



## DECISION RECORD

<b>Service Reference Number</b>	DR/2025/013
<b>Decision Maker</b> Chris Jackson, Corporate Director Regeneration	
<b>Delegated Authority</b> Chief Officer exercising delegated powers pursuant to Part B paragraph 18.10 of the Constitution	
<b>Decision:</b> Subject to single tender dispensation, to accept the tender and award a contract in the sum of £63,584.14 plus VAT to S. Voase Builders Ltd (company reg 03439914) of Fretwells Business Park, Oslo Road, Hull, HU7 0YN for construction works at vacant office building at Wingfield Centre, Wingfield Road, Hull HU9 4QE	
<b>Summary of the Decision:</b> In compliance with Contract Procedure Rules and in response to the urgent need to complete fit-out works to meet the operational requirements of the CYPS IPaSS team a single tender dispensation has been sought. The works have been tendered to S. Voase Builders Ltd and evaluated by BDS and the tender has been found to offer best value. The contract is to be NEC 4 Engineering and Construction Short Contract 2017. The contract programme is to be agreed but is expected to be c4 weeks from the date of the award	
<b>Nature of Decision: non-key</b>	
<b>Exemptions</b> Is the accompanying formal report (or other documentation where applicable) exempt? n/a	
<b>Supporting information:</b> CYPS' Integrated Physical & Sensory Service (IPaSS) provide a support service to children and young people that have physical difficulties, visual impairments or hearing impairments. For some years the service has been based within Oakfield School on Hopewell Road but the academisation of the school has led to this arrangement being terminated in April 2025. Relocation options within the corporate estate are very few and but the vacant Wingfield Centre can be made to meet the service's requirements subject to minor fit-out works and repairs.  The building was formerly a Housing Estate Office which closed approximately 15 years ago when it was let to the Hope Academy (Sentamu) but is now vacant. The immediate works required include replacement fire doors, upgrade to lighting and alarm systems, wall and floor finishes, roof repairs, minor joinery work and IT installations. Wingfield Centre is a building owned by the Council.	

To meet Oakfield School's requirements and to ensure continuity of service by IPaSS there is urgency to complete the works and relocate the IPaSS team before the Easter break. There is insufficient time to competitively tender the works and therefore dispensation has been sought for a single tender procurement. This DR is required to accompany the application for the dispensation

S. Voase Builders Ltd is a local company who are well known to the Council having satisfactorily completed a number of corporate projects including office refurbishments.

Financial provision for the project has been made in the Capital Programme within Corporate Buildings Maintenance.

**Contact Officer:** Nick Howbridge, Assistant Director Property & Assets

### **Chief Officer Comments**

#### Comments of the Director of Legal Services and Partnerships (Monitoring Officer)

The decision to award a contract to S Voase Builders Ltd is noted and supported. The Council undertook a Request for Quotation Procedure due the estimated costs being below £50,000, due to changes during the process costs are above the £50,000 threshold. A dispensation is needed and can be justified due to a competitive process being undertaken. The award will be compliant with the Council's Contract Procedure Rules and the Public Contract Regulations 2015 and the Procurement Act 2023. (PG)

#### Comments of the Director of Finance and Transformation (Section 151 Officer)

The Section 151 Officer supports the decision to award the contract for renovation of the Wingfield Centre to S Voase Builders Ltd and notes the contract is being funded through the capital programme. (JR)

#### Comments of the Assistant Director Organisational Development and Human Resources and compliance with the Equality Act

The content of the report is noted. There are no staffing or equality issues arising from this decision. KH

#### Comments of the Portfolio Holder for Property

Portfolio Holder supports the decision to award a contract to S Voase Builders Ltd for renovation to deal with the urgent need and notes the dispensation as well as the assurance that provision is in the Capital Programme within Corporate Buildings Maintenance.

#### Scrutiny Comments

This decision has not been subject to pre-decision scrutiny. Ref: Sc8651 [MK].

<b>Exceptional Circumstances:</b>	
Is the decision record currently exempt from publication at the point of decision?	<b>No</b>
<b>Signature of Decision Maker:</b>	
Signed: <b>Signature confirmed</b>	
Date signed: <b>11 March 2025</b>	
<b>FOR COMPLETION BY THE SCRUTINY OFFICE:</b>	
Date published on CMIS:	<b>12/03/2025</b>
Can the decision be called in?	<b>No</b>
Date decision comes into force:	<b>12/03/2025</b>