

Decision by Portfolio Holder



Report reference: SGT-001-2018/19

Date of report: 04-June-2018

**Epping Forest
District Council**

Portfolio: Safer Greener and Transport Portfolio

Author: Caroline Wiggins (Ext) 4122 Democratic Services: J Leither

Subject: Furniture for the Epping Forest District Council Community Safety Hub

Decision:

1) To waive the provisions of Sections 10 and 12 of the Council's Procurement Rules for the purchase of furniture for the Council's Community Safety Hub, due to the price being in excess of the £25,000 threshold normally requiring at least three competitive tenders to be obtained; and

2) To accept the price provided by Rainbow Furniture Ltd in the sum of £26,662, in order to continue procurement arrangements for the development of the District's new Community Safety Hub based at the Civic Offices, which will provide an operating base for the three Council-funded Police Officers.

ADVISORY NOTICE:

*A Portfolio Holder may not take a decision on a matter on which he/she has declared a Pecuniary interest.
A Portfolio Holder with a non-pecuniary interest must declare that interest when exercising delegated powers.*

I have read and approve/~~do not approve~~ (delete as appropriate) the above decision:

Comments/further action required:

Signed: Cllr S Kane

Date: 12th June 2018

Non-pecuniary interest declared by Portfolio Holder/ conflict of non-pecuniary interest declared by any other consulted Cabinet Member:

None

*Dispensation granted by Standards Committee:
Yes/No or n/a*

N/A

Office use only:

Call-in period begins: 13th June 2018

Expiry of Call-in period: 19th June 2018

***After completion, one copy of this pro forma should be returned to
Democratic Services IMMEDIATELY***

Reason for decision:

The Council's Procurement Rules require at least three quotations to be obtained if the total value of a contract or order is expected to be in excess of £25,000. In this case, following an

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initial competitive exercise with two suppliers, the cost was anticipated to be less than £25,000. However, in the event, due to the need to include additional equipment as part of the order, the total cost was just in excess of £25,000. Therefore, it is necessary to seek Portfolio Holder approval to waive the relevant parts of the Council's Procurement Rules to enable the contract to be let.

Options considered and rejected:

To not waive Sections 10 and 12 of the Council's Procurement Rules – in which case it would be necessary to undertake a more formal procurement exercise, which would severely delay the objective of having the 3 Council-funded police officers in place in June 2018.

Background Report:

1. In February 2018, Cabinet formally agreed the budget provision to fund three full-time Police Officers, including a sergeant and two police constables, to be tasked and directed by the Council.
2. In order to facilitate the co-location of these officers and create a Community Safety Hub within the district, compliant with Essex Police requirements, the Community Safety Office at the Civic Offices is currently undergoing a full re-design and refurbishment. The Council's agreed model for its Accommodation Review has been used for this project, in order to establish the new Hub as a pilot for the wider accommodation works.
3. The Council now needs to progress with the purchase of furniture for the office and, after an initial competitive process with two suppliers and a period of assessment trialling three different manufacturers' chairs, a final total price has now been obtained from the preferred supplier, Rainbow Furniture Ltd, at £26,662 - which is just a little above the £25,000 threshold normally requiring at least three competitive tenders to be obtained by the Council's Procurement Rules, of which 84% will be funded by Essex Police.
4. Therefore, Portfolio Holder approval is sought to waive the relevant parts of the Council's Procurement Rules to enable the equipment to be purchased without delay.

Resource Implications:

£22,500 contribution from Essex Police, with the remainder costs to be funded from the Council's Transformation Budget.

Legal and Governance Implications:

A Service Level Agreement has been produced which includes details of partnership responsibilities between Essex Police and the Council.

Safer, Cleaner and Greener Implications:

It is anticipated that the formation of the Hub will assist Essex Police and the Council to better address key, local issues of crime, disorder and anti-social behaviour.

Consultation:

Consultation has been undertaken with Essex Police, who support the proposal.

Background Papers:

None.

Impact Assessments:

Risk Management:

The risks of the decision are minimal.

Key Decision Reference (Y/N): No

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as attached as an Appendix to this report.

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