

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution) **Council's Constitution**

Subject: Establish a Framework Agreement for Disabled Facilities Grants

Staff Contact: Steven Lee-Foster

Executive Member: Colette Wyatt-Lowe

Tel: 01992 555748

Portfolio: Adult Care Services

1. Decision ²

To approve the HHIA contractor framework procurement in respect of the member authorities of the Hertfordshire Home Improvement Agency (HHIA).

2. Reasons for the decision ³

The member authorities of the HHIA (Broxbourne Borough Council, East Herts District Council, North Hertfordshire District Council, Watford Borough Council and Stevenage Borough Council) have delegated their statutory responsibility for the provision of Disabled Facilities Grants under the Housing Grants, Construction and Regeneration Act 1996 (as amended) to Hertfordshire County Council. The HHIA contractor framework procurement has been approved by the member authorities.

3. Alternative options considered and rejected ⁴

The HHIA is currently delivering adaptations under a competitive tendering process on each individual job. This is very time consuming and inefficient at procuring jobs which are essentially the same. The framework enables streamlining and efficient delivery of the adaptations in a timely manner.

4. Consultation

(a) Comments of Executive Member ^{5 6}

None

(b) Comments of other consultees ⁷

The procurement of the contractor framework has been endorsed by the member authorities of the HHIA.

5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.

Signed:

Title: Iain MacBeath, Director of Adult Care Services

Date: 08/11/2018

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6. Copies of agreed document to:

- All consultees
- All members of the County Council (Democratic Services to send)
- Hard & electronic copy (for public inspection both at County Hall and on hertfordshire.gov.uk) to the Democratic Services Manager - Room 213 County Hall; democratic.services@hertfordshire.gov.uk

¹ Please refer to the Call-in and Contract Award Process for officers to determine if notice on this decision record for successful and unsuccessful bidders is exempt information and is therefore subject to inclusion in Annex 'A'

² If this decision relates to the award of contract, please provide a summary of the evaluation process and reasons for the award of contract to the successful bidder.

³ for guidance see Chief Legal Officer's note "Taking Decisions"

⁴ details of any alternative options considered and rejected by the officer at the time the decision was made

⁵ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without taking advice from the Chief Legal Officer

⁶ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of The Council will need to be consulted

⁷ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by email) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.