

Councillor Andy Baker
Portfolio Holder for Housing and Planning

BY EMAIL

Assistant director: Building & Public Realm
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03 March 2026

Our Ref: AW/Life
Please ask for: Andy White

Dear Councillor Baker

Consultation in Relation to Proposed Officer Decision: Procurement of Remaining Fire Risk Assessments.

I write to consult you in respect of a proposed officer decision to commission E and J Fire Limited for the completion of the final tranche of Fire risk Assessments for housing blocks and sheltered units.

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|--|-----------|
| • Ten remaining general purpose blocks at £475 each: | £4,750.00 |
| • Eight sheltered schemes at £595 each: | £4,760.00 |
| • Totalling: | £9,510.00 |

As a social landlord we are subject to legal requirements to complete repair works of all kinds and maintain properties in line with fire legislation. Completion of fire risk assessments compliance is a measured performance indicator that is reported annually to government and the regulator.

Regardless of these external factors, the Council has always been committed to providing good quality, safe, housing and is committed to tenant and leaseholder safety. Therefore it is important we complete the required safety risk assessments.

The aggregate amount of these subscription elements is above the level at which competitive quotations are normally required. However, E and J Fire have completed other fire safety risk assessments for the housing stock and a change of provider at this stage could lead to inconsistency and the use of resources at a challenging moment. The Risk assessments are done on a cyclical basis, annually for the sheltered schemes and less frequently in the general stock. This group of assessments is due in March 2026 and the next ones in November 2026. This gives us the opportunity to commission a small number of assessments in the short term, to maintain compliance, and then look to a procurement exercise for future instructions

Accordingly I propose to use exemptions 2.1 (c) and 2.1 (e) from the Procurement Procedure Rules in order to commission E and J Fire to complete risk assessments due

this month. A further procurement exercise in the coming months can be conducted in order to ensure that these assessments are procured as effectively as possible.

Alternative actions are:

- A) Enter into a short term agreement with E and J Fire Limited – proposed – gives a continuity of compliance and avoids delays and resource impacts.
- B) Not commission these risk assessments – not proposed – the risk assessments are necessary to maintain legal compliance.
- C) Carry out a procurement exercise to identify alternative providers – not proposed – Would divert resources from other necessary activity. Cannot be achieved in the required timescale.

In all of the circumstances I am of the view that commissioning E and J Fire Limited in the short term as proposed is the most advantageous way forward for the organisation.

Accordingly, I propose to commission E and J Fire Limited to complete the outstanding Fire Risk Assessments due in March 2026. If you concur, can I ask that you sign and return the attached pro-forma to me. If you have any questions or other comments please do not hesitate to contact me.

The proposed short-term commission will maintain compliance in the short term and a proposed future procurement will look towards providing a stable position to transition into future arrangements as well as potentially facilitating a joint exercise with future partners.

Yours sincerely

A White

Andy White
Assistant Director Building & Public Realm

Assistant director: Building & Public Realm
BY EMAIL (awhite@tendringdc.gov.uk)

As signed March 2026

TENDRING DISTRICT COUNCIL

Consultation in Relation to Proposed Officer Decision: Procurement of Remaining Fire Risk Assessments.

I refer to your letter dated 03 March 2026 concerning the action you propose to take under the powers delegated to you in respect of your proposed decision to commission E and J Fire Limited to complete the outstanding Fire Risk Assessments due in March 2026.

I CONCUR/~~DO NOT~~ Concur with the actions you propose.

Additional comments (if any)

Signed ...*Authorised by the Portfolio Holder 04 March 2026*.....