

Appendix 1: Q2 Record of Corporate Director's Actions (RCDAs)

Corporate Director	Procurement Reference	Title	Amount	Contractors Name and Address	Date approved by HOP	Service Contact and Post Title	Justification for Decision
James Thomas Corporate Director of Children and Culture	CS(R)318	Speech and Language Therapy	£180,000	Barts Health Trust The Royal London Hospital, 80 Newark Street, London, E1 2ES	05/08/2021	Steve Nyakatawa Director of Education	The RCDA concerns the extension of contract number CS5275 Speech and Language Therapy that was procured for a 4 years period and comes to an end on 31st August 2021. The extension would be considered a direct award as it is beyond the term of the contract that has now used all the available extensions. The Council's intention is to review the model of all the therapies and procure an integrated service with the CCG. The CCG is to lead on the future re-procurement. The integrated approach will bring a number of benefits and efficiencies to users. A re-procurement for such a short period of time it would not be attractive to the market as the service is likely to attach TUPE liabilities. This is a retrospective RCDA as it has not previously been identified within a Noting Report
Ann Sutcliffe Corporate Director of Place	THH(R)106	Installation of fire alarm system at Latham House	£185,340	NKM Fire Protection Ltd Wireless House, Fawkham Road, West Kingsdown, Kent, TN15 6JS	25/07/2022	Karen Swift Divisional Director, Housing and Regeneration	The RCDA concerns a requirement to source fire safety improvements at short notice following the discovery of potential issues during a site survey. A type 4 fire risk assessment and external wall survey has identified serious fire risks at Latham House. The appointed fire engineers, BB7, recommended changes to the fire safety arrangements for the building which included the recommendation for the installation of an alarm. Whilst awaiting the installation of the fire alarm there was a requirement for the engagement of a walking watch to provide an additional level of fire safety protection to the building residents and an immediate change to the evacuation policy for the building. (Note the walking watch is subject to a separate RCDA process). Once the new fire safety alarm had been installed and was operational there would be no need for the temporary waking watch to continue. . This is in line with National Fire Chief Council guidance.
Ann Sutcliffe Corporate Director of Place	THH (R) 105	Continued appointment of waking watch for Latham House	£184,100	Ad-Sec Ltd Stanley House, 14 Falcon Business Centre, Ashton Rd, Romford, RM3 8UR	25/07/2022	Karen Swift Divisional Director, Housing and Regeneration	The RCDA concerns a request to extend an existing contract secured under a previous RCDA referenced THH(R)104 which expired on 22 July 2022. These temporary facilities were required at short notice following the discovery of potential issues during a site survey. A type 4 fire risk assessment and external wall survey has identified serious fire risks at Latham House. The appointed fire engineers, BB7, recommended changes to the fire safety arrangements for the building which included the recommendation for the installation of an alarm. (Note the fire alarm is subject to a separate RCDA process). Whilst awaiting the installation of the fire alarm there was a requirement for the engagement of a walking watch to provide an additional level of fire safety protection to the building residents and an immediate change to the evacuation policy for the building. The initial period of the walking watch was extended to 16 October 2022 under this RCDA.

Ann Sutcliffe Corporate Director of Place	P(R)332	Post Office - Household Support Grant	£145,347	Post Office Finsbury Dials, 20 Finsbury Street, London EC2Y 9AQ	10/08/2022	Ellie Kershaw Acting Director, Growth and Economic Development	<p>This RCDA concerns the establishment of a mechanism for the distribution of the household support grant from the Department for Work and Pensions funding stream, to support vulnerable households with rising living costs. It is intended to meet immediate needs and be spent on energy, food and water bills, and other related essentials. Any funds not distributed by the 30 September 2022 were to be returned.</p> <p>It was determined that one of the most efficient and cost-effective method of distributing funding would be via Post Office codes. However, there was insufficient time to undertake a procurement process in time and allow for the grant funding to be distributed. By this RCDA, the decision was made to appoint the Post Office under a direct award process to safeguard the significant grant funding as this was clearly in the best interests of the vulnerable residents of the Borough.</p>
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