



RECORD OF OFFICER DECISION

Date: Tuesday, 5 May 2026

Time: 10.00 am

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1. Planned and Reactive Maintenance - Extension of Contract

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Record of Decision taken by the Head of Place.

Issued on Friday, 8 May 2026

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**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Agenda Item 1

RECORD OF OFFICER DECISION

This form must be completed by or on behalf of the relevant Officer immediately after any decision has been made. Please send to the Proper Officer for publication in accordance with the Council's Constitution.	
NAME OF OFFICER MAKING DECISION	Joanne Johnson Head of Place Services
SUBJECT OF DECISION BEING MADE BY OFFICER	Planned and Reactive Maintenance - Extension of Contract
SUMMARY OF OFFICER DECISION AND REASON FOR THAT DECISION	Economy and Property Committee awarded the contract in July 2023 (to run from October 2023) for a period of three years with the award of a potential two-year extension delegated to the Head of Place Services. Contract performance is consistently good and KPIs are met, hence the extension is appropriate.
DATE OF OFFICER DECISION	5 th May 2026
DETAILS OF ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	To not extend contract and to retender – rejected as the Committee delegation was based on satisfaction with contract performance and KPIs, which do not indicate retendering is required
DETAILS OF ANY CONSULTATION UNDERTAKEN	None
DETAILS OF ANY CONFLICTS OF INTERESTS	None
CONTACT FOR ENQUIRIES/FURTHER INFORMATION	Deborah Hardy, Building Operations and Maintenance Manager
DELEGATED AUTHORITY UNDER WHICH OFFICER IS ACTING	
DELEGATING COMMITTEE OR INDIVIDUAL	Economy and Property Committee provided the delegation to the Head of Place Services to extend the Term Maintenance contract
TITLE OF REPORT TO COMMITTEE	Reactive and Planned Maintenance Term Contract
DECISION/RECOMMENDATION MADE BY COMMITTEE	(186) That the Head of Regeneration, Economic Development and Property and the Interim Head of Planning, in consultation with the Chair of Regeneration and Property Committee and the Head of Mid Kent Legal Services, be authorised to complete the required contract.
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DATE OF COMMITTEE DECISION	06/07/2023
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