

**INDIVIDUAL CABINET MEMBER DECISION-MAKING**

**RECORD OF DECISION**

**PART A**

<b>DETAILS OF REPORT</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
<b>Title of report</b>	Gateway 3 Extension to the Lift Maintenance Contract A&B
<b>Decision-maker</b>	Cabinet Member for Housing Management and Modernisation
<b>Earliest date when decision can be taken</b>	11 December 2019
<b>Key decision – Yes/No?</b>	Key
<b>Date published on forward plan</b>	July 2019
<b>Date sent to cabinet member</b>	3 December 2019
<b>Recommendation</b>	<ol style="list-style-type: none"> <li>1. That the cabinet member for housing management and modernisation approves the variation of Contract A (north of the borough) Lift Maintenance Contract to Liftec Lifts Ltd (Liftec) to extend the term of the contract for a period of 2 years from 2 January 2020 at an estimated cost of £3.51m.</li> <li>2. That the cabinet member for housing management and modernisation approves the variation of Contract B (south of the borough) Lift Maintenance Contract to Guideline Lift Services Ltd (Guideline) to extend the term of the contract for a period of 2 years from 2 January 2020 at an estimated sum of £2.72m.</li> <li>3. That the cabinet member for housing management and modernisation notes the shortening of the notice period provision to be given to Liftec and Guideline from 6 months to 2 months for this variation.</li> </ol>

<b>ORIGINATING AUTHOR'S DETAILS</b> <i>(Officers to complete this section prior to issuing to cabinet member)</i>	
<b>Lead officer (Name and job title)</b>	Dave Hodgson, Director of Asset Management

**ORIGINATING AUTHOR'S DETAILS***(Officers to complete this section prior to issuing to cabinet member)*

Report author (Name and job title)

Rod Davies, Procurement Manager

Contact Number

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**PART B***(Cabinet member to complete this section)***DECISION(S)***As per report***REASONS FOR DECISION***As per report***ALTERNATIVE OPTIONS  
CONSIDERED***As per report***REPRESENTATIONS RECEIVED***None***ADDITIONAL ADVICE RECEIVED***As per report***ANY INTERESTS DECLARED**

*Note: If the decision-maker has a disclosable pecuniary interest in the matter the report must be referred to the full cabinet for decision.*

*Where a cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by her/him, the cabinet member must notify the monitoring officer of the interest within 28 days and must not take any steps or further steps in the matter.*

*If a member is unsure as to whether an interest is a disclosable pecuniary interest they should contact the governance team for advice.*

*None*

## DECLARATION

I approve/~~reject~~ the recommendations set out in the report.\*

or

I ~~approved~~ an alternative course of action set out in Part B.\*

or

I ~~have referred this matter to the Full Cabinet for decision.\*~~

(\* - Please delete as appropriate)

Signed.......... Dated..... 17/12/19.....

Cabinet Member

Please return completed hard copy of the form to Everton Roberts, Constitutional Team,  
160 Tooley Street, PO BOX 64529, London, SE1P 5LX – tel: 020 7525 7221

### Seeking advice

You should seek advice from the relevant officer on a number of occasions:

- (a) If you wish to consider alternative options
- (b) If you are considering rejecting the proposals

Otherwise it is at your discretion when you should seek further advice and you should do so when you consider it appropriate.