

ASHFIELD DISTRICT COUNCIL: OFFICER DECISION RECORD

Please use this form to record those executive decisions which are taken by officers and are **not** designated as 'Key Decisions' – or in other words those decisions which are **not** included in the Forward Plan. There is a separate form for recording Key Decisions.

You should also use this form to record decisions about those functions which are reserved to the Council or to its committees. The Constitution explains what these reserved functions are and who is responsible for them.

1. **Title / Subject Matter:**

Please give a brief summary of what the decision is about. A short title for future reference would also be helpful.

Door Entry Systems (Domestic Flat Blocks) and associated Main entrance door replacements

The Council owns circa 110 blocks of flats with communal entrance areas whereby access is controlled by a door entry system. These are varied in type, whereby access is gained via a number of methods, namely keypads, fobs and keys.

The larger 'sheltered' accommodation blocks can be accessed via fobs and also by remote access (via cctv) for visitors, deliveries etc.

The existing door entry systems are old and becoming obsolete, with increasing issues occurring in respect of maintaining such systems and accessing spare parts.

In conjunction, and as a consequence of high use and occasional ASB, a proportion of the main entrance doors served by the door entry systems are either approaching the end of their economic life and/or are no longer suitable or appropriate given the use/abuse they are exposed to.

The main entrance doors need to be suitable and appropriate for the door entry system, and so it is proposed to replace the main entrance doors at the same time as the door entry systems.

In situations where it is considered necessary for entrance doors to open outwards, it will be necessary to install platforms, ramps or steps externally to the door.

For blocks of flats which have received replacement door entry panels in recent years (as one-offs where not able to be repaired) or where the system or building is relatively new, it will not be necessary to replace door entrance systems or doors at this time. In situations where entrance doors only need to be replaced, this will be carried out and linked to the existing door entry system (where the existing door entry system is suitable to operate the new door type).

The flat blocks also have other entrance/exit doors, whereby the number and type vary dependent upon the block size and type. Access is via a mix of keys/fobs and

keypads, however predominantly keyed. It is therefore also proposed to carry out a further exercise later to replace the rear entrance doors and link all doors to a single means of access per building (i.e. not have a fob and a key). All such works would be funded from within the approved HRA Capital Programme.

It is proposed that the means of access will be by fob (to replace keys), to aid with the control of access into the Courts, whereby such fobs can be deactivated to prevent access should a tenant lose or not return fobs/keys currently. Such a system will be cloud based with sim technology to enable remote programming/ access, along with data analysis of usage. This is considered to be an improvement on having to seek the return of keys/fobs, and the task of having to visit site to programme access for new tenants. Door entry systems should be open protocol to enable any number of software suppliers to provide software to enable remote access control.

Costs will therefore include an initial installation of the door entry system and an ongoing commitment to pay for software to operate the system including remote access control.

The design of door entry systems is a specialist activity, especially when introducing accompanying communal entrance door replacement, and cloud based access. The Council does not such specialist expertise (options appraisals, development of specifications and designs etc.) in-house, and so this specialist expertise must be sourced externally. The intention is to use the Scape Customer Access Agreement (formally entered into by ADC previously), enabling direct access to the Frameworks which sit underneath it. This will enable the Council to engage with relevant specialists to carry out the end to end process of establishing options (pros, cons and costs) to meet the Client's brief, and to subsequently design the preferred system to meet current regulations, standards etc. Rates are fixed in accordance with the Framework tender.

This exercise will be funded from within the existing capital programme for such works, and is estimated to be in the region of £500k to £1m, dependent upon the nature and extent of works chosen.

2. Decision Reference No:

Each Directorate maintains its own decision records/reference system to number its decisions. Please make sure that you use this system

AHSD178

3. Decision Taken:

Try to briefly summarise what you have actually decided to do. For instance, to purchase a specific piece of equipment for a specific cost, to be paid for from which budget heading etc. Don't include any exempt information in your summary that you would not want to be published.

- 1) To engage with the appointed Consultant on the relevant Scape framework to carry out appraisals of system options; for the Director of Housing and Assets to have discretion to select the preferred approach and instruct the Consultant to develop detailed designs, and carry out the installations.
- 2) To engage with Legal Services to assist with the development/validation of the documentation associated with the various stages (between ADC and Consultant).

3) To engage Legal services to formalise relevant agreements along with any other formalisation processes required throughout the procurement process (between ADC, Consultant and any relevant third parties).

4. Reasons for the Decision:

Again, briefly explain why you thought this was the right decision

It is necessary to replace the door entry systems (and main entrance doors in many instances) as they are at the end of their economic life and/or are no longer fit for purpose.

The exercise is complicated in respect of designing door entry systems including door designs and replacement, and the introduction of cloud based access control. The Council does not currently have in-house expertise in this specialist area and so is unable to develop designs or develop tender documentation.

The Council is able to directly engage with Scape, in compliance with the Contract Procedure Rules, providing access to a range of specialists in a full range of activities. The Scape customer access agreement is a large national agreement, utilised by the Council many times in recent years, and is a tried and trusted delivery vehicle, providing the relevant expertise in terms of providing options appraisals, design, tender and project management of such specialist systems/installations. The Consultant will carry out an options appraisal and develop specifications/designs for the preferred approach, and the carry out the respective installation works. It is considered that this framework offers value for money (when compared to historic tenders for the design and project management for such installations), as well as saving on the cost of procurement.

5. Alternative Options Considered / Rejected:

Briefly summarise what other options, if any, you considered and explain why you rejected them.

To not carry out the replacement of door entry systems and doors; not considered an option given the age and condition of the majority of the systems (and associated doors) to maintain them in good condition.

To separately develop a tender for the door entry systems and doors. There is no expertise in-house able to deliver the specialist knowledge necessary to carry out this exercise. Without this expertise, it is difficult to develop a tender for such works and increases the risk of the finished product not being fit for purpose.

6. Implications

Please ask the respective professional Officers for their assessment of the potential (a) Legal, (b) Financial and (c) Human Resources implications of the decision. You only need to consult other relevant officers if you think that the decision will have an impact on their areas of responsibility.

Legal

(LE 07/12/21)

The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (Contracts) Act 1997, s1). The Local Government Act 1972 requires the Council to have regulations for how it enters into

contracts. In addition to complying with all relevant UK legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations.

HR

(KB 01.12.21)

There are no HR implications contained in the report

Finance

(SB 02/12/21)


The cost of the installation works will be funded from the HRA Capital Programme. The ongoing cost of system maintenance will be funded from the Housing Revenue Account - Door Entry System, Repairs and Maintenance revenue budget.

Environmental Considerations

Carbon credentials will be taken into consideration when selecting the preferred option.

Name / Title of the officer taking the Decision:

Use your own name and title. Do not 'pp' for a more senior officer who has asked you to take the decision.


Paul Parkinson – Director of Housing and Assets (Deputy Chief Executive)

Date: 08/12/21

Name / Title of the relevant Lead Cabinet Member consulted (if appropriate)

(This decision is not subject to call-in and is circulated for information only). **If a Cabinet Member has a conflict of interest relating to this decision, then this should be declared and a request for dispensation will be considered.**

Date:

Name / Title of the relevant Committee Chairman consulted (if appropriate)

(for non Executive/Council side function decisions)

Date:

The completed form should be emailed to the Democratic Services Team:

democratic.services@ashfield.gov.uk

They will arrange for it to be published on the Council's web site.

EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION

Use this section to share any confidential information that would not be published or placed on the Council's web site. The information will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) r.dennis@ashfield.gov.uk or any member of the Democratic Services Team.