lift availability over the last 24 months has increased from 96% to 98.4% and is exceeding the demanding performance targets. The London Fire Brigade congratulated us on reducing lift trap-ins by 50% from 1421 in 2009 to less than 500 at the end of 2013.

It is my expectation that these new contracts will build on much of the good work achieved to date and deliver the excellent service residents deserve.

RECOMMENDATIONS

That cabinet:

1. Approves the award of Contract A (north of the borough) Lift Maintenance Contract to Liftec Lifts Ltd for the estimated sum of £1.8m per annum for a period of five (5) years from 2 January 2015 with the option to extend by a further two (2) years in (1+1 yearly increments) making a total estimated contract value of £12.3m.
2. Approves the award of Contract B (south of the borough) Lift Maintenance Contract to Guideline Lift Services Ltd for the estimated sum of £1.4m per annum for a period of five (5) years from 2 January 2015 with the option to extend by a further two (2) years in (1+1 yearly increments) making a total estimated contract value of £10.0m.
3. Approves Liftec Lifts Ltd and Guideline Lifts Services Ltd to act as back up contractors to each other on their own tendered rates when required.

4. Notes that when the full lift replacement programme has been finalised a Gateway 3 report will be presented for approval to be included within these contracts. This programme forms part of the Housing Stock Works Package approved by cabinet on 18 March 2014.

BACKGROUND INFORMATION

5. The current contract with Liftec for the whole of the borough was due to expire on 1 January 2013. A Gateway 3 report was approved on 8 November 2012 to extend the contract to 1 January 2014. A further Gateway 3 report was approved on 25 October 2013, utilising the final 12 month extension, and the current contract is due to expire on 1 January 2015.
6. The planned procurement strategy was the subject of a Gateway 1 report approved by cabinet on 26 June 2013. The approved EU restrictive procedure procurement strategy was followed.
7. The scope of these new contracts (Contracts A and B) will encompass the following work streams:
 - Responsive repairs to Passenger and Disability Lifts.
 - Monthly Planned Preventative Maintenance of Passenger Lifts.
 - Bi annual Planned Preventative Maintenance of Disability Lifts.
 - Minor refurbishment of Passenger and Disability Lifts.
 - Supplementary Tests.
 - Maintaining Asset Registers.
 - Builders work in connection with services.
8. The separation of Contracts A and B across a geographical split of the borough (north and south) facilitates better logistical service coverage and given the number of lift assets across the borough. In addition, it was also to ensure that the council has more than one contractor across its total estate in order to maximise the opportunities for identifying savings, introduce competition, back-up arrangements and to also ensure that the council's exposure to a contractors economic or performance failure is reduced.. As such, tenderers were made aware that no single contractor would be awarded both Contracts and that two separate contractors would be appointed.

Procurement project plan (Key Decision)

9. See table below:

Activity	Completed by:
Forward Plan	April 2012
DCRB Review Gateway 1	20 May 2013
CCRB Review Gateway 1	23 May 2013
Notification of forthcoming decision – despatch of Cabinet agenda papers	28 May 2013
Approval of Gateway 1: Procurement strategy report	26 June 2013
Scrutiny Call-in period and notification of implementation of Gateway 1 decision	9 July 2013
Issue Notice of Intention	27 June 2012
Completion of tender documentation	12 June 2013
Activity	Completed by

Issue new contract notice	16 July 2013
Closing date for expressions of interest	21 Aug 2013
Completion of short-listing of applicants	16 Oct 2013
Invitation to tender	25 Nov 2013
Closing date for return of tenders	27 Jan 2014
Forward Plan	25 Oct 2013
Completion of evaluation of tenders	10 Mar 2014
Issue Notice of Proposal	11 Mar 2014
Completed Notice of Proposal period	7 May 2014
DCRB Review Gateway 2	19 May 2014
CCRB Review Gateway 2	29 May 2014
Notification of forthcoming decision – despatch of Cabinet agenda papers	10 July 2014
Approval of Gateway 2: Contract Award Report	22 July 2014
Scrutiny Call-in period and notification of implementation of Gateway 2 decision	31 July 2014
Alcatel Standstill Period (if applicable)	11 August 2014
Contract award	11 August 2014
Place award notice in Official Journal of European (OJEU)	13 August 2014
TUPE Consultation period	1 Nov 2014
Contract start	2 Jan 2015
Contract completion date	1 Jan 2020
Contract completion date – (if extension(s) exercised)	1 Jan 2022

KEY ISSUES FOR CONSIDERATION

Description of procurement outcomes

10. These services will maintain the council's existing assets and deliver regular planned inspections and maintenance of lifts to comply with current legislation. This includes housing blocks, sheltered housing units and individual disabled lift equipment.
11. The two (2) contracts will also provide minor refurbishments of lifts that have been identified through the planned maintenance programme.
12. Each contract will contain a break clause to terminate the contract with no consideration of any loss or expense at any time.

Policy implications

13. The provision of the lifts maintenance services is required in order that the council fulfils its duties and obligations as a landlord and employer and ensuring that premises have step free access and are fully accessible.

Tender process

14. Following the placement of the OJEU advertisement on 12 July 2013, 26 Expressions of Interest were received. Pre-Qualification Questionnaires (PQQ) were immediately dispatched to each of the applicants.
15. The PQQ contained the following sections to be completed:
 - a. Section A – General Information (Info Only)
 - b. Section B – Financial (Pass or Fail)

- c. Section C – Equal Opportunities (Pass or Fail)
 - d. Section D – Health and Safety (Pass or Fail)
 - e. Section E – References (Info Only) – it was required that references should relate to the case studies provided in Section H
 - f. Section F – Environmental (Pass or Fail)
 - g. Section G – Quality (Pass or Fail)
 - h. Section H – Technical contained 10 questions, seven (7) of which were scored with the other three (3) being information only.
16. The PQQ submissions were evaluated by the following members of the project team:

Section Evaluated	By whom (post)
General Information	Commercial Manager and Assistant Quantity Surveyor
Financial	Management Accountant
Equal Opportunities	Commercial Manager and Assistant Quantity Surveyor
Health & Safety	External Consultant – Potter Raper Partnership
References	Assistant Quantity Surveyor
Environmental	External Consultant – Potter Raper Partnership
Quality Assurance	External Consultant – Potter Raper Partnership
Technical	Contracts Manager and Lifts Engineer

17. A total of 15 applicants returned PQQ submissions by the required deadline of 21 August 2013. The Invitation to Tender (ITT) was sent out to the shortlisted applicants on 25 November 2013.
18. The PQQ set out that the top 7 highest ranked applicants for the contracts would be invited to tender but reserved the right to invite the eighth ranked applicant should they obtain a score that was within 2% (8 points) of the seventh ranked applicant's score.
19. As the eighth ranked applicant achieved a score within 2% (8 points) of the seventh ranked applicant's score, the top 8 applicants were invited to tender. These were:
- Amalgamated Lifts Ltd
 - Apex Lift & Escalator Engineers Ltd
 - Axis Elevators Ltd
 - Guideline Lift Services Ltd
 - Independent Lift Services Ltd
 - Liftec Lifts Ltd
 - N L C Nova Lift Co. Ltd
 - Otis Ltd t/a Express Alliance
20. Seven (7) tenders were returned to 160 Tooley Street on or by 12.00pm on 24 January 2014 and were opened on 25 January 2014 and checked for compliance.
21. Independent Lift Services Ltd did not submit a tender submission as their creditors presented a petition to wind up the company on 2 December 2013 and the petition was issued on 24 January 2014.

Tender evaluation

22. The Tender Evaluation Panel (TEP) consisted of the following individuals, with areas of evaluation being conducted separately from each other.

Area Evaluated	By who (post)
Price (70%)	Commercial Manager
Quality (30%)	Electrical & Lift Contract Manager and two Senior Lift Inspectors

23. Tenders were evaluated on the basis of M.E.A.T (most economically advantageous tender) using a weighted model of 70:30 price and quality.
24. All returned tenders were checked for arithmetical accuracy and consistency with the ITT submissions as detailed in Appendix 2 - Procurement Evaluation Report.
25. A Price Schedule Model was used, which contained various annexes covering the different work streams and hourly rates. This tendering approach was intended to preclude tactical tendering of any work streams and reduces the risk of uncontrolled expenditure.
26. Each annexe contained a pre-priced schedule of rates and indicative quantities for each schedule based on previous historical data and the tenderers were required to put a + / - % against each annexe, including their hourly rate and cost of performance bond.
27. Price evaluation was marked out of 70 points. The lowest overall tender price would be awarded 70 points. The following formula was used to evaluate the scores - $(A/B) \times C$ – where:

A = Lowest Lump Sum Price
 B = Next Lowest Lump Sum Price
 C = Overall Weighting for Price

28. The quality assessment was based on information received from tenderers in response to method statements covering Mobilisation, Service Delivery and management. Full detail of these criteria is contained in Appendix 2.
29. Each member of the TEP independently assessed each method statement response using the scoring table found in Appendix 1 – Evaluation Methodology Schedule. The TEP then checked the scoring for consistency and agreed a consensus score. Final scores were calculated to ascertain the tenderer's overall score.
30. The table below sets out the combined price and quality scores:

Tenderer	Price	Quality	Total Score (max 100)	Position
Liftec Lifts Ltd	70	23.6	93.60	1
Guideline Lift Services Ltd	69.76	20.1	89.86	2

Tenderer	Price	Quality	Total Score (max 100)	Position
Axis Elevators Ltd				3
Otis Ltd t/a Express Alliance				4
NLC Nova Lift Company Ltd				5
Apex Lifts and Escalator Engineers Ltd.				6
Amalgamated Lifts Ltd *				*

* Failed to meet the minimum quality threshold (50%) for method statement 2 and therefore no final score was awarded.

31. The award of contracts is based on M.E.A.T. The Evaluation Methodology set out that the two (2) top scoring tenderers would each be awarded a contract. The tenderer with the lowest tender would be awarded Contract A to give the council and its leaseholders the best price. It is therefore recommended that Contract A be awarded to Liftec Lifts Ltd and Contract B be awarded to Guideline Lift Services Ltd (Guideline).

Plans for the transition from the old to the new contract

32. The electrical and lifts contracts manager and the commercial manager have developed an overall plan to manage and monitor this critical phase and ensure the transition from the current service delivery to the two new contracts is successful.
33. As soon as the contracts are awarded:
- a. Weekly mobilisation meetings will be held with Liftec and Guideline at 160 Tooley Street and site visits will be organised with both contractors to transfer data to Guideline for assets in the south.
 - b. Existing processes will be updated and communicated prior to the contracts' start date.
 - c. The electrical and lifts contracts manager will be responsible for arranging meetings with key departments (the call centre, the major works team and housing and sheltered housing teams) to ensure there is a seamless transition.
 - d. As Liftec is the incumbent contractor, TUPE consultation will be required for any staff that will transfer over to Guideline.

Plans for monitoring and management of the contract

34. The service has a team of dedicated competent lift technical officers who carry out daily joint inspections to ensure quality and compliance with the contract specifications.
35. The electrical and lifts contracts manager and lift engineers will manage the contract and will be responsible for authorising works, inspecting quality and monitoring the performance of the contractors. One of the engineering and

compliance quantity surveyors will manage commercial aspects of the two contracts. The engineering and compliance quantity surveyor will review the monthly valuations and select jobs that require post inspections to ensure quality and financial accuracy. Monthly meetings will be undertaken and recorded.

36. The major works lift project manager will be responsible for all lift minor refurbishments.
37. Works orders will be raised and managed through iWorld, where all information relating to orders will be contained. Liftec and Guideline will be required to provide 10% post-inspections that will be rigorously audited by one of the lift engineers.
38. The table below shows the Key Performance Indicator (KPI) for the contracts.

No	Key Performance Indicator (KPI)	Minimum Target Percentage %	Council's Aspirational Target Objective %
1	Percentage of time passenger lifts are available to residents	97	99
2	Percentage of Emergency Orders commenced within stipulated timescales	97	100
3	Percentage of maintenance works completed within the agreed programme	98	100
4	Percentage of Orders which a default notice (recall order) has not been issued	95	98
5	Variation requests to be submitted via I World within 10 normal working hours	95	98
6	The provision of reports and certificates issued within the stipulated time periods	95	98
7	Obtaining spare parts and equipment to ensure that the lift is only out of service for the absolute minimum period of time	95	98
8	Response to queries/ complaints from residents and Council Officers to meet the Council's Corporate Policy	100	100

39. These KPIs are monitored and appropriate action will be taken as necessary under the contracts. Target percentages will be reviewed during the contract periods.

Identified risks for the new contract

40. The table below identifies the specific risks associated with these contracts, the likelihood of occurrence and the controls in place to mitigate the risks.

R/N	Risk Identification	Likelihood	Risk Control
R1	Following contract award, Liftec and/or Guideline go into liquidation, administration or cease trading.	Low	The two (2) separate contracts provide back-up facilities to each other. A performance bond will be obtained from Liftec and Guideline.

R/N	Risk Identification	Likelihood	Risk Control
R2	Risk that the contractors request refurbishments over repairs in order to secure higher value refurbishment work.	Medium	<p>Joint inspections by council officers and review of council asset monitoring databases.</p> <p>Each contract contains a break clause to terminate the contract with no consideration of any loss or expense.</p>

Design Specification Compliance

41. All repair and maintenance works orders will be carried out in accordance with the technical specification contained in the contract documents.

Leasehold implications

42. The work to be undertaken within these contracts are service chargeable within the terms of the lease, and the element appertaining to the maintenance of the Lifts Repairs systems will result in charges over an annual period that are above the limit for statutory consultation which means these will be charged to leaseholders.
43. Costs will be service charged through the annual charge. Any changes to the way in which work is ordered and paid for should be discussed with the Service Charge Accountant to ensure that all costs can be attributed on a block by block basis.

Community impact statement

44. Liftec and Guideline provide employment and apprenticeship opportunities to the local community. The award of these contracts will secure existing jobs, particularly among those with dependents who currently enjoy the benefits of the contractor's flexible working policies, and continue to provide local young people with the opportunities for additional apprenticeships in this high skill sector.
45. Workplace experience will also be offered to local schools. This will be organised by the engineering and compliance team.

Economic considerations

46. The full cost to the council and the life span of the contracts are set out in paragraphs 1 and 2 of this report.
47. Both contractors have agreed to recruit one apprentice for each year of the initial five year term of the contract. The apprenticeships will be arranged jointly with the Southwark apprenticeship scheme and monitored by the electrical and lift contract manager. These apprenticeships will lead to the three year NVQ3 lift engineering qualification.

Social considerations

48. In November 2012 the council became an officially accredited London Living Wage (LLW) Employer and is committed to ensuring that, where appropriate, our contractors and sub-contractors pay staff at a minimum rate equivalent to the

LLW rate. The Gateway 1 report approved on 26 June 2013 confirm, for the reasons stated in that report, payment of LLW was an appropriate and best value requirement for these contracts offering enhanced quality of work from a motivated workforce and a lower staff turnover. Liftec and Guideline confirmed that they met the LLW requirements. Following award, quality improvements and costs implications linked to the payment of LLW will be monitored as part of each of the contract review processes.

49. Operatives pay is based on the Lift and Escalator Association Standard pay rates, which exceed the LLW.
50. Liftec and Guideline have demonstrated that they operate an Equal Opportunity Policy and that they are fully aware and compliant with the council's own Equal Opportunity Policy.

Environmental considerations

51. All components and equipment, being replaced, will be disposed of in accordance with the latest Waste Electrical and Electronic Equipment Regulations (WEEE).
52. All recyclable packaging will be set aside and disposed of via a recycling centre.
53. No hazardous materials will be used.
54. Liftec and Guideline will be issued with the council's current asbestos register to avoid any risk of exposure to the contractor or the residents.

Market considerations

55. Liftec has 138 employees, including 9 Technicians, 56 Engineers / Seniors, 26 Engineers Mates and 12 Apprentices.
56. Guideline has 89 employees, including 36 qualified lift engineers and technicians, and 10 employees undertaking NVQ 3 training.

Staffing implications

57. There will be no impact on council staff caused as a consequence of implementing these contracts. Officers are already fulfilling the works ordering and monitoring roles of the current contract and these functions will continue under the new contracts.
58. These contracts will be managed by the electrical and lifts contracts manager and commercial manager from the engineering and compliance team.

Financial implications (FIN0815 – JP)

59. The total cost of the Lift Maintenance and Refurbishment contracts over five years starting from 02 January 2015 is:

Contract A = £8.815m
Contract B = £7.160m
Total Cost = £15.975m

60. This equates to an annual contract cost of £3.195m for both revenue and capital.

Lift Repair and Maintenance and Refurbishment estimated annual cost				
	Housing Revenue Account	General Fund	Refurbishment	TOTAL
Contract A	£0.971m	£0.042m	£0.750m	£1.763m
Contract B	£0.648m	£0.034m	£0.750m	£1.432m
TOTAL	£1.619m	£0.076m	£1.500m	£3.195m

61. The cost of the contracts will be funded by the current housing revenue budget of £1.634m p.a. that is sufficient to cover the repairs and maintenance aspect, £76k from the General Fund for disability lifts, and the remaining costs are expected to be funded from the capital budgets within the Housing Investment Programme for Warm, Dry and Safe (WDS) lifts. Any Building Maintenance Index uplifts will need to be contained within the allocated budget.

Investment implications

62. The current Housing Investment Capital Programme contains total approved capital budget of £5.266m for the WDS lifts programme up to the period 2015/16. To date £2.014m has been spent leaving a balance of £3.252m towards the above costs.

63. On the 18 March 2014 Cabinet approved a housing stock works package totalling £985.089m starting in April 2016. Within this overall package, provision is made to cover the capital cost of these contracts.

64. Once confirmed, budgets will be profiled to reflect the above costs and regular monitoring will ensure costs are allocated against approved budgets. Officers will also need to ensure that costs charged to capital are within prescribed definition of capital expenditure as specified in the Local Government Act 2003.

Legal implications

65. Please see the comments from the director of legal services.

Consultation

66. Consultation will be held through out the mobilisation period and TRA meetings.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Head of Procurement

67. This report is seeking approval for the award of two separate repairs and maintenance contracts for the lifts across the borough's housing stock. One contract shall cover north of the borough and the other, south of the borough. It is intended that if required, the contractors will act as back up to each other using their own tendered rates.

68. The report confirms that the procurement strategy set out in the previously approved Gateway 1 report has been followed with a full restricted EU competitive process being undertaken.

69. Paragraphs 22 – 31 of the report describe the evaluation process that was carried out and confirms that tenders were evaluated using a weighted model to determine the most economically advantageous tender (MEAT). The report also confirms that the two top scoring tenders will each be awarded a contract and how the decision to allocate areas was undertaken.
70. The report sets out plans for the transition of the service in 32 & 33. Paragraphs 34 - 39 describe how the contract will be managed and monitored throughout the life of the contract.

Director of Legal Services

71. The director of legal services notes the contents of the report which seeks the approval of cabinet to the award of two contracts:
 - a. Contract A (north of the borough) Lift Maintenance Contract to Liftec Lifts Ltd for the estimated sum of £1.763m per annum for a period of five (5) years from 2 January 2015 with the option to extend by a further two (2) years in (1+1 yearly increments) making a total estimated contract value of £12.341m as outlined in this report; and
 - b. Contract B (south of the borough) Lift Maintenance Contract to Guideline Lift Services Ltd for the estimated sum of £1.432m per annum for a period of five (5) years from 2 January 2015 with the option to extend by a further two (2) years in (1+1 yearly increments) making a total estimated contract value of £10.024m as outlined in this report.
72. The director of legal services also notes the contents of the report which seeks the approval of cabinet for Liftec Lifts Ltd and Guideline Lifts Services Ltd to act as back up contractor to each other on their own tendered rates when required.
73. This report confirms at paragraph 8 that the services for each contract must be provided by different contractors. Due to the recent market climate, if a takeover were to happen between the contractors of Contract A and Contract B, there is provision in each contract to terminate the contracts to ensure the separation of these contract functions.
74. On the basis of the information contained in this report, it is confirmed that this procurement was carried out in accordance with contract standing orders and the relevant legal requirements.
75. This report confirms that, as required by law, tenders were sought from contractors following an EU procurement exercise and that the most economically advantageous tender is recommended for acceptance. A contract award notice will need to be posted in the OJEU within 48 days of the award of the contracts.
76. As part of the contract award process, there will need to be a standstill period of a minimum of 10 calendar days between notification of the successful contractors that they have won the contracts and the award of the contracts to that contractor, so as to allow unsuccessful contractors the opportunity to challenge (if they decide to) the award of the contracts.
77. The contracts are classified as a strategic procurement and therefore CSO 4.5.2 a) requires the cabinet or cabinet committee to authorise the award of the

contracts, after consideration by the corporate contracts review board (CCRB) of the report.

78. CSO 2.3 provides that a contract may only be awarded if the expenditure has been included in approved revenue or capital estimates or has been otherwise approved by, or on behalf of the council. Paragraphs 59 to 61 of this report confirm how the proposed contracts will be funded.

Strategic Director of Finance and Corporate Services

79. This report is seeking approval from cabinet to award lifts maintenance contract A to "Liftec Lifts Ltd" and contract B to "Guildeline Lift Service Ltd" at estimated annual contract cost of £1.763m and £1.432m respectively as detailed in paragraphs 1 and 2 of this report. The report is also seeking approval for both "Liftec Lifts Ltd" and "Guildeline Lift Service Ltd" to act as back up contracts to each other on the same rates.
80. The financial implication provides details of the contract cost over five years starting from 2 January 2015 and it is noted that these contracts will be funded from the House Revenue Account, the Housing General Fund and the Housing Investment Programme as detailed in paragraph 61.
81. It is also noted that provision exists within the new capital bids approved in March 2014 for the Housing Investment Programme to cover the capital cost of these contracts.
82. Staffing and any other costs connected with these contracts to be contained within existing departmental revenue budgets.

Head of Specialist Housing Services (For Housing contracts only)

83. This is a Qualifying Long Term Agreement under the terms of the Commonhold and Leasehold Reform Act 2002. Costs are expected to result in service charges in excess of £100 per annum and therefore consultation is required under Schedule 2 of the regulations relating to the Act. Notice of Intention was served on all leaseholders on 20 July 2012. Notice of Proposal was served on 21 March 2014. The observation period for the Notice of Proposal was ended on 7 May 2014. There were 15 observations received in response to the Notice. None of the observations raised issues that would suggest that this contract should not go ahead.
84. Work carried out within the agreement which would result in a service charge in excess of £250 will require consultation under schedule 3 of the regulations and should be referred to the Home Ownership Unit before an order is raised.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
Gateway 1 report (open) - 17 April 2012	Engineering and Compliance, 160 Tooley Street, SE1 2QH	Gavin Duncumb 020 7525 0685
Link: http://moderngov.southwark.gov.uk/ielistdocuments.aspx?CId=302&MId=3822&Ver=4		
Revised Gateway 1 report (open) – 26 June 2013	Engineering and Compliance, 160 Tooley Street, SE1 2QH	Gavin Duncumb 020 7525 0685
Link: http://moderngov.southwark.gov.uk/ielistdocuments.aspx?CId=302&MId=4548&Ver=4		
Gateway 3 report (open) – 8 Nov 2012	Engineering and Compliance, 160 Tooley Street, SE1 2QH	Gavin Duncumb 020 7525 0685
Link: http://moderngov.southwark.gov.uk/ielistdocuments.aspx?CId=302&MId=4861&Ver=4		
Gateway 3 report (open) – 25 October 13	Engineering and Compliance, 160 Tooley Street, SE1 2QH	Gavin Duncumb 020 7525 0685
Link: http://moderngov.southwark.gov.uk/ielistdocuments.aspx?CId=302&MId=4861&Ver=4		

APPENDICES

No	Title
None	

AUDIT TRAIL

Cabinet Member	Councillor Richard Livingstone, Housing	
Lead Officer	David Lewis, Head of Maintenance and Compliance	
Report Author	Gavin Duncumb, Commercial Manager	
Version	Final	
Dated	10 July 2014	
Key Decision?	Yes	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments sought	Comments included
Head of Procurement	Yes	Yes
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
Head of Specialist Housing Services	Yes	Yes
Cabinet Member	Yes	Yes
Date final report sent to Constitutional Team	10 July 2014	