

ROCHFORD RECEPTION

1 SUMMARY

- 1.1 This report advises Members of decisions taken under delegated authority in respect of the procurement of the temporary reception facility at Rochford.

2 PROPOSED PROCUREMENT

- 2.1. Officers have made enquiries to procure the temporary reception facility for a period of five years.
- 2.2. Whilst a number of companies offer temporary buildings, it appears that only Wernick of Wickford offer a hire facility.
- 2.3. The service offered includes:-
- Layout and design
 - Advice on planning applications, building regulations and fire requirements
 - Site work if required
 - Transport on to site and removal at end of hire period
 - Responsibility for maintenance
- 2.4. In addition to the above, it is necessary to have the new reception facility in place by October 2004 in order to meet the requirements of the Disability Discrimination Act 1995. As such, the Council will need to be able to secure the unit as soon as possible after the receipt of planning approval.

3 CONTRACT STANDING ORDERS

- 3.1 The Chief Executive in consultation with the Corporate Director (Finance & External Services) has agreed an exemption for the need to obtain competitive quotations under Contract Standing Orders 2.3.2. and 2.3.4. These deal with time constraints and limited contracting opportunities respectively.
- 3.2. When agreeing an exemption under Contract Standing Orders the Chief Executive is required to report to Members as soon as practicable.

4 RISK IMPLICATIONS

4.1 Strategic Risk

Essential that the Council complies with the requirements of the Disability Discrimination Act 1995.

4.2 Operational Risk

Services to the public must be available to all sections of the community.

4.3 Reputation Risk

Failure to comply with the requirements of the Disability Discrimination Act 1995 could damage the reputation of the Council.

4.4 Regulatory Risk

This is a statutory requirement.

4.5 Third Party Risk

Disadvantaging a section of the community could lead to legal action being taken against the Council.

5 RESOURCE IMPLICATIONS

5.1 The costs of providing the facility are contained within the Council budget.

6 RECOMMENDATION

6.1 It is proposed that the Committee **RESOLVES** to note the action of the Chief Executive.

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Background Papers:

None

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