

## Notice of Non-key Executive Decision

<b>Subject Heading:</b>	Communal furniture for Sheltered schemes
<b>Cabinet Member:</b>	Cllr Joshua Chapman
<b>SLT Lead:</b>	Katri Wilson, Assistant Director Supported Housing
<b>Report Author and contact details:</b>	Katri Wilson <a href="mailto:Katri.wilson@havering.gov.uk">Katri.wilson@havering.gov.uk</a> Telephone 01708 434581
<b>Policy context:</b>	Communities Theme: The needs of our most vulnerable residents are identified and met. We want to replace old communal furniture in our Sheltered Housing schemes, to provide a more comfortable and attractive communal environment.
<b>Financial summary:</b>	The replacement furniture is estimated to cost £100,000 and will be funded from A28010 641140.
<b>Relevant OSC:</b>	Towns and Communities
<b>Is this decision exempt from being called-in?</b>	Yes. It is a non-key decision by a member of staff.

## Non-key Executive Decision

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

Communities making Havering	X
Places making Havering	[]
Opportunities making Havering	[]
Connections making Havering	[]

### Part A – Report seeking decision

#### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

To approve the purchase of communal furniture for 15 Sheltered Housing Schemes from Welltex for a value of £100,000.

#### AUTHORITY UNDER WHICH DECISION IS MADE

##### **3.3 Powers of Members of the Senior Leadership Team**

Members of the Senior Leadership Team (SLT) have delegated authority to act as follows within the assigned service service/portfolio of responsibilities, subject to the general provisions and limitations set out in section 3.1 above.

##### **General powers**

(a) To take any steps necessary for proper management and administration of allocated portfolios.

(b) To exercise all the powers delegated to them personally and those powers delegated to Second Tier Managers and other staff members in their directorate where circumstances require and so far as legally permissible. Exercise of such powers should be recorded where appropriate. Where possible, a SLT member should give notice to a relevant staff member that he or she intends to exercise a specified power that is delegated to that staff member.

##### **Contract powers**

(a) To approve the replacement of furniture in Sheltered Housing communal lounges up to a certain value.

## Non-key Executive Decision

### **STATEMENT OF THE REASONS FOR THE DECISION**

Discussions around the large number of voids in our Sheltered Housing schemes identified that there are improvements to be made to upgrade the communal lounges, and to make them more appealing and attractive to new and current residents.

Following an assessment of the condition and style of the furniture currently being provided in the lounges, it is proposed that all furniture is replaced with a better standard and style of furniture suitable for older people. The current furniture is old, worn and unappealing and includes a mixture of styles and some donated furniture not meeting current fire safety standards.

New furniture will benefit over 500 existing residents who currently live in our Sheltered Housing schemes, as well as new residents moving into the schemes.

Two years ago, the lounges were redecorated in dementia colours, but the furniture was not replaced, resulting in a mixture of colours and styles. The new furniture will make the schemes more attractive and provide a more aspirational environment for potential residents considering a move to Sheltered Housing.

An inventory of current furniture has been undertaken, and an assessment of the layout, to determine how many items of each type are required.

The Council sought competitive tenders from bespoke Retirement Housing furniture suppliers, the quotes were based on good quality fabrics, meeting fire safety legislation and providing a pleasing style suited to the age group of the residents. The tenders included delivery and installation, and removal and recycling of old furniture. Six quotations were received. One quotation was excluded as supplier was unable to provide fabric:

Bid A	101,852
Bid B	149,770
Bid C	126,787
Bid D	100,000
Bid E	108,496

The Council are proposing to accept the lowest quote received (Bid D). This has been approved by the Procurement Officer. Purchase of the goods is considered best value for money due to the fact that we have received a reduced, competitive price, the furniture is of high quality and specifically designed for older people, the price quoted includes delivery, installation and removal and recycling of old furniture.

A waiver was sought as the Council considers the obtaining of six quotations to be best value for money. Re-procuring risks best value as the Council has received a discount, delivery, installation and recycling of old furniture at no additional cost.

### **OTHER OPTIONS CONSIDERED AND REJECTED**

Option 1 – Do Nothing

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The Council considered not replacing the furniture, but this option has been ruled out, as it will not resolve the issues around the current standard of furniture, or making the schemes more appealing to new residents.

**PRE-DECISION CONSULTATION**

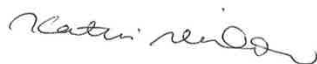
The Council consulted with the Sheltered Manager, Sharon Nunn, and the Sheltered staff. An initial consultation was held with residents, who are very pleased with the proposals and will have a final say on the colour scheme.

**NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Katri Wilson

Designation: Assistant Director Supported Housing

Signature:



Date: 18/08/2021

## Part B - Assessment of implications and risks

### **LEGAL IMPLICATIONS AND RISKS**

Section 1 of the Localism Act 2011 grants Local Authorities a General Power of Competence, allowing it to do anything that an individual may do, provided there are no statutory constraints, and that it either furthers its functions or benefits the Local Authority's area. There are no such constraints.

The Council is a contracting authority for the purposes of the Public Contracts Regulations 2015 (PCR 2015) and must comply with the PCR 2015 requirements. The Contract is for goods, but falls below the threshold of £189,330. The contract is therefore not caught by the full PCR 2015 regime. The procurement must however comply with general PCR 2015 principles including fairness and equality.

The procurement must also comply with the Council's Contract Procedure Rules (CPR).

Annex 1 of the Council's Contract Procedure Rules require all Contracts with a value between £100,000 and £189,330 include have a full tender process. However, a waiver was obtained and quotations were obtained instead.

Contract Procedure Rule (CPR) 9.9 of the Council's constitution has been waived. CPR 14.3a permits the Council to waiver its rules if it falls within one of the Council's Exceptions, and is signed off by either the Relevant Member or a member of the SLT.

The Exception used is set out in 14.6.6 of the CPRs, namely that it is in the best interests of the Council for a provision in the CPR to be waived. The Waiver therefore complies with the relevant Council Standing Order.

The Local Authority has a fiduciary and best value duty to safeguard its resources. As detailed in the report, Council Officer's consider purchasing the goods from Welltex achieves compliance with these duties.

### **FINANCIAL IMPLICATIONS AND RISKS**

The replacement furniture for the 15 communal lounges is estimated to cost £105,000 and will be funded from capital, via a revenue contribution from A28010 641140. A new services charge will be introduced from April 2022, which will provide funding for a 5 year furniture replacement programme.

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

The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

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**EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

There are no equality implications in this report.

**BACKGROUND PAPERS**

**Non-key Executive Decision**

**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

**Details of decision maker**

Signed



Name: Patrick Odling-Smee

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Date: 28/09/21

**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 \_\_\_\_\_

Signed \_\_\_\_\_