

<b>Item No.</b>	<b>Classification:</b> Open	<b>Date:</b> 21 September 2022	<b>Meeting Name:</b> Strategic Director of Finance and Governance
<b>Report title:</b>		<b>Gateway 3 – Variation Decision</b> Lift Maintenance Contracts (North & South)	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Commercial Manager	

## RECOMMENDATIONS

That the Strategic Director of Finance and Governance:

1. Approves the variation of Contract A (north of the borough) Lift Maintenance Contract to Liftec Lifts Ltd to extend the term of the contract for a period of ten months from 1 October 2022 to 31 July 2023 at an estimated additional cost of £1.54m, making a total revised estimated contract value of £13.47m.
2. Approves the variation of Contract B (south of the borough) Lift Maintenance Contract to Guideline Lift Services Ltd to extend the term of the contract for a period of ten months from 1 October 2022 to 31 July 2023 at an estimated additional cost of £1.22m making a total revised estimated contract value of £10.65m.

## BACKGROUND INFORMATION

3. A Gateway (GW) 2 report was approved on 22 July 2014 to award the two lift maintenance contracts.
4. Contract A (north of the borough) was awarded to Liftec Lifts Ltd (Liftec) for an initial period of five years commencing on 2 January 2015 at an estimated annual cost of £1.76m with the option to extend for a further two years making a total estimated contract value of £12.32m.
5. Contract B (south of the borough) was awarded to Guideline Lift Services Ltd (Guideline) for an initial period of five years commencing on 2 January 2015 at an estimated annual cost of £1.43m, with the option to extend by a further two years, making a total estimated contract value of £10.01m.
6. The contracts contain the provision for both Liftec and Guideline to provide back up to each other on their tendered rates that ensures that the council is able to meet its obligations to residents.
7. By way of three GW3 reports dated 17 December 2019, 10 February 2022, 30 March 2022, both contracts were extended until 30 June 2022 exercising the option in the contracts to extend for a further nine-month period in three-month intervals. These extensions were required to ensure service continuity, as due to lack of resources, a new longer-term procurement exercise had not yet commenced and procurement documents were being drafted.

8. By way of a GW3 report dated 29 July 2022, the contracts were extended for a further three-month period until 30 September 2022 exercising the option in the contracts to extend. This three-month extension was required because there was insufficient time available to get GW3 approval for 13 months for a decision to be taken in June 2022 due to 11 PQQ submissions being received on 17 May 2022 as part of the new procurement exercise and the need to evaluate them fully.
9. The scope of the contracts (Contracts A and B) encompasses 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
10. The geographical split of the borough (north and south) across the current two contracts has facilitated a better logistical service coverage and given the number of lift assets across the borough, the appointment of a single contractor for the works would not have been appropriate.
11. The actual expenditure to date against the original GW2 approval is shown below in tables to illustrate the financial year and contract year expenditures:

<b>Lift Maintenance Contract - Area A (North)</b>					
Financial Period		Original Gateway Approval (£m)	Total Expenditure Contract A (£m)	Breakdown of expenditure (£m)	
				Actual spend against GG North Revenue	Spend against Capital North
02/01/2015	31/03/2015	£0.44	£0.29	£0.23	£0.06
01/04/2015	31/03/2016	£1.76	£1.42	£0.78	£0.64
01/04/2016	31/03/2017	£1.76	£1.38	£1.14	£0.24
01/04/2017	31/03/2018	£1.76	£1.22	£0.79	£0.43
01/04/2018	28/03/2019	£1.76	£1.76	£0.57	£1.18
01/04/2019	31/03/2020	£1.76	£1.34	£1.21	£0.13
01/04/2020	31/03/2021	£1.76	£2.35	£0.97	£1.38
01/04/2021	31/03/2022	£1.76	£1.65	£1.10	£0.55
01/04/2022	30/09/2022*	£0.88	£0.53	£0.53	£0.00
Estimated spend 10 month extension		£1.47	£1.54	£0.88	£0.66
<b>Totals</b>		<b>£15.11</b>	<b>£13.47</b>	<b>£8.20</b>	<b>£5.27</b>

\*Pro rata

<b>Lift Maintenance Contract - Area B (South)</b>					
Financial Period		Original Gateway Approval (£m)	Total Expenditure Contract B (£m)	Breakdown of expenditure (£m)	
				Actual spend against GG South Revenue	Spend against Capital South
02/01/2015	31/03/2015	£0.36	£0.12	£0.12	£0.00
01/04/2015	31/03/2016	£1.43	£0.76	£0.76	£0.00
01/04/2016	31/03/2017	£1.43	£1.29	£0.60	£0.69
01/04/2017	31/03/2018	£1.43	£1.04	£0.60	£0.44
01/04/2018	31/03/2019	£1.43	£1.29	£0.72	£0.57
01/04/2019	31/03/2020	£1.43	£1.72	£1.16	£0.56
01/04/2020	31/03/2021	£1.43	£1.27	£0.67	£0.60
01/04/2021	30/03/2022	£1.43	£1.60	£1.15	£0.45
01/04/2022	30/09/2022*	£0.72	£0.34	£0.34	£0.00
Estimated spend 10 month extension		£1.19	£1.22	£0.57	£0.65
<b>Totals</b>		<b>£12.27</b>	<b>£10.65</b>	<b>£6.69</b>	<b>£3.96</b>

\*Pro rata

12. Contract A currently has a revenue expenditure of around £0.088m per month. Taking into account previous spend on this contract (£11.93m) and a new ten month extension at current expenditure (£1.54m) will provide a total revised estimated contract value of £13.47m.
13. Contract B currently has a revenue expenditure of around £0.057m per month. Taking into account previous spend on this contract (£9.43m) and a new ten month extension at current expenditure (£1.22m) will provide a total revised estimated contract value of £10.65m.
14. This report is seeking the Strategic Director of Finance and Governance to approve the extension to the term of both contracts for a period of ten months to 31 July 2023 to ensure service continuity whilst the new longer-term procurement exercise is completed and new contracts are put in place.

## **KEY ISSUES FOR CONSIDERATION**

### **Key Aspects of Proposed Variation**

15. The nature of the proposed variation is to extend the term of the contracts with Liftec and Guideline for a period of ten months from 1 October 2022. The revised completion date will therefore be 31 July 2023.

### **Reasons for Variation**

16. This variation will ensure and enable the council to maintain continuity of the lifts maintenance contracts pending completion of its re-procurement exercise in July 2023, of which further details are outlined in paragraph 21 of this report.

17. The reason for the extensions is that as a social housing landlord, it is essential that the council meets its obligations to ensure the provision of a lift maintenance service; manage its housing stock to ensure resident and other user safety; and to reduce financial and reputational risks.

18. Both contractors are demonstrating high levels of performance against the key performance indicators (KPIs) set and continue to provide a value for money service.

19. Notice to vary the contracts was given to Liftec and Guideline and they both provisionally agreed. These extensions will be effected through deeds of variations.

### **Future Proposals for this Service**

20. The new procurement process is currently underway. On 14 July 2020, cabinet approved a GW1 report for the procurement of two lift maintenance works contracts. The Find a Tender Service (FTS) Contract Notice was published on 12 April 2022, with 11 PQQ submissions being received by 17 May 2022. The 11 PQQs submissions received were evaluated and it is anticipated that the new lift maintenance contracts will be in place before the end of July 2023. An extension to 31 July 2023 is being sought to ensure continuity in providing lift maintenance across the borough to the existing contracts whilst the procurement exercise is completed and new contracts are awarded. It is anticipated that the ITT will be issued during the week commencing 19 September 2022.

### **Alternative Options Considered**

21. The following alternative options to these extensions were considered by the asset management team:

- a. Do nothing - not viable for the reasons set out in paragraph 18 above.
- b. Bring the service back in-house – not viable as the council lacks the resources (qualified and experienced personnel and equipment) to be able to deliver the service.
- c. Tender new contracts – this is currently underway as set out in paragraph 21.

- d. Extend the existing contracts to 31 July 2023 – this is proposed to ensure continuity in providing lift maintenance across the borough to the existing contracts whilst the procurement exercise is completed and new contracts are awarded.

### Identified risks for the Variation

22. 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	Likelihood	Risk Control
R1	Liftec and/or Guideline cease trading, go into administration/liquidation	Low	<p>The two separate contracts provide back-up facilities to each other. Please see financial checks in paragraph 53 below.</p> <p>Liftec and Guideline are paid based on a monthly valuation dependent on the quantity of work claimed. If Liftec or Guideline should cease trading, they would only be paid for the work they complete.</p> <p>These monthly claims and payments help mitigate the risks involved of company failure. Liftec and Guideline are monitored for any change in trading status via alerts from Companies House and industry information.</p>
R2	Liftec and/or Guideline are unable to fulfil the requirements of the contract e.g. poor performance, leading to the need to terminate the contract.	Low	<p>The contracts contain the provision for the contractors to act as back up to each other. If both contractors fail then the council's works approved list will be used to distribute the works whilst new contracts are procured.</p> <p>Alternatively, an external framework may be accessed.</p>
R3	Covid-19 pandemic risks	Low	Liftec, Guideline, and the council developed an effective working procedure to ensure that Liftec and Guideline is able to operate safely on site, in their operational functions and comply with social distancing measures.
R4	Brexit Implications.	Low	Contract managers and quantity surveyors continue to liaise with

			contractors regarding their supply chains in respect of tariffs, administration costs and budgetary impacts.  Contract managers continue to liaise with contractors to ensure that measures are taken to ensure continuous component supply where they are obtained from outside the UK.
R5	Inflation	Medium	The contract terms includes Building Material Indices and individual exceptional cases will be reviewed on their own merit.
R6	Possible risk of procurement challenge	Low	The council will ensure that the contract variations are in accordance with the procurements rules and regulations.

### **Policy framework implications**

23. The extension to these contracts will assist the council to continue to fulfil its duties and obligations as a landlord and employer and ensuring that premises have step free access and are fully accessible.

### **Contract management and monitoring**

24. The council's contract register publishes the details of all contracts over £5,000 in value to meet the obligations of the Local Government Transparency Code. The Report Author must ensure that all appropriate details of this procurement are added to the contract register via the eProcurement System.

25. The contracts continue to be managed by an engineering contract manager with dedicated officers who carry out daily joint inspection to ensure quality and compliance with the contracts and specifications.

26. The contract manager continues to be assisted by a commercial team quantity surveyor to ensure financial integrity, compliance and performance management in regards to measuring KPIs, carrying out credit checks and continuing with monthly valuations and progress meetings.

27. The contracts are subject to KPIs based on lift availability, overdue work orders, and attendance/completion within timescales. The tables below shows the availability percentage of both contractors:

Guideline lift availability percentage					
Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22
91.86	92.61	92.83	97.65	93.31	97.72
Liftec lift availability percentage					
Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22
96.00	97.07	96.07	93.93	91.83	94.34

28. Whilst the availability percentages above does not meet the council's aspirational availability target of 98%, due to on-going issues with telephony equipment reporting the lift status and the increasing age of the council's lift assets.

29. The table below shows the KPIs set for the contracts:

No.	Key Performance Indicator (KPI)	Minimum Target Percentage %	Council's Aspirational Target Objective %	Liftec Actuals %	Guideline Actuals %
1	Percentage of Emergency Orders commenced within stipulated timescales	97	99	98	98
2	Percentage of Non - Emergency Orders commenced within stipulated timescales	97	99	97	98
3	Percentage of maintenance works completed within the agreed programme	98	100	99	99
4	Percentage of Orders which a default notice (recall order) has not been issued	95	98	100	100
5	The provision of reports and certificates issued within the stipulated time periods	95	98	100	100
6	Response to queries/ complaints from residents and council officers to meet the council's Corporate Policy	100	100	100	100

30. During the proposed extension period, the contract management will continue to ensure work orders are completed to the existing high quality and within

stipulated timeframes.

31. Officers will also continue to produce an annual performance report for the Housing and Modernisation's Departmental Contracts Review Board in line with the council's Contracts Standing Orders.

### **Community, equalities (including socio-economic) and health impacts**

#### **Community impact statement**

32. Liftec and Guideline provided employment and apprenticeship opportunities to the local community as referenced in paragraphs 41 and 42 below. The contracts secured existing jobs, particularly among those with dependents who enjoy the benefits of the contractor's flexible working policies.
33. This report is seeking approval for a ten-month extension and there is insufficient time available for both companies to provide employment and apprenticeship opportunities to the local community. Due to the nature of the work it is not possible to offer work placements safely to young people without proper site training.

#### **Equalities (including socio-economic) impact statement**

34. The works are selected based on the condition of the assets to ensure that they are maintained and provide a good service to all residents equally; this is done using monthly lift PPMs.
35. The council has circa 757 passenger lifts. There are currently 5,736 people who could be deemed to require the use of a lift to ensure the ability to have step free access to their property, either through vulnerability and parental need or health issues. Some of the lift assets include sheltered housing units, which by their nature have a large portion of residents with a need for mobility aids.

#### **Health impact statement**

36. Maintaining and repairing lifting equipment is an essential requirement for the health of residents by providing them safe and reliable access to their homes beyond ground level.
37. The lift services also provide essential access for visitors, health care workers and the emergency services to ensure residents are not excluded.

#### **Climate change implications**

38. Where applicable, lift maintenance works use low energy use equipment, such as LED lighting and low power controllers, to reduce their contribution to CO<sub>2</sub> emissions.

#### **Social Value considerations**



39. The Public Services (Social Value) Act 2012 requires that the council considers, before commencing a procurement process, how wider social, economic and environmental benefits that may improve the well-being of the local area can be secured.
40. The apprenticeships were arranged jointly with the Southwark apprenticeship scheme and monitored by the electrical and lift contract manager.
41. Liftec had four apprentices enrolled onto the NVQ3/QCF programme for Lift Maintenance/Repair facilitated by L.I.T.S. One continues to work in the borough as an apprentice and three others have now graduated.
42. Guideline have four apprentices working in the Borough, one of which is a Southwark resident and they have all undertaken ER202 qualification.

### **Economic considerations**

43. The full cost to the council and the life span of the contracts are set out in paragraph 11 of this report.

### **Social considerations**

44. Both Liftec and Guideline have confirmed that all relevant staff continue to be paid in excess of the minimum London Living Wage hourly rate and will continue to comply with council policies relating to GDPR, Blacklisting, Modern Slavery, Health & Safety and Equalities.

### **Environmental/Sustainability considerations**

45. Both contracts encouraged the use of low emission vehicles and the minimisation of journeys needed. Where possible, works have been planned and carried out in grouped localities to reduce the number of journeys and fuel expended.
46. Oil based liquids used are disposed of properly, and do not contaminate general waste facilities.

### **Financial Implications**

47. The total value of the contracts including any previous expenditure is £21.30m.
48. The total combined revenue and estimated capital spend for the variations is made up as follows;

#### **Contract A (North):**

- Revenue: £0.88m
- Capital: £0.66m
- Total: £1.54m

Contract B (South):

- Revenue: £0.57m
- Capital: £0.65m
- Total: £1.22m

49. The spend resulting from the proposed contract variation can be met by the £1.99m lift maintenance revenue budget for 2022/23 and the capital element can be met from resources the Housing Investment Programme.
50. The recent extreme heat has increased the number of responsive repairs, this has effected the averages methodology used to predict spend for this variation, the forecasted spend is expected to be within budget when treating these months as anomalous.
51. The contracts will be extended using the same prices as the originally tendered rates, allowing for subsequent annual indices uplifts. Any changes in spend will be dependent upon the quantity of work ordered through these contracts.
52. The level of activity is anticipated to be maintained at previous levels and spend will be distributed across the two contracts geographically.
53. Bureau van Dijk (BvD) FAME financial checks was carried out for Liftec and Guideline on 15 September 2022 with the following results:

	<b>Liftec</b>	<b>Guideline</b>
<b>Credit Score</b>	99 - Secure	99 - Secure
<b>Turnover</b>	Turnover for 2021 £33.1m	Turnover for 2021 £ 15.6m
<b>Likelihood of failure</b>	Low	Low

54. The asset management procurement team (AMPT) contracts compliance officer monitors changes to the financial status via alerts from BvD FAME and Companies House.

### **Legal Implications**

55. Please see supplementary advice from the Director of Law and Governance.

### **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

#### **Strategic Director of Finance and Governance (H&M 22/082)**

56. The Strategic Director of Finance and Governance notes the contents of this report, in particular the financial implications section. As stated within the

report, this contract variation can be contained within existing budgets. There are no direct financial implications from the approval of this contract variation, as the chargeable rates for works will remain the same.

## **Head of Procurement**

57. This report seeks approval from the Strategic Director of Finance and Governance to vary Contract A (north of the borough) Lift Maintenance Contract to Liftec Lifts Ltd for a period of ten months from 1 October 2022 to 31 July 2023 at an estimated additional cost of £1.54m, making a total revised estimated contract value of £13.47m. And vary Contract B (south of the borough) Lift Maintenance Contract to Guideline Lift Services Ltd for a period of ten months from 1 October 2022 to 31 July 2023 at an estimated additional cost of £1.22m making a total revised estimated contract value of £10.65m.
58. The Strategic Director of Finance and Governance note the reasons for the variation are detailed in paragraphs 15 to 19, future of the service is detailed in paragraph 20, the risks are detailed in paragraph 22, management and monitoring of the contract is detailed in paragraphs 24 to 31, the impact on equalities, health and climate change are detailed in paragraphs 34 to 38, social value is detailed in paragraphs 40 to 42, no commitment to the payment of London Living Wage.

## **Director of Law and Governance**

59. This report seeks the Strategic Director of Finance and Governance's approval to the extension of Contract A being performed in the north of the borough by Liftec Lifts Ltd and Contract B being performed in the south of the borough by Guideline Lift Services Ltd, for the sums set out in paragraphs 1 and 2 of this report.
60. This report sets out the extent of the extensions and the reasons why the extensions by a further ten months are necessary. As the value of the proposed variations are £1m or more but below £10 million, the decision to approve the variations are reserved to the Strategic Director of Finance and Governance after consideration by the Corporate Contract Review Board of this report.
61. The nature of the variations are such that they are subject to the Public Contracts Regulations 2015 (PCR15). Regulation 72(1)(e) of PCR15 permits modification to a contract without a procurement exercise where the modification, irrespective of its value is not substantial within the meaning of regulation 72(8). Having considered the circumstances noted in regulation 72(8) that notes those modification which are considered substantial, it is felt that Contract A and Contract B can be varied under this provision. The two contracts are being extended for a short period to allow a new longer term procurement exercise to be carried out as outlined in paragraph 20 of this report, and accordingly the risk of challenge to these extensions are considered low.

62. Contract Standing Order 2.3 requires that no steps be taken to vary a contract unless the expenditure involved has been included in approved estimates, or is otherwise approved by the council. Paragraphs 47 to 51 confirms the financial implications of these variations.

**Director of Exchequer (for housing contracts only)**

63. The current lift repair contracts are qualifying long term agreements that we entered into in 2015 for a seven year term. We extended the contracts under S20 notice for an additional 3 months to take them to the end of March 2022, and we served the first stage consultation notices for the new contracts in August 2020.

64. This further extension of the contract, as a result of delays in procurement, is on the same terms as the original extension. It recognises the need for continuity of service and the competitive costs that result from the extension of the original contract, which will result in lower charges to leaseholders.

65. Although day to day lift repairs will be carried out under this extension, pre-planned lift refurbishment works should be subject to tender/quotes. In these circumstances the consultation requirement is that we serve an initial Notice of Intention prior to inviting quotes and a further Notice of Proposal that makes the quotes available to leaseholders. The most efficient way to do this is to advise HOS of the lift refurbishment programme for the year so that we can serve NOI on all those leaseholders that are affected, and serve NOP when tenders are received for each lift or package.

**Director of Education (for schools contracts only)**

66. N/A

**PART A – TO BE COMPLETED FOR ALL DELEGATED DECISIONS**

Under the powers delegated to me in accordance with the council’s Contract Standing Orders, I authorise action in accordance with the recommendation(s) contained in the above report (and as otherwise recorded in Part B below).

Signature .....  ..... Date.....25 October 2022.

Designation Strategic Director of Finance and Governance

**PART B – TO BE COMPLETED BY THE DECISION TAKER FOR:**

- 1) All key decisions taken by officers
- 2) Any non-key decisions that are sufficiently important and/or sensitive that a reasonable member of the public would reasonably expect it to

be publicly available (see 'FOR DELEGATED DECISIONS' section of the guidance).

<b>1. DECISION(S)</b>
As set out in the recommendations of the report.

<b>2. REASONS FOR DECISION</b>
As set out in the report.

<b>3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED BY THE OFFICER WHEN MAKING THE DECISION</b>
Not Applicable

<b>4. ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET MEMBER WHO IS CONSULTED BY THE OFFICER WHICH RELATES TO THIS DECISION *</b>
Not Applicable

\* Contract standing order 6.6.1 states that for contract Variations with an Estimated Contract Value of £100,000 or more, the lead contract officer (LCO) must consult with the relevant cabinet member before the decision is implemented.

<b>5. NOTE OF ANY DISPENSATION GRANTED BY THE MONITORING OFFICER, IN RESPECT OF ANY DECLARED CONFLICT OF INTEREST</b>
<i>If a decision taker or cabinet member is unsure as to whether there is a conflict of interest they should contact the legal governance team for advice.</i>
None

<b>6. DECLARATION ON CONFLICTS OF INTERESTS</b>
<b>I declare that I was informed of no conflicts of interests.*</b>
<b>or</b>
<b><del>I declare that I was informed of the conflicts of interests set out in Part B4.*</del></b>
(* - Please delete as appropriate)

**7. CONSIDERATION GIVEN TO WHETHER, AS A NON-KEY DECISION, THIS SHOULD BE FORWARDED TO THE CONSTITUTIONAL TEAM FOR PUBLICATION IN ACCORDANCE WITH REGULATION 13(4)\***

*The decision taker should consider whether although a non-key decision, the decision is sufficiently important and/or sensitive that a reasonable member of the public would reasonably expect it to be publicly available. Where there is any doubt, having considered the importance and/or sensitivity of a decision, it should be deemed that Regulation 13(4) would apply.*

**I consider that the decision be made available for publication under Regulation 13(4).\***

or

**~~I do not consider that the decision be made available for publication under Regulation 13(4).\*~~**

(\* - Please delete as appropriate)

\* Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the council is required to put in place a scheme for recording and publishing some officer executive decisions. This process is sometimes referred to as "Regulation 13(4)".

**BACKGROUND PAPERS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Gateway 2 - Lift Maintenance Contracts (North & South)	Housing and Modernisation, Asset Management	Gavin Duncumb Ext 50685
Link: G:\Asset Management\Engineering & Compliance\Engineering Procurement\2022 LIFTS\2015 Lifts\Gateway		
Gateway 3 - Lift Maintenance Contracts (North & South)	Housing and Modernisation, Asset Management	Gavin Duncumb Ext 50685
G:\Asset Management\Engineering & Compliance\Engineering Procurement\2022 LIFTS\2015 Contract Gateways\GW3		
Gateway 3 - Lift Maintenance Contracts (North & South)	Housing and Modernisation, Asset Management	Gavin Duncumb Ext 50685
G:\Asset Management\Engineering & Compliance\Engineering Procurement\2022 LIFTS\2015 Contract Gateways\GW3		
Gateway 3 - Lift Maintenance Contracts (North & South)	Housing and Modernisation, Asset Management	Gavin Duncumb Ext 50685
G:\Asset Management\Engineering & Compliance\Engineering Procurement\2022 LIFTS\2015 Contract Gateways\GW3		

Gateway 3 - Lift Maintenance Contracts (North & South)	Housing and Modernisation, Asset Management	Gavin Duncumb Ext 50685
G:\Asset Management\Engineering & Compliance\Engineering Procurement\2022 LIFTS\2015 Contract Gateways\GW3		

## APPENDICES

No	Title
None	None

## AUDIT TRAIL

<b>Lead Officer</b>	Dave Hodgson, Director of Asset Management (AM)	
<b>Report Author</b>	Christopher Gregory, AM Procurement Officer	
<b>Version</b>	Final	
<b>Dated</b>	21 September 2022	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments included</b>
Strategic Director of Finance and Governance	Yes	Yes
Head of Procurement	Yes	Yes
Director of Law and Governance	Yes	Yes
Director of Exchequer (for housing contracts only)	Yes	Yes
Cabinet Member	Yes	Yes
<b>Contract Review Boards</b>		
Departmental Contract Review Board	Yes	Yes
Corporate Contract Review Board	Yes	Yes
<b>Cabinet Member</b>	Yes/No	Yes/No
<b>Date final report sent to Constitutional/Community Councils/Scrutiny Team</b>	27 October 2022	