

Harrogate Borough Council
NOTICE OF KEY DECISION TO BE TAKEN ON BEHALF OF THE AUTHORITY
(for inclusion in the Forward Plan)

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| <p>1a. Dept Reference:</p> | <p>1b. Plan Ref No: (Assigned by Democratic Services)</p> <p style="text-align: center;">C70Nov15</p> | <p>1c. Date of Publication: (Assigned by Democratic Services)</p> <p style="text-align: center;">15 November 2018</p> |
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2. **Key Decision:** (Title of item and description of the matter and why it is considered a key decision)

Approval to award a contract for up to 5 years for planned preventative maintenance and call out service for heating, ventilation and air conditioning in council owned buildings.

Approval for the budget required to facilitate the programme, which is anticipated to be in the region of £70,000 per annum. (Building Management Account)

3. **Decision By:** (Name and title of the decision maker - if Cabinet indicate and list members by name only)

Cabinet – Councillors, Richard Cooper, Graham Swift, Rebecca Burnett, Mike Chambers, Phil Ireland, Stan Lumley, Andy Paraskos.

4. **Expected Date of the Decision:** (or period within which decision will be made - this must be at least 28 clear days after the publication date shown in 1c. above)

24 April 2019

5. **Exceptions to 4 above and cases of special urgency:** (Regulations 10 & 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012)

State reasons why giving 28 days' notice under Regulation 9 is either, impracticable (Regulation 10) or the matter is a case of special urgency (Regulation 11):

6. **Documents Submitted to the Decision Maker:** (NB - Do not list any documents which are in draft form: indicate if document is exempt)

Report

7. **Other documents relevant to the above may also be submitted to the decision maker. To obtain copies of, or extracts from, these documents (if any) please contact:** (Details of report author - post title, address, telephone number and email address)

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This key decision will be taken at a meeting of the decision maker referred to in section 3 above. The dates of all these meetings are published on the Council's website - www.harrogate.gov.uk The agenda and reports for the relevant meeting will be published 5 clear days before it takes place. The papers will be made available on the website and can also be inspected at the Civic Centre, Saint Luke's Avenue, Harrogate, HG1 2AE or purchased from Democratic Services at the same address. Telephone: 01423 500600. Email: democraticservices@harrogate.gov.uk
 (Please Note: documents marked exempt are confidential and will not be made public)