

Homes and Neighbourhoods
222 Upper Street

Report of: Executive Member for Homes and Communities

Meeting of: Executive

Date: 11th January 2023

Ward(s): All

Subject: Procurement Strategy for Testing and Maintenance of Fire Protection, Fire Detection and Emergency Lighting

1. Synopsis

- 1.1 This procurement strategy report sets out a proposal to secure a new contract for the provision of regular safety checks and inspections and any associated remediation works to a broad range of fire safety equipment located in council housing blocks. The contract will also enable the same for equipment located in council buildings and council workplaces.
- 1.2 The procurement of this new contract will be completed in accordance with rule 2.8 of the council's Procurement Rules (the "Rules").

2. Recommendations

- 2.1. To approve the procurement strategy for Testing and Maintenance of Fire Protection, Fire Detection and Emergency Lighting as outlined in this report.
- 2.2. To delegate authority to award the contract to the Acting Corporate Director of Homes and Neighbourhoods, after consultation with the Executive Member for Housing and Development, following completion of the tender process.

3. Background

Nature of the Service

- 3.1. The council is a landlord to around 35,000 council tenants and leaseholders living in homes located across the borough. As a landlord the council is responsible for ensuring the provision of safe and fully operational fire safety and firefighting equipment located on council housing estates and blocks. In addition, the council manages 4,500 public buildings including offices, depots and school buildings.
- 3.2. This responsibility includes fire protection equipment which covers, for example passenger lifts, which are designed for use by fire fighters or for evacuation in the event of a fire; portable firefighting equipment; dry and wet rising mains, which are used by the fire service in the event of a fire in a building; and sprinkler systems. It also includes fire detection equipment, including fire alarm systems, smoke control and venting systems and emergency lighting systems.
- 3.3. Many of these types of equipment are already present in our existing council housing stock and across the public building estate. More equipment is due to be installed over the coming years, particularly in existing housing blocks through the council's capital improvement programme, and within new homes being built by the council.
- 3.4. New legislation concerning fire and building safety has been introduced by the Government and came into effect from the 23 January 2023. The Fire Safety (England) Regulations 2022 further tightened regulations linked to fire safety and these new requirements will be reflected in the scope of this new contract.
- 3.5. The current four-year contract expires on the 31 March 2024. The start of new contract is projected in May 2024. The Legal Team are drafting up temporary extensions to support the service with the delivery of contracts in any subsequent gaps that will occur between old and new contracts expiring.
- 3.6. The existing contract covers both fire protection and fire detection. It has been identified that contractors have experienced difficulties delivering both requirements under one contract, owing to the different skill sets required for each.
- 3.7. The current contract combines both the fire protection and fire detection elements into one contract for ease of management and to deliver best value. Taking into consideration the increased contract workloads, it has been identified that contractor expertise tended to be focused more on the mechanical expertise for fire protection, or the electrical expertise required for fire detection, with little overlap between the two. As a result, under the existing arrangements, where one contractor delivers both services, there is an increased likelihood that the contractor will sub-contract the service in which they have

more limited capacity. This has a potential to adversely impact quality and continuity of the service without effective contract management and supervision.

- 3.8. It is therefore recommended that the new contract is separated into two lots, one to deliver the fire protection element of the existing contract, and the other to deliver the fire detection element. Contractors will be able to apply for both lots but will only be awarded one contract even if they are the MEAT for both lots. Contractors will be asked for their preference and if a contractor is the MEAT for both lots, the contractor will be awarded their preferred contract and for the other lot, the second highest contractor will be awarded.

4. Estimated Value

- 4.1. This service will be funded through existing Housing Revenue Account Repairs and Maintenance budgets for works carried out linked to council housing stock. Any works raised against public buildings will be funded from existing General Fund Repairs and Maintenance budget.
- 4.2. The effective expenditure in the fiscal year 2022/23, combining fire protection and detection, amounted to £283,413. The work distribution between protection and detection was 45% and 55% respectively. Consequently, the initial benchmark for Protection stands at £127,536 (45% of £283,413), and for Detection £155,877 (55% of £283,413).
- 4.3. The table below set out the estimated spend on Protection and Detection works over the length of the new contract based on the spend in 2022/23. The projected rise in year 1 stands at 8.7%, in line with the contracted CPI inflation in 2023/24 for the existing contractor, accompanied by 5% asset growth. Subsequent years are forecast to increase by 2% which reflects the Bank of England target inflation rate and 5% asset growth over the following 9 years. It is important to note that the 2% estimated CPI applied in the table below is used for illustrative purposes only and the actual inflation rate prevailing at the time will be used to uplift the contract in line with the terms of the contract.

Year	Estimated inflation and asset growth	Protection (£)	Detection (£)
Starting Point		127,536	155,877
Year 1	8.7%+5%	129,283	177,232
Year 2	2%+5%	138,333	189,638

Year 3	2%+5%	148,016	202,913
Year 4	2%+5%	158,378	217,117
Year 5	2%+5%	169,464	232,315
Year 6	2%+5%	181,326	248,577
Year 7	2%+5%	194,019	265,978
Year 8	2%+5%	207,601	284,596
Year 9	2%+5%	222,133	304,518
Year 10	2%+5%	237,682	325,834
		1,786,235	2,448,719

4.4 It is proposed that the duration of this contract be for an initial period of forty-eight (48) months, with an option for a further extension of thirty-six (36) months, and a final option to extend by a further thirty-six (36) months. Should the contract be extended, the maximum total contract will be for a period of one hundred and twenty (120) months (10 years). With life safety systems being scrutinised more thoroughly, it is important that the service has contracted control to ensure high consistent quality standards. With this, the proposal for a 10-year total contract term will provide stability and allow for a strong relationship to develop to assist with contract management. A longer contract term will also support long-term planning, encourage investment in innovation and resources, and encourages contribution to the council's social value commitments.

4.5 The contract will include break clauses which the council may enact during the extension periods should circumstances necessitate the contract end earlier.

4.6 Based on the maximum contract term of one hundred and twenty (120) months, the estimated total contract value for Protection is £1.786M and for Detection, it is £2.449M.

4.7 Due to the legal requirements linked to the servicing and maintenance of this safety critical equipment and the likelihood that the number of items of equipment that is in scope of this contract will increase over the coming years, it is not considered possible or appropriate to consider a percentage reduction in the budget for this provision without compromising on the safety of residents and the level of protection of council housing stock.

4.8 The key cost driver for the provision of this service is the ongoing need to carry out regular safety checks to remain legally compliant and provide safety assurance to the council, Fire Brigade and Building Safety Regulator, as well as its residents and staff that occupy its buildings. The service will continue to work with the chosen contractors to identify any

potential for efficiency savings which should help to control the spend on these services. It will also ensure that each contractor delivers value for money through more targeted use of resources, and planning of works allocations, wherever appropriate and possible.

5. Timetable

- 5.1. To ensure a new contract that meets the council's specific needs is in place as quickly as possible, the indicative timetable for the procurement of the new contract is:
- Approval of Procurement Strategy – October 2023
 - Publication of tender pack – October 2023
 - Approval of contract award – March 2024
 - Start of new contract – May 2024
- 5.2. In preparation of this procurement strategy the service has consulted with Health and Safety, Finance, Legal and the Strategic Procurement Teams.
- 5.3. Leaseholders will be consulted about this proposed procurement in line with Section 20 consultation regulations as set out in the Landlord and Tenant Act 1985, and as such, consultation will be built into the timetable for awarding the contract.

6. Options Appraisal

- 6.1. The following procurement routes have been considered as part of the planning for this procurement exercise:
- Do nothing.
 - Deliver the service in-house.
 - Use of an external framework agreement
 - A competitive procurement process solely for Islington
 - A collaborative approach with other boroughs
- 6.2. In view of the nature of the service, doing nothing is not an option. The council has a statutory obligation to deliver the service. To allow the contract to expire without renewing means the council leaves itself open to legal challenge and enforcement measures. There is an increased risk of death or serious injury should equipment fail to be inspected and serviced in accordance with legislative requirements. This would also be a significant risk to the council's reputation.
- 6.3. The primary benefit of the insourcing option for the Council would be that it would achieve a greater level of control over the delivery of the service.

The drawbacks of this option are that it would require considerable lead-in time and a likely increase in the cost of delivering the service. Bringing the service in-house would

be an extensive undertaking and would require a significant investment of funding and officer time. The council would also need to purchase and maintain various pieces of specialist equipment to enable the testing element of this service to be carried out. It is not considered efficient or cost effective for the council to employ these specialist staffing resource and technical equipment and the nature of the service means there would likely be significant periods of downtime between servicing tasks and remedial repair jobs. Due to the levels of training required, the specialist nature of the work involved, and the types of accreditations and equipment required it is not deemed feasible to bring the service in-house at this time.

Furthermore, insourcing of such a tightly regulated market would involve significant investments in training, new technology and infrastructure to meet regulatory expectations and compliance.

- 6.4. A competitive procurement using the open procedure solely for Islington presents multiple positive opportunities for the council. The open procedure is a quicker route to market than the restricted procedure, the two-stage approach being more time-consuming, while the specialist nature of the work involved means that the market of specialist contractors able to deliver such a contract is relatively small, and as such, the contract procurement is better suited to the open procedure. It is envisaged there will be reasonable market interest due to the contract value. The open procedure allows for selection and award criteria, pricing, specification and terms and conditions to be specifically tailored to meet the council's needs. The council intends to appoint two contractors for the whole contract, using lots for each service area, to ensure continuity of service delivery, using the open procedure. Two contractors each delivering one lot is the service's preferred option, both in view of the annual value of each element of the contract – which would be more lucrative than offering each lot to more contractors – and with regard to the management of the contract, owing to it being council policy to alternate the service areas each year, potentially leading to issues regarding outstanding remedial works and can result in quality issues regarding the reporting of remedial works. By advertising this opportunity to the open market, the council hopes to encourage submissions from contractors that have not joined existing procurement frameworks or that may be based locally. While not the fastest route to market, this approach will ensure the council's specific needs are met.
- 6.5. Several existing external framework agreements were considered as part of the preparation of this procurement strategy. The benefits of using an existing framework agreement are that several contractors have already completed a pre-selection process to join the framework, meaning the council can complete the procurement exercise more quickly. Given the particularly important legislative requirements, and safety and compliancy consequences linked to the delivery of this contract, it is preferable to have maximum control over the full procurement process. A framework agreement can only be in place for a maximum of four years, while a long-term arrangement is required for these services to support the delivery of high quality and consistency, making this approach

unsuitable. Use of an external framework will also incur additional costs due to the fees involved.

- 6.6. The contract is a corporate contract and therefore will be made available for other parts of the council to utilize between the council's repairs and maintenance team and the corporate landlord team.

Several contract areas have been considered for neighbouring borough collaborations, however at this time, fire protection and fire detection are not suited for this approach. There are differences in service requirements, in relation to the nature of the contract itself and out, how the works are managed, and the IT system used for delivery of this service, would be an extensive project to undertake and require significant funding and time. The Council is undertaking work to look at future opportunities for collaborations with neighbouring boroughs and will continue to do so during the life of this contract.

- 6.7. The recommended option is to procure through a competitive tender, using the open procedure for the reasons set out above.

7. Key Considerations

- 7.1. Delivering social value to Islington residents will be a contractual obligation for the successful contractor. A clear set of rigorous social value measures and targets will be included in the contract specification. Social value proposals made within the tender submissions will form an important element of the quality evaluation, which will be 20% of the quality score. Performance in relation to delivery of social value commitments made will be monitored at regular contract meetings and will be a consideration in any decision to implement a contract extension.
- 7.2. The chosen contractors will be required to provide apprenticeship opportunities for residents to train to become specialist technicians in this field throughout the length of this contract. The potential total length of the contract is an excellent opportunity to recruit and train a full programme of apprentices with a view to moving them into full-time employment by the end of the contract term. The contractors will work with the council's iWork service on a local first approach to recruitment of residents to fill vacancies linked to the delivery of this contract, especially those who are disadvantaged in the labour market, as a contractual requirement of this contract. The contractors will be encouraged to increase the diversity of their workforce, particularly in the training and recruitment of more women into the sector. The contractors will be required to support the council's 'Making Every Contact Count' initiative to ensure its workforce use interactions with residents as an opportunity to provide them with signposting to targeted support and guidance from council or other services. The contractors will also be encouraged to support the local economy by exploring opportunities to develop and work with locally

based contractors in their supply chain. This commitment will increase local economic growth and help with local employment opportunities.

- 7.3. In addition, contractors will need to demonstrate their commitment and support to council priorities related to net-zero carbon and environmental protection. These measures will reduce the carbon footprint of the delivery of this service, for example, by using electric vehicles to undertake works and using sustainably sourced materials, whenever possible. Contractors will also be required to consider and take reasonable steps to protect wildlife when necessary or appropriate to the works.
- 7.4. London Living Wage will be included as a condition of the contract. The successful contractor will need to ensure that the staff they employ have clear and fair Terms and Conditions of employment, access to Trade Unions and training opportunities. The contract specifications will ensure the successful contractor is prohibited from recruiting any staff – both operational and administrative – on a zero-hour contract.
- 7.5. There may be TUPE implications resulting from this contract. This is being checked with the current contractor and the results will be made available as part of the tender process.

8. Evaluation

- 8.1. The tender will be conducted in one stage, known as the Open Procedure, as the tender is 'open' to all organisations who express an interest. The Open Procedure includes minimum requirements which organisations must meet before the rest of their tender is evaluated.
- 8.2. The contract will be awarded to the Most Economically Advantageous Tender (MEAT) and the award criteria will be set at 60% quality and 40% cost. The same criteria and weightings will apply to both Lots of the contract. The current market is volatile, and the cost and quality split will ensure the council appoints a contractor that can deliver a high level of service at a sustainable price, achieving the best value overall.
- 8.3. The quality criteria will consist of:
 - Proposed approach to Social Value and promoting economic, social and environmental sustainability (20%)
 - Proposed approach to maintaining compliance, organisation of certification/documentation and managing remedial works required (10%)
 - Proposed approach to health and safety (10%)
 - Proposed approach to quality management and managing and prioritising workloads (10%)
 - Proposed approach to business continuity, mobilisation, resourcing and service delivery (10%)

- 8.4. The successful tenderer for each lot will be required to make specific and measurable commitments to social value objectives as a percentage of the contract's value during the life of the contract. These commitments might include local recruitment, spend on community initiatives or providing support for residents, such as an apprenticeship scheme or a programme to improve community involvement in initiatives intended to reduce anti-social behaviour. These commitments will be legally-binding, embedded in the contract and progress reviewed by the contract manager.

9. Business Risks

- 9.1. The service has clear and measurable impacts on many of the council's priorities and corporate objectives, most notably 'A safe place to call home'. Due to the potential of the service to impact on the health, wellbeing and safety of the council's residents and staff, any break in the continuity of the service will have an impact on the council – particularly regarding the council's reputation.
- 9.2. The fire protection and fire detection equipment is specialist in nature and requires specialist knowledge and expertise to use. The service requires fast turnaround to ensure residents and staff are protected and that the council is legally compliant. It is therefore essential to ensure continuity of service and effective and efficient delivery of the contract.
- 9.3. While there is interest from the incumbent contractor and market review suggests there will be interest from other contractors, growing economic uncertainty and the impact of inflation presents a risk that the contract cannot be awarded whether as a result of no contractor tendering or being successful in the tender process. This will be mitigated by taking steps to ensure that both the existing supplier and other potential contractors are made aware that the contract is to be advertised, ensuring that a range of contractors have the opportunity to apply to work with the council, enhancing the pool from which the suitable contractors can be identified.
- 9.4. There is also a risk that owing to economic uncertainty and increases in the cost of delivering the service during the life of the contract, that the successful tenderer will pull out of the contract after it has been mobilised. This will be mitigated through robust contract management, ensuring that the contractors have the opportunity to identify risks and discuss these with the council, allowing the opportunity to resolve such issues in advance of such a situation becoming critical.
- 9.5. There is a risk the contractors cannot meet volumes of work. This risk is managed by clear requirements set out within the specification and rigorous assessment at method statement stage within the tender.

9.6. In each case, officers will consider emergency interim measures and seek to reprocure the contract.

Risk	Likelihood	Impact	Priority	Mitigation
Procurement is unsuccessful with no suitable contractor tendering or being identified	Low	High	High	Interim emergency measures will be sought and plans to re-procure put in place
The successful tenderer pulls out of the contract prior to start of the contract	Low	High	High	Interim emergency measures will be sought and plans to re-procure put in place
Delays to the procurement process result in limited mobilisation time for new contractor	High	High	High	A project plan is in place and the Project Team will ensure agreed key milestones are met.
The successful tenderer pulls out of the contract during the life of the contract	Medium	High	Medium	Interim emergency measures will be sought and plans to re-procure put in place

9.7. The Employment Relations Act 1999 (Blacklist) Regulations 2010 explicitly prohibit the compilation, use, sale or supply of blacklists containing details of trade union members and their activities. Following a motion to full council on 26 March 2013, all tenderers will be required to complete an anti-blacklisting declaration. Where an organisation is unable to declare that they have never blacklisted, they will be required to evidence that they have 'self-cleansed'. The council will not award a contract to organisations found guilty of blacklisting unless they have demonstrated 'self-cleansing' and taken adequate measures to remedy past actions and prevent re-occurrences.

9.8. The following relevant information is required to be specifically approved in accordance with rule 2.8 of the Procurement Rules:

Relevant information	Information/section in report
1. Nature of the Service	The council's fire protection and fire detection systems require a contractor to undertake regular testing and maintenance.

	See section 3
2. Estimated Value	<p>The estimated total contract value for the entire contract period of ten (10) years for Protection is £1.786M and for Detection, it is £2.449M.</p> <p>The contract is proposed to run for a period of one hundred and twenty (120) months. The initial term will be forty-eight (48) months, with an option for a further extension of thirty-six (36) months, and a final option to extend by a further thirty-six (36) months.</p> <p>See section 4</p>
3. Timetable	<ul style="list-style-type: none"> • Approval of Procurement Strategy – October 2023 • Publication of tender pack – October 2023 • Approval of contract award – March 2024 • Start of new contract – May 2024 <p>See section 5</p>
4. Options appraisal for tender procedure including consideration of collaboration opportunities	<p>A competitive tender process has been selected to appoint two (2) contractors in two lots to deliver the two different components of the contract.</p> <p>See section 6</p>
<p>5. Consideration of:</p> <ul style="list-style-type: none"> • Social benefit clauses; • London Living Wage; • Best value; • TUPE, pensions and other staffing implications 	<p>The service has clear impacts on social value and these will be embedded in the quality element of the tender process, which will form 20% of the overall quality component. LLW will be a requirement of the successful contractor. Best value will be achieved via regular contract review meetings.</p> <p>See section 7</p>
6. Award Criteria	<p>The contract will be awarded to the Most Economically Advantageous Tender (MEAT) and the award criteria will be set at 60% quality and 40% cost.</p> <p>See section 8</p>
7. Any business risks associated with entering the contract	<p>Owing to economic uncertainty, risks have been identified both in terms of a suitable contractor not being identified, as well as risk that the successful</p>

	<p>contractor will pull out of the contract during its life. There is potential that contractors will not meet work volumes during the life of the contract.</p> <p>See section 9</p>
8. Any other relevant financial, legal or other considerations.	See section 9

10. Implications

10.1. Financial Implications

Background

- 10.1.1.** The fire protection and fire detection services are currently funded from the housing revenue account (HRA). The budget as of 23/24 for Fire Protection is £124.4k and Fire Detection is £115.0k making the combined budget 2023-24 of £239.4k.
- 10.1.2.** The existing contractor has been the contractor for both elements protect and detection. It has been decided that the procurement of these services will be handled separately going forward.

Formulation of forecast

- 10.1.3.** The proposed contract figure is derived from two systems: Cedar, our finance system, and Oneserve, our job handling system. Historically, challenges related to data flow between Cedar and Oneserve have arisen, often due to inaccurate identification by operatives or system mapping issues. Hence, utilising the split from Oneserve, which has undergone service review, and subsequently combining the totals in Cedar, offers the most precise initial point of reference.
- 10.1.4.** The projected rise in year 1 stands at 8.7%, in line with the contracted CPI inflation in 23/24 for Alphatrack, accompanied by 5% asset growth. Subsequently, an illustrative 2% CPI inflation rate has been applied and a +5% asset growth has been included over the following 9 years. Based on the maximum contract term of 120 months, the estimated total contract value for Protection is £1,786.2k, and for Detection, it is £2,448.7k.

Financial Pressures

- 10.1.5.** The budget for fire protection and detection has an underlying shortfall which in financial year 22/23 amounted to £64.1k. In addition to the underlying variance the 5% asset growth is estimated to add on average £17.8k therefore bringing the total pressure to £81.9k. As has been the case in previous financial years, any shortfall between the budget and the actual expenditure will be expected to be covered by the broader repair budget allocation. The HRA business plan factors in an annual inflation-driven increment. However, it's

important to acknowledge that the divergence between projected and actual inflation rates can generate strains within each financial year. Furthermore, the HRA is currently facing significant increased, and at this stage unfunded in the long term, budget pressures of around £5m in respect of, primarily, fire safety, damp and mould & the 23-24 pay award, it is therefore imperative that management action is put in place to ensure that any additional budget pressure arising from this contract is accommodated from within the wider repairs budget.

10.2. Legal Implications

- 10.2.1.** The value of the proposed contract is below the threshold at which the Public Contracts Regulations 2015 (as amended) (“the Regulations”) applies to the procurement of works contracts (currently £5,336,937). As such, the council is not required to procure the contract fully in accordance with the Regulations, although as a public body should procure in accordance with the principles in the Regulations of transparency, equality and proportionality. The contract is also subject to the Rules.
- 10.2.2.** As detailed in paragraph 3.1.8, the commissioning intention is to procure the contract in two lots, one for fire protection and the other for fire detection. The proposal is also to permit contractors to submit a tender for both lots, but to only award one lot to a contractor as detailed in paragraph 3.1.8 so that the council’s exposure in the event of contractor failure is reduced. Provided that the council ensures that its procurement documents are entirely transparent as to its intention this approach is permissible.
- 10.2.3.** As detailed in paragraph 5.1.3, as both the fire protection and fire detection works will be undertaken on leasehold properties, the council will need to undertake statutory consultation with leaseholders in accordance with section 20 of the Landlord and Tenant Act 1985. The council will need to ensure that any consultation is sufficient and occurs sufficiently early in the process such that the outcome of the consultation can be considered in any decision.
- 10.2.4.** Procurement Rule 24.2 states that all contracts over £24,999 will need formal conditions prepared or agreed by the Legal Services Team. In this instance, the intention is to use the council’s standard Term Partnering Contract (TPC2005). The terms of this contract comply with the Rules relating to contract provisions. Following award, the contract and details of the award must be published on Contracts Finder. All contracts with a value above £500,000 will need to be sealed.
- 10.2.5.** As the estimated value of the contracts exceeds £2 million revenue spend decision to the award of the contract lies with the Executive (Rule 18.1.1). However, as set out in Rule 16.2 of the Rules, the Executive may delegate its responsibilities to Corporate Directors Officer. As such, it is possible to approve Recommendation 2.2.
- 10.2.6.** The Local Government Act 1999 requires the Council to make arrangements to achieve Best Value in the exercise of its functions when considering service provision.

10.2.7. The Council has power to enter the contract under section 111 of the Local Government Act 1972 and section 1 of the Local Government (Contracts) Act 1997 which enable the Council to carry out any activity that is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions, and to enter contracts accordingly.

The decision maker can approve the Recommendations contained in this report provided they are satisfied with the contents of the report and they consider the award represents best value for the council.

10.3. Environmental Implications and contribution to achieving a net zero carbon Islington by 2030

10.3.1. Carrying out repairs and maintenance of fire protection and fire detection equipment has several environmental impacts. During the installation process, new materials may be used as well as energy consumption for equipment while the works may also generate waste. In addition, the contractor will be using vehicles to arrive at and deliver materials to sites, which will contribute to air pollution (unless electric vehicles are used) and congestion.

10.3.2. Provision has been made within the contract specification to mitigate impact for each of the above, with reference to relevant legislation and the stipulation that the contractor must adhere to the requirement of the council's Housing HSE Code of Conduct for Contractors and appropriate legislation. The council will include a provision in the contract detailing that the contractor should ensure that waste materials are kept to a minimum and that waste leaving sites is reused or recycled where practicable, referring to Waste Electrical and Electronic Equipment recycling opportunities where appropriate. The contractor will have a duty of care to ensure that any waste disposal is done legally and in alignment with the waste hierarchy.

10.3.3. In addition, contractors will have to commit to using ULEZ compliant vehicles, (or Euro emissions equivalent) or low or zero emission vehicles with a view to moving to electric/hybrid vehicles, where the charging infrastructure and technology is developed enough to support this. Where possible, the contractor will use recycled or sustainably produced materials, when doing so will not compromise relevant safety standards and requirements.

10.4. Equalities Impact Assessment

10.4.1. The council must, in the exercise of its functions, have due regard to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity, and foster good relations, between those who share a relevant protected characteristic and those who do not share it (section 149 Equality Act 2010). The council has a duty to have due regard to the need to remove or minimise disadvantages, take steps to meet needs, in particular steps to take account of disabled persons' disabilities, and encourage people

to participate in public life. The council must have due regard to the need to tackle prejudice and promote understanding.

- 10.4.2.** An Equalities Impact Assessment was completed in May 2023. It is anticipated that the delivery of this service will not have any negative impact on any persons within the protected characteristics groups. It is important that the individual needs of residents be considered as part of the contract's delivery, in particular the needs of disabled people, such as those with mobility, visual or hearing impairments.

11. Conclusion and reasons for recommendations

- 11.1.** The council has a duty to carry out testing and maintenance of fire protection and fire detection equipment to keep existing installations in good working order. The procurement of two contractors is required to support the continuity of service for the delivery of the two key components.
- 11.2.** Following thorough options appraisal and market review, it is recommended that the contract is procured through a competitive tender using the open procedure.

Appendices:

Equalities Impact Assessment

Final report clearance:

Authorised by: Executive Member for Homes and Communities

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Report Author: Demetria Kinobe, Procurement and Project Officer
Tel: 020 7527 3330
Email: Demetria.Kinobe@islington.gov.uk

Financial Implications Author: Onur Koca, Deputy Finance Manager
Email: Onur.Koca@islington.gov.uk

Legal Implications Author: Jabeen Story
Tel: 0207 527 1850
Email: jabeen.story@islington.gov.uk