



Notice of Non-key Executive Decision

Subject Heading:	Christmas Tree contract 2019
Cabinet Member:	Councillor Damian White
SLT Lead:	Jane West, Chief Operating Officer
Report Author and contact details:	Nicola Bowen
Policy context:	The decision has been made in line with procurement policy and guidelines
Financial summary:	This is a one year contract: The value for the contract for 2019 is approximately £30k. The budget has been approved.
Relevant OSC:	N/A
Is this decision exempt from being called-in?	Yes. It is a non-key decision by a member of staff

The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input checked="" type="checkbox"/>
Places making Havering	<input checked="" type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

We intend to appoint a Christmas Tree supplier who will provide trees installation and removal in designated locations in specified town centres of the borough for Christmas 2019. We are looking to appoint on a one year contract. Following the end of the 2019 contract we would then look at procuring on an extended contract under the

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

There are health and safety risks associated with the installation. However, we will be requesting risk assessments and all relevant insurance documentation (Employer's liability, public liability and professional indemnity insurance) as part of the tendering process and will not appoint a supplier who is unable to evidence appropriate procedures in place and certification.

FINANCIAL IMPLICATIONS AND RISKS

At this time, there will be no financial implications outside of the earmarked amount for the cost of delivering the Christmas Tree provision for the borough.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

There are no human resources implications and risks (nor accommodation implications) to this decision.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

We do not consider there to be any equalities and social inclusion implications and risks to this decision.

BACKGROUND PAPERS

Procurement Guidance – London Borough of Havering Contract Procedure Rules
(Strategic Procurement Unit, February 2016)

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Signature:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Date: 30.07.2019

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Proposal NOT agreed because

Details of decision maker

Signed



Name: Gareth Nicholson

Cabinet Portfolio held:

CMT Member title:

Head of Service title: Assistant Director, Customer, Communications and Culture

Other manager title:

Date: 30.07.2019

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on

1/08/2019

Signed



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