



Record of Officer Executive Decision

Date of Decision: 26 May 2020

ADUR & WORTHING
COUNCILS

If you have any questions about this decision please contact Democratic Services on 01903 221006 or email democratic.services@adur-worthing.gov.uk

Record of Decision: HofH/022/19-20 Facilities Management Contract Award
Decision taken by: Head of Housing
Declaration of Disclosable Pecuniary Interests: Declaration: I do not have a disclosable pecuniary interest, or conflict of interest. Delegated authority: Delegation 3.1.1 of the Officer Scheme of Delegations allows the Head of Housing to: 'determine and take all action in relation to the management and maintenance of the Council's housing accommodation including the letting, transfer, exchange and repossession of dwellings, garages, open spaces and parking spaces.'
Decision: To appoint Micawber Lettings as managing agent of 9 units of temporary accommodation situated at The Downview, 73 Downview Road, Worthing, BN11 4FA (phase 1)
Key Decision: Yes
Reason For Decision: As a responsible landlord, the council is obliged to ensure its buildings are maintained and are statutory compliant to protect the health, wellbeing and safety of its tenants, employees, visitors and members of the public. WBC does not have it's own service to meet these obligations so it is required to procure a new facilities management contract and secure arrangements with sufficient time to mobilise the contract in time for completion and handover of phase 1 of the Downview Pub in the middle end of May '20.
Alternative Options Considered: <ol style="list-style-type: none">1. Do nothing: The council would fail to meet statutory obligations and would prevent the building from being used as intended.2. Manage in-house: WBC does not have capacity within the existing staffing structure to provide this.3. Full tender: The Council went out to tender on 1st November 2020 but no bids were received.4. Award a direct contract to a local property management agency: This is the only remaining option.

Other Matters Considered:			
Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health & Safety Issues	x		
Consultation:			
Heather Mercer - Executive member for Customer Services Cllr Daniel Humphreys - Leader of Worthing Borough Council Sarah Gobey - Chief Financial Officer			
Background Papers: Housing Matters Strategy 2017-2020			
Financial appraisal - The Downview			
Financial Appraisal - 151 Rowlands Rd			
Contact Officer:			
Akin Akinyebo Head of Housing akin.akinyebo@adur-worthing.gov.uk			
Call-in: The call-in deadline for this decision will be 5:00pm on 2 June 2020			



Signed:

Dated: 26 May 2020

Name: Akin Akinyebo, Head of Housing

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