

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 10.10.17	Ref No: 1589
Type of Operational Decision:	
Executive Decision <input type="checkbox"/> Yes	Council Decision <input type="checkbox"/>
Status:	
Title/Subject matter: Elizabethan Disabled Lift Replacement	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No
Details of Operational Decision Taken [with reasons]:	
<p>The Elizabethan Suite external lift is currently out of order and has been condemned due to its age and condition.</p> <p>Approval is required to accept the tender from Orona for £18,314 without advertising as an emergency/urgent Health & Safety and access issue.</p> <p>This causes a health and safety risk to customers and staff, and the replacement is a high priority to return the building into a fully operational public venue.</p> <p>Following consultation with the Premises Management Officer, it is advisable that the current lift service provider Orona are given the contract to supply and install a new lift.</p>	

Details of Operational Decision Taken Contd/...

Under the emergency works section of CPR, the following areas are of relevance to this project:

- Works which if not done pose an immediate risk to Health and Safety
- Work required to keep the building operational
- Urgent maintenance works (ie where further deterioration resulting in additional repair costs would occur if immediate action is not taken)
- For works with an estimated value between £3,000 and £25,000 written quotations from a minimum of three contractors will be required. In situations where this will result in disruption and further delay, formal approval to award directly to a contractor will be obtained from the appropriate Chief Officer.

If a full tender process is required, the design and specification would need to be drafted by a specialist lift consultants as the council does not have the expertise in house. This would incur an additional cost.



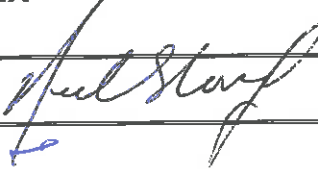

The tender process could potentially take up to 12 weeks, plus an additional 10 weeks for manufacturing and 2 weeks for installation.

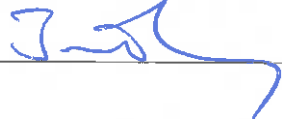
Orona are of the opinion that they can have the installation designed, ordered, manufactured and installed within 6 weeks from point of order.

Orona have quoted £18,314. They have offered a 2.5% discount if the order is placed direct.

A £20k budget has already been approved by the Interim Executive Directors of Resources and Regulation, and Communities and Wellbeing.

To prevent delay in reducing the health and safety risks currently imposed and a negative impact on the authority and income, and to restore access to those with disabilities and become an inclusive environment, it is therefore recommended that Orona Ltd are chosen to supply and fit the new lift at the earliest opportunity.

Decision taken by:	Signature:	Date:
Interim Executive Director – Resources and Regulation		16/10/17
Interim Executive Director - Communities & Wellbeing		14/11/2017
Head of Workforce – Communities & Wellbeing	NA	
Assistant Director (Operations)		12/10/17
Members Consulted [see note 1 below]		
Cabinet Member/Chair		16/10/17

Lead Member	NA	
Opposition Spokesperson		9.2.18
Notes		
<ol style="list-style-type: none"> 1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted. 2. This form must not be used for urgent decisions. 		



