

DECISION NO:	<i>For Member Services use only</i>
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Concurrence No:	066495
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Action under delegated authority of Chief Executive	X
Action under delegated authority of Director of Finance and Cabinet Member for Finance	
Action taken by Chief Executive in consultation with Cabinet Member(s)	

Subject: **An Exception to Contract Standing Orders is agreed to permit the appointment of GD Fire Protection Limited as contractor to provide a fire alarm monitoring and out of hours service in Council temporary accommodation**

Signature and designation of officer(s) taking action:

17/08/21

18/08/2021	Date
Chief Executive	Director of Finance
	Date
	17/08/2021
	Date
Procurement Officer	

Name of Cabinet Member(s) Consulted:

I have been consulted and concur with the proposals set out below:

Councillor

Cabinet Member for

Signature:

Date:

Councillor

Cabinet Member for

Signature:

Date:

Name of any member who has declared a conflict of interest in relation to this decision:

THIS DOCUMENT WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE

The report overleaf sets out the decision to be taken, the reasons for the decision, and the details of alternative options, if any, considered and rejected. Officer decisions are available for public inspection, both at the Borough Offices and on the Council's website. Officer decisions are kept for a period of six years at the Borough Offices and for six months on the website after the decision is made. Background papers are available for four years.

RECOMMENDED that: approval be granted for an exception to Contract Standing Orders to allow the monitoring and out of hours service for fire alarm panels in Council temporary accommodation to be provided by GD Fire Protection Limited.

Purpose

To seek approval for an exception to Contract Standing Orders, to permit GD Fire Protection Limited to be appointed as contractor to provide a monitoring and out of hours service for fire alarm panels in Council temporary accommodation.

Background

As part of the Council's fire safety measures, temporary accommodation schemes managed by the Council contain fire alarm panels. These panels are triggered when a heat or smoke detector within the property is activated and alerts the Fire Service to an alarm within the hostel so that they can attend, investigate the situation and take the necessary action. The temporary accommodation properties with these panels fitted are listed below:

- Brook House
- 1 Castle Road
- 107 Church Lane
- 180 Crossbrook Street
- Emre Court
- 54-88 Grove House
- Laurence House, 3 Cromwell Avenue
- 1 Leven Close
- 115 Leven Drive
- 2 Rye Road
- Windmill Lane

The service provided incorporates both monitoring the fire alarm panels and providing an out of hours service, which includes repairing any faults with the fire alarm panels outside of normal working hours, for example, in the case of a malfunction during the night.

The monitoring service must be provided by a contractor who holds the requisite fire safety qualifications and can access the Southern Monitoring Service (SMS). SMS is a monitoring station which acts as a conduit between the fire safety contractor and the Fire Service, enabling the Fire Service to be summoned to the site where the alarm has been triggered.

GD Fire Protection Limited holds the necessary fire safety qualifications enabling it to access the fire service via SMS. GD Fire Protection are locally based, which is essential in the delivery of an out of hours service as this means if an alarm were to malfunction during the night, GD Fire Protection would be able to attend quickly. GD Fire Protection are familiar with the Borough of Broxbourne, with the location of the Council's temporary accommodation sites and the fire alarm panels within them and are experienced in attending accommodation that is occupied by homeless households.

The delivery of this service is specialist in nature mainly due to the potential vulnerability of the hostel residents and the need for a locally based service provider who can attend out of hours. Therefore an exception to Contract Standing Orders under clause 3.10. v) is requested to appoint GD Fire Protection.

Financial, Legal and Risk Management Implications

Financial

GD Fire Protection Limited has provided a quotation of £4,672.25 exclusive of VAT for monitoring of the eleven temporary accommodation sites. This incorporates £539 of one-off costs for set-up of the sites and £4,133.25 in ongoing annual fees.

The cost of the service will be met from within the Housing Service budget.

Legal

The Council has a legal obligation to provide suitable accommodation for homeless households in priority need, which includes observing all health and safety and fire safety measures in relation to the accommodation in which homeless households are placed.

Risk

Fire poses a risk to life and property and having an appropriate monitoring and out of hours service in place for fire alarm panels, including the SMS link with the Fire Service, helps to mitigate this risk.

Alternative Options Considered and Rejected

The alternative would be to put the contract out to tender, however, another provider may not be able to offer the Council the same level of service as GD Fire Protection Limited.

Contribution to the Council's Objectives and Environmental Sustainability Priorities

This project contributes to the following corporate objective:

Deliver affordable homes for local residents and reduce homelessness.

Conclusion

It is recommended that an exception to contract standing orders as detailed above is agreed to permit the appointment of GD Fire Protection Limited to provide monitoring and out of hours services.

Contact Officer: Lee Anne Hill

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Date 17 August
2021

Action reported to the Cabinet on:
