

Item No.	Classification: Open	Date: 26 May 2023	Meeting Name: Strategic Director of Housing
Report title:		Gateway 2 - Contract Award Approval Responsive Repair and Maintenance - Roofing and Rainwater Chargeable Contracts (North & South)	
Ward(s) or groups affected:		All	
From:		Director of Asset Management	

RECOMMENDATIONS

1. That the Strategic Director of Housing approves the award of Contract A – Roofing and Rainwater Contract to A&E Elkins Ltd for the estimated sum of £1.4m per annum for a period of three years from 28 August 2023 with the option to extend (at the councils discretion) by a further two years making a total estimated contract value of £7m.
2. That Strategic Director of Housing approves the award of Contract B - Roofing and Rainwater Contract to Bridgewater Roofing Contractors Ltd for the estimated sum of £900k per annum for a period of three years from 28 August 2023 with the option to extend (at the councils discretion) by a further two years making a total estimated contract value of £4.5m.
3. That Strategic Director of Housing notes that both A&E Elkins Ltd and Bridgewater Roofing Contractors Ltd will operate as a backup contractor to each contract area in the event of the failure to deliver the service, using their own tendered rates should this be required.

BACKGROUND INFORMATION

4. The planned procurement strategy was the subject of a Gateway 1 report approved by the then Strategic Director of Housing and Modernisation (now Strategic Director of Housing) on 19 July 2021. The approved restricted tendering procurement strategy was followed.
5. The scope of works will be:
 - Repair, overhaul and renew all types of coverings to pitched roofs, including all associated works;
 - Repair, overhaul and renew all types of coverings to flat roofs, including all associated works;
 - Repair, overhaul, maintain and renew all rainwater goods and services of all types of materials and sizes;
 - Brickwork repairs at roof 'above; eves level' to undertake repairs to chimney stacks, parapet walls including all associated lead works to these items'.

- Planned preventative maintenance (PPM) of rainwater goods and services.
 - Repair, overhaul, renew fascia's, soffits and other associated works
 - Sundry and minor building works;
 - All scaffolding, mobile towers, hydraulic lifts and working platforms to facilitate the works; and
 - Repair all external associated repairs
 - Clearing of blocked drains and or roofing associated items including jetting, use of mechanical clearance techniques and repairs to drainage pipework.
6. The geographical split (north and south) of the borough for the two new contracts are (Contract A – north - Walworth, Borough and Bankside, Bermondsey, Rotherhithe and Contract B – south - Camberwell, Peckham, Nunhead and Peckham Rye, Dulwich) each providing all of the works noted at paragraph 5 above.
7. The total estimated value for the contracts stand at £11.5m, broken down as follows: - Total cost for the initial three year period: £6.9m - Total cost for the additional two year period: £4.6m.
8. The prices are fixed until 1 April 2024 but the contracts contain a Building Maintenance Index (BMI) adjustment that is applied annually thereafter. Both contractors at the information day were advised to take this into account when pricing for these contracts.

Procurement project plan (Key Decision)

9.

Activity	Completed by/Complete by:
Forward Plan for Gateway 2 decision	16/09/2022
Briefed relevant cabinet member (over £100k)	17/05/2021
Approval of Gateway 1: Procurement Strategy Report	19/07/2021
Notice of Intention (Applies to Housing Section 20 Leaseholder Consultation)	19/07/2021
Invitation to tender	09/09/2022
Closing date for return of tenders	11/10/2022
Completion of evaluation of tenders	19/12/2022
Notice of Proposal (Applies to Housing Section 20 Leaseholder Consultation)	06/03/2023
DCRB Review Gateway 2:	03/04/2023
Brief relevant Cabinet Member (over £100k)	19/04/2023
Notification of forthcoming decision – Five clear working days	28/04/2023

Activity	Completed by/Complete by:
Approval of Gateway 2: Contract Award Report	24/05/2023
Scrutiny Call-in period and notification of implementation of Gateway 2 decision	02/06/2023
Debrief Notice and Standstill Period (if applicable)	16/06/2023
Contract award	19/06/2023
Add to Contract Register	19/06/2023
Place award notice in Find a Tender Service	19/06/2023
Publication of award notice on Contracts Finder	19/06/2023
TUPE Consultation period (if applicable)	08/09/2023
Contract start	11/09/2023
Contract completion date	10/09/2026
Contract completion date – if extension(s) exercised	10/09/2028

KEY ISSUES FOR CONSIDERATION

Description of procurement outcomes

10. This procurement exercise was delivered to ensure two contracts are in place for roofing and rainwater works to enable the council to meet its legislative obligations as a social housing landlord.
11. The provision of these works will contribute to maintaining the council's housing stock complementing the warm dry and safe works already undertaken and future Quality Housing Improvement Programme (QHIP). These contracts will fall within the scope of the Right to Repair Regulations 1994.
12. Residents rely on the council to ensure that all roofs and rainwater drains are maintained to a standard to prevent the ingress of water into homes and communal areas. The council also needs to ensure that preventative drain maintenance is undertaken to remove the demand on responsive repairs. These contracts will contribute to the health and safety and quality of life of council residents. To ensure service delivery, these two contracts will provide backup arrangements to each other.

Key/Non Key decisions

13. This report deals with a key decision.

Policy framework implications

14. The works provided through these contracts will contribute to the Fairer Future Procurement Framework to support the Borough Plan and Fairer Future Commitments to deliver value for money and be open, honest and accountable.
15. The delivery of these two contracts fit with the council's objectives as outlined in the Fairer Future Commitments, specifically:
 - Theme 2: Southwark Together
 - Theme 3: A green and inclusive economy
 - Theme 4: Climate Emergency
 - Theme 6: Homes for all

Tender process

16. Following the placement of the Find a Tender Service (FTS) advertisement on 10 May 2022, the PAS91 Pre-Qualification Questionnaire (PAS91 PQQ) documents and the Invitation to Tender (ITT) were uploaded to the eProcurement System (Portal) and Contracts Finder website for tenderers to view and download.
17. A total of five companies returned completed PAS91 PQQ submissions by the PAS91 PQQ response deadline of 12 noon on 8 June 2022.
18. The PAS91 PQQ set out that the top six highest ranked applicants would be invited to tender but reserved the right to invite further applicants should they obtain a score that was within two marks of the fifth ranked applicant's score.
19. The PAS91 PQQs were evaluated by asset management roofing and rainwater managers.
20. Whilst it was anticipated the top six highest ranked Applicants would be shortlisted to tender as only five Applicants submitted a PAS91 PQQ Response, this proved not possible.
21. Following the PAS91 PQQ evaluation stages the PAS91 PQQ evaluation results showed that only the top three highest ranked applicants could be shortlisted as the other two other applicants had scored significantly lower than the shortlisted applicants and the council had no confidence in their PAS91 PQQ submissions.
22. The top three companies were invited to tender as detailed below:
 - A&E Elkins Limited (A&E)
 - Bridgewater Roofing Contractors Limited (Bridgewater)
 - Bidder A

23. The two unsuccessful companies: Bidder B and Bidder C were provided with feedback.
24. A&E, Bridgewater and Bidder A were invited to tender on 9 September 2022 with the instruction to return a completed tender by 11 October 2022.
25. All three tenders were returned via the Portal on or by 2pm on 11 October 2022 and were electronically opened on 12 October 2022 by the monitoring officer's authorised representative in accordance with Contract Standing Orders (CSO) 7.2.5 in the presence of an asset management procurement team (AMPT) procurement manager. These were transferred to a secure file for evaluating and checked for compliance.

Tender evaluation

26. The Tender Evaluation Panel (TEP) were split into three separate panels; one to evaluate quality and social value qualitative, one to evaluate price and social value quantitative and one to evaluate EDI. The quality and social value qualitative evaluation panel consist of individuals experienced in repairs and maintenance provisions and the price evaluation panel consisted of an individual with financial expertise.
27. Tenders were evaluated using the weighted model of 55:42:3 price and social value quantitative/quality and social value qualitative /EDI.
28. All tenders were initially checked for completeness and compliance with the ITT documents as set out in the Tender Evaluation Methodology (TEM) and to ensure that a tenderer was the same company shortlisted at the PAS91 PQQ stage. All tender submissions received were compliant and released for evaluation by the TEP.
29. Tenders were evaluated using a price evaluation model that 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 reduce the risk of uncontrolled expenditure.
30. Each annex contained a pre-priced schedule of rates and estimated indicative quantities for each annex based on historical data and the tenderers were required to put either a +/-% against each annexe, including their hourly rate.
31. Price evaluation was marked out of 55 points. The lowest lump sum price was awarded 30 points, 5 points for social value quantitative and 20 points for the lump sum price that is closest to the mean average of all compliant lump sum Tenders.
32. For these measured term contracts, the figures and quantities used in the price evaluation were indicative only, to enable an evaluation of the relative prices of the tenders. Final expenditure will be demand led in accordance with the available budget. Each tendered price was scored against the lowest

lump sum price was awarded 30 points, 5 points for social value quantitative and 20 points for the lump sum price that is closest to the mean average of all compliant lump sum tenders. Tender prices submitted and the respective scores are as follows.

Position	Tenderer	Tender Sum *	Best Price % Weighting	Mean Avg Price	Social Value Price	Total Price Score
1	Bidder A	£1,222,976.48	30.00%	19.95 %	5.00%	54.95%
2	A&E Elkins Limited	£1,226,207.64	29.92%	20.00 %	3.97%	53.89%
3	Bridgewater Roofing Contractor Ltd	£1,290,119.44	28.44%	19.64 %	3.87%	51.95%

* Note tender sum figures are for evaluation purposes only.

33. All priced documents submitted were checked for arithmetical errors and qualifications.
34. The quality assessment was based on the information received from tenderers who were required to provide information to support their quality submission in response to Method Statements (MS) covering resources, service delivery, quality control and compliance, London Living Wage and Modern Slavery Act.
35. Each member of the TEP independently assessed each method statement response in accordance with the scoring guidelines detailed in the TEM. The TEP then checked the scoring for consistency and agreed a consensus score. Final scores were calculated to ascertain the tenderer's overall score.
36. A summary of results from the quality evaluation are contained in the closed version of this report. Tenderers were required to submit a method statement proposal answering the questions contained within the Method Statement Response Document and covers the following areas:
- MS1 Mobilisation
 - MS2 Service Delivery
 - MS3 Value for Money
 - MS4 Climate
 - MS5 Quality Management
 - MS6 Social Value and London Living Wage
 - MS7 EDI
37. This Method Statement Response Document will be incorporated into the contract as the contractor's planned way of working/operating throughout the contract period.
38. All submissions were scored against the same criteria / sub criteria and sub weightings as set out in the schedule contained in the closed report.

39. The table below shows that the tenderers' combined price, quality and social value scores and identifies the two successful tenderers for Contract A and B respectively.

Position	Tenderer	Best Price Weighting	Mean Avg Price Weighting	Social Value Price	Quality Weighting	EDI weighting	Total Score
1	A&E Elkins Limited	29.92	20.00	3.97	30.50	1.60	85.99
2	Bridgewater Roofing Contractor Ltd	28.44	19.64	3.87	30.90	1.00	83.84
3	Bidder A	30.00	19.95	5.00	25.00	2.20	82.15

TUPE Implications

40. As the contractors geographical areas are changing, TUPE implications may apply and will be considered during the TUPE consultation period.

Plans for the transition from the old to the new contract

41. There is no mobilisation period required for these two contracts as they are being awarded to the incumbent contractors.

42. As the contractors are changing the geographical areas they currently cover, the planned mobilisation period will be utilised to review policies and practices for service delivery moving forward for life time of the contracts.

43. Plans for monitoring and management of the contract

44. The two contracts (Contract A and Contract B) will be managed by asset management roofing and rainwater managers.

45. The purpose of the Key Performance Indicators (KPIs) is to maximise, through measurable continuous improvement, the service provided to the council's residents and to provide best value to the council.

46. Performance against all of the KPIs, which are identified in the table below, shall be ascertained and monitored on a monthly basis at the contract progress meetings from the commencement of the contracts.

NO	KPIs	Minimum Target Percentage %	Council's Aspirational Target Objective %
1	Percentage of Priority Code 1 and 3 Orders completed within the stipulated time periods.	90%	95%
2	Average completion days for all Priority 4 Orders (Calendar Days)	28	21
3	Percentage of Orders for which a Recall Notice (Default Notice) has	98%	99%

	not been issued within the Calendar Month		
4	Completion of Priority 5 (planned works) order up to the value of £10k completed within three (3) Calendar Months.	90%	95%
5	Completion of Priority 6 (planned s20 works) order	90%	95%

47. The actual basis of calculation of KPI percentages shall be agreed by the Contract Administrator prior to any additional KPIs being implemented.

48. The AMPT contracts compliance officer will produce in line with the contract managers annual performance reviews (APR) in line with the council's CSOs.

49. As part of the APR process, the AMPT contracts compliance officer will carry out annual checks to ensure:

- a. Current insurances are maintained;
- b. London Living Wage (LLW) compliance;
- c. Blacklisting and other forms of discrimination e.g. unlawful discrimination, Anti-discrimination legislation;
- d. Compliance with the council's relevant policies e.g. Equality & Diversity Policy, Fairer Future Procurement Strategy (trade union recognition);
- e. Compliance with relevant legislation e.g. Equalities Legislation, the Employment Relations Act 1999 (Blacklists) Regulations 2010 and the Prevent Duty under section 26 of the Counter-Terrorism and Security Act 2015; and
- f. Contractors' own policies e.g. Equality & Diversity.

50. Monthly progress meetings with A&E and Bridgewater and asset management roofing and rainwater managers will be arranged and recorded to review performance and compliance.

51. LLW compliance will be reviewed at APR and office audits of contractors to be done to confirm compliance.

52. Social value commitments made by A&E and Bridgewater will be monitored by the asset management roofing and rainwater managers on a quarterly basis and provide this information to the AMPT contracts compliance officer on a quarterly basis.

53. Asset management Quantity Surveyors (QS) will review all applications for payment and monitor and administer defaults and recovery of costs for poor performance.

54. To ensure robust contract management arrangements are in place, asset management technical quality officers will undertake audit site inspections to ensure that method statements are adhered to and re-instatement works are compliant and delivered to a high standard

55. 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 Portal.

Identified risks for the new contract

56. The table identifies the specific risks associated with this contract, the likelihood of occurrence and the controls in place to mitigate the risk:

R/N	Risk	Likelihood	Risk Control
R1	One or both of the contractors cease trading; go into liquidation / administration leaving works incomplete.	Low	<p>The contracts contain the provision for both contractors to act as back-up to each other.</p> <p>If both cease trading, the Approved List of contractors will be used whilst re-procuring the contract should this occur.</p> <p>The financial stability of the organisation will be continuously monitored throughout the contract through the contract management process. Fame credit checks via Bureau van Dijk (BvD) were carried out as part of tendering process and will be carried out again annually as part of the contract management monitoring process.</p>
R2	One or both contractors are unable to fulfil the requirements of the contract e.g. poor performance, leading to the need to terminate the contract.	Low	<p>The council will use the backup arrangements within the contract. If both fail the council's approved list of contractors will be used whilst re-procuring the contract(s) should this occur.</p> <p>The tender selection process reduces the likelihood of poor performance through the use of method statements to evaluate a tenderer's capacity to deliver.</p>

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

Community impact statement

57. The two contracts will operate borough wide and will support the council's Fairer Future Commitments for quality affordable homes and revitalised neighbourhoods.

58. Both contracts will be of low impact to the tenants, homeowners and other stakeholders as these are external works.

Equalities (including socio-economic) impact statement

59. These contracts will ensure that all roofs and rainwater drains are maintained to a standard to prevent the ingress of water into homes and communal areas, that preventative drain maintenance is undertaken to remove the demand on responsive repairs and will contribute to the health and safety and quality of life of council residents.

Health impact statement

60. These contracts will provide a positive impact on health inequalities. The maintenance of all roofs and rainwater drains will prevent the ingress of water into homes and communal areas will contribute to the health and safety and quality of life of council residents.

Climate change implications

61. These contracts will provide for all contractor company vehicles to be either hybrid or electric within the first 12 months of the contract in line with the council's target of being carbon zero by 2030. As referenced in paragraph 38 above, the contractors' Method Statement Response Document will be incorporated into the contract.

Social Value considerations

62. 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. The social value considerations included in the tender (as outlined in the Gateway 1 report) are set out in the following paragraphs in relation to the tender responses, evaluation and commitments to be delivered under the proposed contract.

63. The successful contractors will be required to demonstrate that they are registered and accredited with the Transport for London (TfL) Fleet Operator Recognition Scheme (FORS). TfL FORS helps fleet operators to measure and monitor performance, encompassing safety, fuel efficiency, vehicle emissions and improved operations, in order to promote fleet management best practice and reduce social / environmental impacts.

64. The successful contractors will be required to demonstrate that they can meet the Mayors Good Working Standard (GWS) foundation level or above and that they are committed to the End Violence at Work Charter.

Economic considerations

65. The full cost to the council and the lifespan of each contract is set out in paragraph 1 and 2 of this report.

66. A&E and Bridgewater will be required to provide the apprenticeship

opportunities and work experience for schools and those not in education, employment or training as proposed in their individual Method Statement Response Documents which will be incorporated into their contracts.

Social considerations

67. Both A&E and Bridgewater have confirmed that they will comply with the provisions of the Equalities Legislation, the Employment Relations Act 1999 (Blacklists) Regulations 2010 and the Prevent Duty under section 26 of the Counter-Terrorism and Security Act 2015

68. Both A&E and Bridgewater have confirmed that they recognise trade union recognition in line with the council's Fairer Future Procurement Strategy and pay the minimum LLW hourly rate to all relevant staff. Quality improvements and cost implications linked to the payment of the LLW will be monitored as part of the each contract review process.

Environmental/Sustainability considerations

69. A&E and Bridgewater will be required to recycle roof and timber products.

70. A&E and Bridgewater will be required to provide hybrid or electric and hybrid company vehicles within the first 12 months of the contract in line with the council's target of being carbon zero by 2030.

Market considerations

71. A&E and Bridgewater are small and medium sized enterprises (SME) experienced contractors in carrying out roofing and rainwater repairs and maintenance across Southwark.

72. A&E is based in Lewisham, South East London and currently employs 69 employees and operates across London. For this contract, A&E will be assisted by two sub-contractors to deliver the works.

73. Bridgewater is based in Southwark, South East London and currently employs five employees and operates across London. For this contract, Bridgewater will be assisted by two sub-contractors to deliver the works.

Staffing implications

74. There are no staffing implications as the existing asset management division are already performing the contract management functions.

Financial implications

75. For construction (works) contracts, the council is the end user in relation to Domestic Reverse Charge (DRC) and notification of this will be included in the letter of award to the successful contractor.

76. The Roofing and Rainwater contracts are from 13 July 2023 for a period of three years with the option to extend for two years.

77. The Roofing and Rainwater contracts are estimated spend of £2.3m per annum combined broken down into two contracts as below. These figures assume volumes are limited compared to 2022-23 volumes:

- North Contract £1.4m
- South Contract £900k

78. Contract A

Budget Code	Cost excluding VAT
GG951 62101 (50%)	£719,583
Estimated capital expenditure (based on the financial resources will be available).	£1,000,000
Total Estimated Contract Value	£1,719,583

79. Contract B

Budget Code	Cost excluding VAT
GG951 62101 (50%)	£719,583
Estimated capital expenditure (based on the financial resources will be available).	£1,000,000
Total Estimated Contract Value	£1,719,583

80. The prices are fixed until 1 April 2024 with a BMI / General Maintenance Index being applied annually thereafter. Where these works are chargeable to leaseholders they will be charged through the annual charge.

Second stage appraisal (for construction contracts over £250,000 only)

81. Second stage financial appraisals were obtained from BvD Fame report for A&E and Bridgewater on 13 October 2022. The table below details their credit score and risk banding.

Tenderer	Fame Risk Banding
A&E Elkins Ltd	Secure
Bridgewater Roofing Contractor Ltd	Secure

Legal implications

82. Please see concurrent from the Assistant Chief Executive – Governance and Assurance.

Consultation

83. Consultation with residents will be carried out during the mobilisation at area forums and homeowner meetings.

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

Strategic Director of Finance (H&M 23/006)

84. The Strategic Director of Finance notes the contents of this report in particular the financial implications section. There is currently not sufficient budget approved to cover the expected yearly contract cost based on 2022-23 volumes of work and so volumes must be limited or additional budget identified to ensure work can be contained within existing budgets. This is partially due to a 19% expected inflationary increase in the contract cost and also due to an increase in the volume of works due to a backlog due to Covid-19. Volumes are therefore expected to decrease as the backlog is worked through. The increased rates from this contract only affect part of the 2023-24 financial year, but the increased rates will impact full year spend from 2024-25 onwards. Additional budget must be allocated to the contract in order for the current volume of works to be maintained. Therefore, it is noted that although this GW2 report approves the contract award, the use of the contractors should be closely monitored and works should be limited to ensure they are delivered within the available budget. A wider review of all asset management contracts and budgets is required to prioritise both revenue and capital budgets within the programme as a whole.

Head of Procurement

85. This report seeks approval from the Strategic Director of Housing to award of Contract A – Roofing and Rainwater Contract to A&E Elkins Ltd for the estimated sum of £1.4m per annum for a period of three years from 28 August 2023 with the option to extend (at the council's discretion) by a further two years making a total estimated contract value of £7m. And Contract B - Roofing and Rainwater Contract to Bridgewater Roofing Contractors Ltd for the estimated sum of £900k per annum for a period of three years from 28 August 2023 with the option to extend (at the council's discretion) by a further two years making a total estimated contract value of £4.5m.

86. The Strategic Director of Housing notes the procurement exercise and social value commitments are detailed in paragraphs 10 to 12 and 16 to 40. The transition from existing arrangements is detailed in paragraphs 42 to 43, the management and monitoring of the contractors including the payment of LLW is detailed in paragraphs 44 to 55, the risks are detailed in paragraph 56, the impact on equalities, health and climate change are detailed in paragraphs 59 to 61.

Assistant Chief Executive – Governance and Assurance

87. This report seeks the approval of the Strategic Director of Housing to the award of two separate roofing and rainwater chargeable contracts - Contract A for north of the borough to A&E Elkins Ltd and Contract B for south of the borough to Bridgewater Roofing Contractors Ltd as further detailed in paragraphs 1 and 2 of this report.

88. The Strategic Director of Housing is requested to note that A&E Elkins and Bridgewater Roofing Contractors Ltd will act as back up contractor to each other on their own tendered rates when required.
89. Paragraph 17 states that a total of five companies returned completed PAS91 PQQ submissions by the PAS91 PQQ response deadline, however, as outlined in paragraphs 21 and 22, only the top highest ranked 3 applicants were invited to tender as the council had no confidence in the submissions of the other two applicants. Paragraphs 16 to 40 contains details of the tender process and tender evaluation.
90. The decision on the award of these contracts is reserved to the relevant chief officer (or under his delegated authority) in accordance with the council's CSO 6.5.2(b).
91. CSO 2.3 provides that contracts may only be awarded or a variation decision made 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 75 to 79 of this reports confirm the financial implications of these awards.

Director of Exchequer (for housing contracts only)

92. This contract is a qualifying long term agreement under the Commonhold and Leasehold Reform Act 2002, and Section 20 consultation is required under schedule 2 of the regulations.
93. Notice of Intention was served on all leaseholders across the borough on 23.6.21 and Notice of Proposal similarly served on 23.12.22. There were 21 observations received from leaseholders, which have been answered.
94. Service chargeable costs arising from this agreement will be reflected in annual service charge bills.

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 ...Michael Scorer
Designation ...Strategic Director, Housing
Date ...24 May 2023

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).

1. DECISION(S)
As set out in the recommendations of the report.
2. REASONS FOR DECISION
As set out in the report.
3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED BY THE OFFICER WHEN MAKING THE DECISION
Not applicable.
4. ANY CONFLICT OF INTEREST DECLARED BY ANY CABINET MEMBER WHO IS CONSULTED BY THE OFFICER WHICH RELATES TO THIS DECISION
None
5. NOTE OF ANY DISPENSATION GRANTED BY THE MONITORING OFFICER, IN RESPECT OF ANY DECLARED CONFLICT OF INTEREST
<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>
Not applicable
6. DECLARATION ON CONFLICTS OF INTERESTS
I declare that I was informed of no conflicts of interests.* or I declare that I was informed of the conflicts of interests set out in Part B4.* (* - 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 DOCUMENTS

Background documents	Held At	Contact
Gateway 1 Procurement Strategy Approval Responsive Repair and Maintenance - Roofing and Rainwater Chargeable Contracts (North & South)	Asset Management	Gavin Duncumb 0207 525 0685
Link: Asset Management\Engineering & Compliance\00 Engineering Procurement\2022 Roofing & Rainwater\2 Gateway 1		

APPENDICES

No	Title
None	

AUDIT TRAIL

Lead Officer	David Hodgson - Director of Asset Management (AM)
Report Author	Sarah Buchanan – AM Procurement Manager
Version	Final
Dated	14 April 2023
Key Decision?	Yes

CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments Sought	Comments included
Strategic Director of Finance	Yes	Yes/No
Head of Procurement	Yes	Yes
Assistant Chief Executive – Governance and Assurance	Yes	Yes
Director of Exchequer (for housing contracts only)	Yes	Yes
Cabinet Member	Yes	Yes
Contract Review Boards		
Departmental Contract Review Board	Yes	Yes
Date final report sent to Constitutional Team		25 May 2023