

Notice of NON KEY Executive Decision containing exempt information and confidential appendix

This Executive Decision Report is part exempt and Appendix A is not available for public inspection as it contains or relates to exempt information within the meaning of paragraph 3 of Schedule 12A to the Local Government Act 1972. It is exempt because it refers to financial information/valuation and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Subject Heading:	Procurement of Automated External Defibrillators (AEDs)
Decision Maker:	Neil Stubbings, Strategic Director of Place.
Cabinet Member:	Cllr. Paul McGeary Cabinet Member for Housing & Property.
SLT Lead:	Neil Stubbings, Strategic Director of Place.
Report Author and contact details:	Mark Riordan, 01708 434626 Mark.Riordan@havering.gov.uk
Policy context:	The procurement of AEDs is in line with the risk assessment policies.
Financial summary:	<p>We have identified a need to replace obsolete AEDs and introduce AEDS at a number of locations. The proposed number of AEDS requiring purchase is 36.</p> <p>The total initial cost to purchase 36 AED's will be £23,786 Maintenance and replacement of parts over a 10-year period will cost £2,000 per</p>

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	annum. HRA cost for 2025/26 is £12,893.
Relevant Overview & Scrutiny Sub Committee:	Places Overview and Scrutiny Sub Committee.
Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision.

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

People - Things that matter for residents

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place. X

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

For the reasons detailed in this report the Strategic Director of Place is recommended to agree to:

Approve the purchase and maintenance cost of 36 automated electric defibrillators (AEDs) for a total cost of £54,938.40 from London Hearts. This total comprises £28,543.20 for the purchase of AEDs and £26,395.20 for the maintenance over a ten-year period. (The cost to be shared with the HRA, please see Financial Implications).

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution,
3.3 Scheme of Delegation – functions delegated to officers
Scheme 3.3.3 Powers common to all Strategic Directors

4. Contracts

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

STATEMENT OF THE REASONS FOR THE DECISION

This report seeks authorisation to purchase and maintain 36 automated electric defibrillators for the Council as all our current AEDs require replacement pads and batteries which are becoming difficult to source as the machines become obsolete.

The scope of the provision of AEDs is limited to the premises detailed in the table below. These premises were selected based on the number of staff or public that use the buildings e.g. that have a large amount of employees (20 or more) based at the premises or areas where there is a high footfall and attendance by all age groups.

20 of the 36 machines identified as required have been requested by the Council's Sheltered Housing service. These are in locations where service users pay for their

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services and there is an expectation from relatives that these are provided, due to the higher risk of Heart Attack/Cardiac Arrest.

The following buildings have been categorised as Low (green), Medium (amber) and High risk (red) areas.

Low risk is categorised where an AED is present or within 1 minute of nearby AED, Medium risk is categorised where there is no AED available and within 2 minutes of nearby AED and High Risk is categorised where no AED is present and there are no AED's available within the local area or are 3 minutes or more from nearest resource. The times quoted to the nearest AED are based on google maps quickest routes and are only an average estimate.

The proposal is therefore to replace the existing 8 defibrillators and provide a further 8 defibrillators at the sites identified as high risk in addition to the 20 defibrillators.

Council Premise	No. of AED 's	Location of AED	Distance to Offsite AED	Nearest Offsite AED
Romford Town Hall	1	Reception Area		Asda Superstore
Central Library	1	Reception Desk		Town Hall and Asda Superstore
Mercury House	1	Ground and 6 th floor		Asda Superstore
River Chambers	0	No AED	3 Minutes Each Way	Marks and Spencer Romford
Langtons Registry Office	1	Behind Reception		Hornchurch Fire Station
South Essex Crematorium	1	East Chapel Main Office		None Available
Romford Cemetery	1	Operatives Building		None Available
Upminster Cemetery	0	No AED	Within 2 Minutes	South Essex Crematorium
Rainham Library	0	No AED	7 Minutes Each Way	Tesco Superstore
Romford Library	0	No AED		Romford Town Hall Asda Superstore
Collier Row Library	0	No AED	3 minutes Each Way 3 minutes Each Way 6 Minutes Each Way	Lloyds Pharmacy Tesco Metro Collier Row Clinic
Harold Hill Library	0	No AED	8 Minutes Each Way	Health Centre

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Elm Park Library	0	No AED		St Nicholas Church Playgroup 9.15am – 3.15pm
Hornchurch Library	0	No AED	2 Minutes Each Way 1 Minute Each Way 4 Minutes Each Way	Langtons Registry Office Hornchurch Fire Station Hornchurch Healthcare Centre
Upminster Library	0	No AED	2 Minutes Each Way	Dental Surgery
South Hornchurch Library	0	No AED	2 Mins Each Way	Doctors Surgery
Chippenham Rd Children's Centre	0	No AED	None Available	None Available
Elm Park Children's Centre	0	No AED	7 Mins Each Way	St Nicholas Church Playgroup 9.15am – 3.15pm
Rainham Village Children's Centre	0	No AED	None Available	None Available
Hilldene Children's Centre	0	No AED		Dental Surgery 219-221 Straight Road
Collier Row Children's Centre	0	No AED	2 Mins Each Way 3 Minutes Each Way	Lloyds Pharmacy Tesco Metro
Ingrebourne Children's Centre	0	No AED	None Available	None Available
St Kilda Children's Centre	0	No AED		Dental Surgery, 63 Eastern Avenue
Harrow Lodge Park Depot	TBC	TBC	TBC	TBC
Central Depot	2	Main Building outside and Transport Hanger outside		None Available

Three companies were invited to submit prices detailing the cost of the AED. . (The demand for replacement parts will be variable depending on usage). After this submission, we have also applied to the charity London Hearts and received a quote. London Hearts are a defibrillator charity that provide defibrillator funding. The price submitted by London Hearts was significantly lower than the other providers and therefore they were deemed to be the most advantageous tender for the Council. The initial cost for the AEDs will be £28,543.20 (including VAT). The cost of 3 replacement pads and 2 replacement batteries will be £26395.20 (including VAT).

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Please also note: there may be a further installation cost for each machine but, where possible, we will utilise internal operatives to carry out this function.

OTHER OPTIONS CONSIDERED AND REJECTED

1. Do nothing and stop the provision of automatic external defibrillators. This was rejected as the Council is committed to ensuring that employees of the Council and service users have access to a safe environment.

PRE-DECISION CONSULTATION

None.

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

Name: Mark Riordan

Designation: Health & Safety Team Manager

Signature: *Mark Riordan*

Date: 06/08/2025

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council, as an employer is duty bound to ensure that the use of its premises is appropriately risk assessed and suitable mitigation steps are implemented in accordance with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This includes having an appropriate health and safety policy in place. In line with this duty, the Council ensures that appropriate equipment is provided for staff and the purchase of the AED's is consistent with its obligations to safeguard employee health and safety.

The proposed value of the goods is £54,938.4 and is below the applicable procurement threshold for goods and services and accordingly the procurement process does not fall within the rigours of the Procurement Act 2023 (PA 2023).

Whilst the contract does not fall under the full PA 2023 regime, the Council must comply with the procurement policies and, evaluating and awarding requirements of the Council's Contract Procedure Rules (CPR).

A competitive procurement procedure was conducted in accordance with CPR Annex 1, which requires the Council to seek a minimum of 3 quotes using the Council's e-tendering suite.

Officers are satisfied that London Hearts provided the most advantageous tender for the Council overall. For the reasons set out above, the Council may award a contract to London Hearts.

FINANCIAL IMPLICATIONS AND RISKS

Although there is a significant cost to provide AEDs, the costs of a serious incident in both legal action and service delivery e.g. sickness absence, could far exceed the cost of the devices.

It is proposed that that costs in the decision paper will be shared across HRA and the General fund budgets with the HRA paying half the costs for the purchase and maintenance as agreed by the Interim Director for Housing & Property.

The purchase cost, excluding VAT as that is recoverable and therefore not a budget concern, is £23,786 (£661 per item). The maintenance cost over 10 years will be £21,996 (or £2,000 per annum).

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

The recommendations made in this report support the Council's strategic approach to remote working but do not give rise to any specific HR risks or implications that would negatively affect either the Council or its workforce.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have 'due regard' to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) Foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex/gender, and sexual orientation.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. Equality aspects of this executive decision are considered in lone working and risk assessment policies. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

None.

BACKGROUND PAPERS

None.

APPENDICES

Exempt Appendix A.

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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

Details of decision maker:

Signed



Neil Stubbings
Strategic Director of Place.

Date: 29th August 2025

Lodging this notice

The signed decision notice must be delivered to Committee Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____