

To: All Members of the CO-PORTFOLIO  
HOLDER FOR HOUSING DECISIONS

When calling please ask for:

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Date: 30 November 2022

**Membership of the Co-Portfolio Holder for Housing Decisions**

Cllr Paul Rivers

Dear Councillors,

A Special meeting of the CO-PORTFOLIO HOLDER FOR HOUSING DECISIONS will be held as follows:

DATE: WEDNESDAY, 30 NOVEMBER 2022

TIME: 4.00 PM

PLACE: COUNCIL CHAMBER, COUNCIL OFFICES, THE BURYS,  
GODALMING

The Agenda for the Meeting is set out below.

Yours sincerely

**Stephen Rix,**  
**Executive Head of Legal & Democratic Services (Interim) & Monitoring Officer**

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## **NOTES FOR MEMBERS**

Contact Officers are shown at the end of each report and members are welcome to raise questions, make observations etc. in advance of the meeting with the appropriate officer.

**Prior to the commencement of the meeting, the Co-Portfolio Holder to respond to any informal questions from members of the public, for a maximum of 15 minutes.**

*[Questions will be taken in the order in which questioners register with the Democratic Services Officer prior to the start of question time. When read out, each question must be concluded within 2 minutes. In the event that it is not possible to give a verbal response, a written response will be provided following the meeting.]*

## **AGENDA**

1. **MINUTES**

To approve the minutes of the Co-Portfolio Holder Decisions taken on 5 July 2022, published on the Council's website.

2. **DECLARATIONS OF INTERESTS**

To receive from members, declarations of interest in relation to any items included on the agenda for this meeting, in accordance with the Waverley Code of Local Government Conduct.

3. **APPROVAL TO AWARD INTERIM DOMESTIC GAS HEATING CONTRACT**  
(Pages 5 - 12)

[Portfolio Holder: Portfolio Holder for Housing (Operations)]

The purpose of this report is to recommend to the Co-Portfolio Holder for Housing that approval is given for officers to award a domestic gas heating, servicing, and maintenance contract on an interim basis.

The contract will be award on an interim basis for a period of 18 months with the ability to extend for a further 12 months.

The estimated contract value over the term is £1,305,000 (18 months) and £2,175,000 (if the extension of 12 months is included).

This contract will enable the Council to fulfil its statutory duty as a landlord subject to the Gas Industry and Use Regulations 1998, to manage and maintain a gas appliance(s) in the properties it owns.

## **Recommendation**

**2.1 It is recommended that Co-Portfolio Holder for Housing approves that officers can proceed to the award of the Domestic Gas Heating, Servicing and Maintenance contract.**

**2.2 The tender evaluation report is attached in Annex 1**

#### **4. EXCLUSION OF THE PRESS AND PUBLIC**

To consider the following recommendation on the motion of the Co-Portfolio Holder for Housing:-

##### **Recommendation**

That, pursuant to Procedure Rule 20, and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item(s) on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during these items, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

#### **5. ANY OTHER ISSUES TO BE CONSIDERED IN EXEMPT SESSION**

To consider matters (if any) relating to aspects of any reports on this agenda which, it is felt, may need to be considered in Exempt session.

**For further information or assistance, please telephone  
Louise Fleming, Democratic Services and Business Support Team  
Manager (Deputy Monitoring Officer), on or by email at  
louise.fleming@waverley.gov.uk**