



OFFICIAL EXECUTIVE DECISION NOTICE PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

Title of decision	CONTRACT EXTENSION - THE SERVICE, MAINTENANCE & REPAIR OF DOOR ENTRY & ACCESS CONTROL SYSTEMS FOR CORPORATE & HOUSING PROPERTIES
Reference No.	859
Date of decision	Thursday 27 July 2023
Call-in expiry date	Thursday 03 August 2023
Relevant Select Committee	Select Committee
Relevant Wards	Not Ward Related

Decision made

Cabinet Members making the decision	Councillor Ian Edwards – Leader of the Council Councillor Jonathan Bianco – Cabinet Member for Property, Highways and Transport
Decision	Approved That the Leader of the Council and the Cabinet Member for Property, Highways and Transport agreed to extend the current contract with DSSL Group Limited services for the Door Entry and Access Control Systems, servicing, maintenance, and repair contract – Borough-wide to the London Borough of Hillingdon for a two-year period from 1 November 2023 – 31 October 2025 at an estimated value of up to £144k per annum.
Reason for decision	<p>The current contract period for The Service, Maintenance & Repair of Door Entry & Access Control Systems expires 31 October 2023.</p> <p>This contract extension ensures value for money and will ensure that Hillingdon continues to maintain and improve the door entry and access control. The Council does not possess the necessary capabilities in house to provide such services and has traditionally outsourced these to a specialist contractor.</p> <p>Under the Machinery Directive, automatic pedestrian doors must be operated safely, safe for employees and safe for other users. The doors, therefore, need to be maintained in accordance with the guidance from the manufacturer. However,</p>

	<p>the law does not specifically state that the doors need to be serviced but failing to maintain them so they are safe in use would lead to a court penalty if there was an injury.</p> <p>As an owner or someone responsible for the safe operation of door entry systems and automatic doors, the Council is a 'duty holder' under BS7036 BS EN 160005. This means that it has a responsibility to ensure that the doors are thoroughly examined and that they are safe to use.</p> <p>The existing contract with DSSL Limited was the subject of a competitive tender exercise that was conducted by officers in 2020. Cabinet approved a contract period of three years with an option to extend for up to a maximum period of two years.</p> <p>During the first three years of the contract, DSSL Limited have performed well, providing a value for money service, servicing, and maintaining current assets and completing remedial, upgrade and new installation works within the agreed timescales with minimal disruption to residents.</p>
Alternative options considered and rejected	The Council could decide not to complete regular inspections of its current automatic doors and maintain the door entry systems within its assets. However, it would be in breach of its requirements under BS7036 and would reduce the security of residents and service users within its Housing and Corporate sites.
Classification	Part II – Confidential and Not for Publication
Link to associated report	That this report be declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information) and that the public interest in withholding the information outweighs the public interest in disclosing it.
Relevant Officer contacts & Directorate	Gary Penticost - Place Directorate Lorraine Lupton - Place Directorate
Any interest declared by the Cabinet Member(s) / dispensation granted	N/A

Implementation of decision & scrutiny call-in

[Internal Use only]	
When can this decision be implemented by officers?	<p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p>5pm on Thursday 03 August 2023</p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p>
Councillor scrutiny call-in of this decision	<p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p><u>Scrutiny Call-In - Power Apps</u> (secure)</p>
Further information	<p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: democratic@hillingdon.gov.uk.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;">Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</p>