

Report for: Cabinet Member Signing – Cabinet Member for Housing and Planning (Deputy Leader)

Title: Kenneth Robbins House – Correction of Contractor’s Name

Report authorised by: Christian Carlisle – Assistant Director of Asset Management

Lead Officer: Peter De-Bique – Head of Housing Investment Delivery

Ward(s) affected: Northumberland Park

Report for Non-Key Decision: Non-Key Decision

1. Describe the issue under consideration.

- 1.1. In line with Contract Standing Order (CSO) 2.01(d) and CSO 0.08, this report seeks approval from the Cabinet Member for Housing and Planning (Deputy Leader) to correct the contractor’s name as recorded in previous cabinet reports.

2. Cabinet Member Introduction

N/A

3. Recommendations

That the Cabinet Member for Housing and Planning (Deputy Leader):

- 3.1. Approves the correction of the contractor’s name in the Cabinet reports and approved minutes dated 29 October 2024 and 06 October 2025.
- 3.2. The contractor’s name was previously recorded as “United Living”; however, approval is required to amend the records to reflect the contractor’s full name as stated in the contract award letter dated 31 December 2024. The contractor’s full name should be recorded as: “United Living (South) Limited.”

4. Reasons for decision

- 4.1. On 08 April 2024, the Council received tenders from eleven bidders for the Major Works Programme at Kenneth Robbins House. Following a comprehensive evaluation process, the contract was formally awarded to United Living (South) Limited. This was confirmed in the contract award letter dated 31 December 2024. The contract award letter is attached at Appendix A of this report.
- 4.2. The Cabinet report and approved minutes dated 29 October 2024 recorded the contractor’s name as “United Living.” This has been identified as an error that requires correction to ensure Council records are accurate and reflect the contractor’s full legal name. A subsequent Cabinet report and approved minutes dated 06 October 2025 also referred to “United Living” as the named contractor.

This is likewise noted as an error requiring correction, as the full name of the contractor was not stated in the report.

- 4.3. The contractor's full name should be recorded as: "United Living (South) Limited."
- 4.4. Following discussions with Legal and Democratic Services, it has been confirmed that the correction of the contractor's name does not nullify or materially impact the decisions made by Cabinet. This report refers to the same contractor, with the same scope and value of works as detailed in the original cabinet reports. The error in the recorded name is therefore regarded as a misnomer, which may be rectified by way of a non-key decision.

5. Agreeing a Formal Contract

- 5.1. The contractor is in advanced discussions with the Council to agree a formal contract for the Major Works Programme at Kenneth Robbins House. Owing to the complex nature of the project, contractual negotiations have been ongoing since the award of contract letter dated 31 December 2024.
- 5.2. Despite the above, significant progress has been made between the parties, and the contract is scheduled to be signed in early January 2026. Legal Services have advised that, should the correction of the contractor's name not be approved, the Council will be unable to enter into the contract, resulting in significant delays to the programme.
- 5.3. To ensure the project proceeds as planned, approval is therefore sought from the Cabinet Member for Housing and Planning (Deputy Leader) to amend the records to reflect the contractor's full legal as stated in the contract award letter dated 31 December 2024. The contractor's full name is "United Living (South) Limited."

6. Impact on Previous Approvals

- 6.1. Legal Services has advised that correcting the contractor's name as recorded in the Cabinet reports and approved minutes dated 29 October 2024 and 06 October 2025 will not affect or change any previous decisions or statutory comments received for the award of contract.
- 6.2. The approved scope of works and contract value will remain at £10,164,213.00, as stated in the previous cabinet reports. The programme duration will also remain unchanged at 150 weeks.

7. Statutory Officer Comments (Director of Finance (procurement), Assistant Director of Legal and Governance, Equalities)

7.1 Finance

Finance has been advised to correct the contractor's name as recorded in the Cabinet report. The name currently listed is "United Living," but the correct name is "United Living (South) Limited." Please ensure this amendment is reflected accurately. No other changes are required.

7.2 Procurement

Strategic Procurement note that this report relates to the approval to correct the awarded contractor's name as recorded in previous cabinet reports.

SP support the recommendation to approve the change in accordance with CSO's 2.01(d) and 0.08

7.3 Legal

7.3.1 The Director of Legal and Governance (Monitoring Officer) was consulted in the preparation of the report.

7.3.2 Pursuant to the provisions of the of the Council's Contract Standing Order (CSO) 2.01(d), Cabinet has authority to approve any variation where the value of the variation is £500,000 or more and as such the recommendation in paragraph 3 of the report is in line with the Council's CSO.

7.3.3 Further to paragraph 7.3.2 above, above and pursuant to CSO 0.08 a decision reserved for Cabinet may be taken by a Cabinet Member with the agreement of the Leader and as such the recommendation in paragraph 3 of the report requesting approval from the Cabinet Member for Housing and Planning (Deputy Leader) to approve the recommendations in the report is line with the Council's CSO so long as the Lead Member is taking the decision with the agreement of the Leader.

7.3.4 The Director of Legal and Governance (Monitoring Officer) see no legal reasons preventing the approval of the recommendations in the report.

7.4 Equalities

Not Required – Refer to comments in previous cabinet reports

8. Use of Appendices

EXEMPT Contract Award Letter dated 31 December 2024	-	Appendix A
Cabinet Minutes dated 29 October 2024	-	Appendix B
EXEMPT Cabinet Minutes dated 29 October 2024	-	Appendix C
Cabinet Minutes dated 06 October 2025	-	Appendix D
EXEMPT Minutes dated 06 October 2025	-	Appendix E