

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:

Housing Stock Investment Model (30 years) and Data Validation Surveys

Background

Approximately every five years, the Council engages a specialist consultant to update the 30-year investment model to establish budgetary requirements to maintain the housing stock to the Decent Homes Standard (and other relevant and current standards), as a minimum, relating to major refurbishment, improvements, repairs and maintenance activity to the Council's housing stock. This includes a validation exercise of the Council's existing physical asset data via assessing a sample survey, which if considered robust, is then used to extrapolate the investment requirements across all building components by year. The exercise also includes for servicing and maintenance functions such as gas and electrical testing. This information will then inform the Capital Programme and the overarching Housing Investment Strategy.

The intention is to tender the exercise and appoint to the winning bidder.

If an open market tender is not successful, then a framework route will be taken, at the discretion of the Executive Director of Operations.

The cost of the exercise is included within the current HRA Capital Programme.

2. Decision Reference No:

ODR OP270

3. Decision Taken:

- 1) To procure a specialist consultant to carry out a housing stock data validation exercise and produce an updated 30-year Housing Stock Investment Model for the existing domestic assets. To procure via open tender, and if the open market tender is not successful, then a framework route will be taken, at the discretion of the Executive Director of Operations.
- 2) To enter into contract with the winning bidder/appointed specialist.
- 3) To engage with Legal Services to assist with the development/validation of the contract documentation including formalisation between the relevant parties.

4. Reasons for the Decision:

It is essential for the Council to have a short, medium and long-term investment plan in place to ensure budgets meet expenditure requirements and to prioritise investment to achieve value for money and maintain the housing stock to the required standards.

The Council does not have the in-house expertise or the resources to carry out this exercise. Appointing a specialist will provide independent validation and bring the relevant expertise to provide maximum surety.

5. Alternative Options Considered / Rejected:

To not carry out the exercise is not an option.

6. Implications

Legal:

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.[LE 27.02.24]

Finance:

This will be met from the 30 Year Validation & Non-Traditional Surveys budget in the capital program. [SB 28/02/2024]

HR:

The specialist appointed via the procurement route will not be an employee of the council and as such the Authority needs to ensure compliance with IR35. [KB 28/02/2024]

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


Paul Parkinson, Executive Director -Operations

Date: 01/03/24

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

N/A

(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)

N/A

(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.