

Notice of Non-key Executive Decision

Christmas Tree contract 2019
Councillor Damian White
Jane West, Chief Operating Officer
Nicola Bowen
The decision has been made in line with procurement policy and guidelines
This is a one year contract: The value for the contract for 2019 is approximately £30k. The budget has been approved.
N/A
Yes. It is a non-key decision by a member of staff

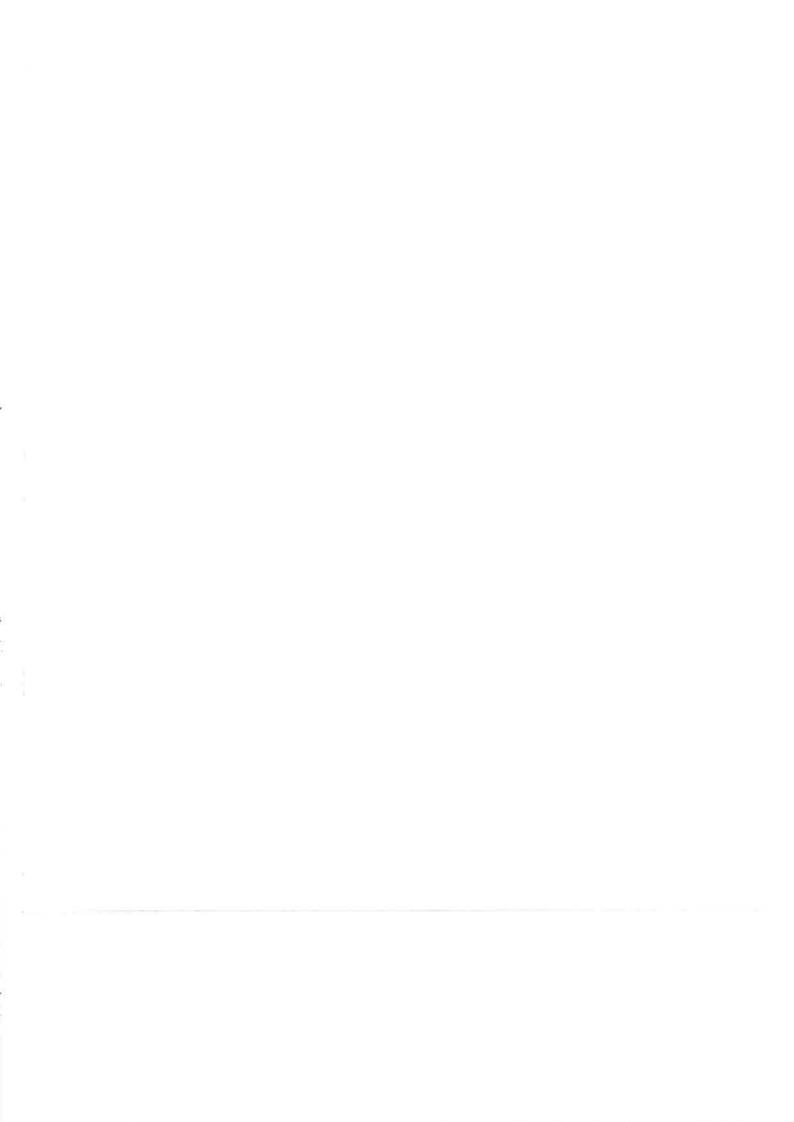
The subject matter of this report deals with the following Council Objectives

Communities making Havering	[X]
Places making Havering	[X]
Opportunities making Havering	Ď.
Connections making Havering	Ö

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)

Non-key Executive Decision

Signature:

Date: 30.07.2019

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	08/2019
Signed J.J. Z.	

Non-key Executive Decision