

REPORT SUBJECT

DECISION DATE

DEPARTMENT

CHECKED FOR ACCURACY:

Lisa Buttery

(content checked by person preparing the report)

CHECKED FOR LEGAL IMPLICATIONS:

Angela Amadi

(give details, including name of Legal Services staff member)

CHECKED FOR FINANCIAL IMPLICATIONS:

John Price

(give details, including name of Finance staff member. In all instances Resources must be made aware of the report but otherwise deal in accordance with the Financial Framework)

CHECKED FOR HUMAN RESOURCES IMPLICATIONS:

Geraldine Minchin

(give details, including name of HR staff member. In all instances Corporate HR must be made aware of the report)

CHECKED FOR IT IMPLICATIONS (if necessary)

Is an Equality Impact Assessment required for the proposals contained in this report (if so, it has it been undertaken, is reflected in the report and is listed as an appendix)

No

SIGNED

Author of Report or Head of Service(if author): *L. Buttery*

Date *25/2/2019*

READ AND APPROVED BY

Group Director/Assistant Chief Executive:

Gavin Scott

Date: 25 February 2019

Date and time received by Democratic Services

Notice of Non-key Executive Decision

Subject Heading:	Office Accommodation Review – 3rd Floor Mercury House
Cabinet Member:	Cllr Joshua Chapman- Cabinet Member for Housing
SLT Lead:	Gerri Scott Interim Director of Housing
Report Author and contact details:	Lisa Buttery PA to Director of Housing & Facilities Management Officer Email: lisa.buttery@havering.gov.uk
Policy context:	To reconfigure and extend the amount of desk space available on the 3rd Floor Mercury House
Financial summary:	This project will enable the Chippenham Road office to close and for Housing staff to relocate to 3rd Floor Mercury House. Cost of project - £122,000.00
Relevant OSC:	Towns and Communities OSC
Is this decision exempt from being called-in?	Yes, this is a non-key decision by a member of staff

The subject matter of this report deals with the following Council Objectives

Communities making Havering	[x]
Places making Havering	[x]
Opportunities making Havering	[]
Connections making Havering	[]

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

Works are required to the 3rd Floor Mercury House to reconfigure the current layout to provide an additional 35 work stations. Once this work has been completed, the Chippenham Road office will be closed allowing Housing staff currently based there to move to the 3rd Floor Mercury House.

The recommended action is:

1. To proceed with instructing Havering Building Specialists Ltd to carry out the planned works to the 3rd Floor.
2. To purchase additional office furniture from Mocha Furniture Ltd. Mocha Furniture Ltd is the Council's preferred supplier of office furniture.
3. Included in the project cost; 10% contingency fees and 10% Corporate professional fees.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3, Section 3.4 of the Council's Constitution – Powers of Second Tier Managers;

Financial Responsibilities

- (a) To incur expenditure within the revenue and capital budgets for the relevant service as approved by the Council, subject to any variation permitted by the Council's contract and financial procedure rules.
- (b) To implement any approved financial programme, including the authorisation of expenditure and procurement of goods and services.

Contract Powers

- (a) To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.

STATEMENT OF THE REASONS FOR THE DECISION

Non-key Executive Decision

The Chippenham Road office is situated on a development site required for the Council to deliver affordable homes. The works to the 3rd Floor Mercury House are required in order to relocate Housing staff from Chippenham Road to the 3rd Floor. Once staff have been relocated, the Chippenham Road office will be decommissioned.

Technical Services sought advice from the Head of Category Construction and Housing Strategic Procurement Unit to obtain approval that these works be exempt from the usual procurement process. This was agreed due to the specialist nature of the works and the contractor's familiarity with the building.

These works will be funded by Capital Contingency as agreed with Finance.

Cost of works as follows:

£79,000 (HBS)

£22,000 (Mocha Furniture Ltd)

£10,500 (10% Contingency Fees)

£10,500 (10% Corporate Professional Fees)

Total = £122,000

OTHER OPTIONS CONSIDERED AND REJECTED

None.

PRE-DECISION CONSULTATION

The Trade Unions have been consulted and agree to the proposed plans prepared by the Corporate Architects. Managers and staff are being regularly updated on the programme.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: **Lisa Buttery**

Designation: **PA to Director of Housing and Facilities Management Officer**

Signature: *L. Buttery*

Date: *25/2/19*

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

1. This report seeks approval to award various works related contracts in connection with the office refit of the 3rd Floor Mercury House (the "Works"). The relevant contracts and background are as set out within the body of this report.
2. Under section 3.4 [Powers of Members of Second Tier Managers] of Part 3 [Responsibility for Functions] of the Council's constitution (the "Constitution") Second Tier Managers i.e. those managers reporting directly to a Senior Leadership Team (SLT) Director, have delegated authority to approve the award of all contracts below a total contract value of £500,000 but (and where relevant) above the EU procurement threshold for Supplies and Services (£181,302).
3. The total value of the proposed Works contracts is £122,000 and is below the EU threshold for works contracts (£4,551,413), as governed by the Public Contracts Regulations 2015. The Council is therefore under no obligation to advertise the Works opportunity in the Official Journal of the European Union (OJEU) but would, under the Contracts Procurement Rules (CPR) 13, be required to publish the opportunity via Constructiononline.
4. Officers have obtained a competition Financial Thresholds Exception, under CPR 14, waiving the competitive requirements of the CPR 13, for reasons of urgency not of the Council's own making. The waiver necessitates that officers demonstrate that the contract represents the best value that can be obtained in the circumstances.

FINANCIAL IMPLICATIONS AND RISKS

The reconfiguration of the 3rd Floor is expected to cost **£122,000.00** and will be funded from Capital Contingency.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

The Trade Unions have been consulted on the plans and all staff affected are being kept up to date on the project. As Chippenham Road will be demolished this year works need to start as soon as possible on Mercury House so that staff can be relocated to the 3rd Floor. The works will cause staff minimal disruption as the project will be carried out in two phases. The first phase will involve the 25 members of staff who currently occupy the 3rd Floor of Mercury House temporarily moving out for approximately 2 to 3 weeks to allow for the works to be completed. Temporary desk space has been found for these 25 affected staff at the Town Hall and Chippenham Road. The second phase will be for these 25 affected staff and all staff currently based at Chippenham Road to be moved to the refurbished 3rd Floor.

Employment contracts allow for employees to be based at any location within the Borough so this change of location is within all employees contractual arrangements.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

There are no equality implications related to age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment

BACKGROUND PAPERS

None

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker



Signed:

Name: **Gerri Scott**

Head of Service title: **Interim Director of Housing**

Date: 25 February 2019

Cabinet Portfolio held:

CMT Member title:

Head of Service title

Other manager title:

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on 25/2/2019

Signed 

Non-key Executive Decision

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Item	Item Description	Item Cost	Contractor Notes
1	South Wing		
1.1	Demolition and stripping out		
	Remove and dispose the following: meeting room adjacent breakout area, ceiling pod, block partition wall, cedar flooring, all other redundant fixtures and fittings. Leave ready for new works.	£ 5,750.00	
	Extra cost to remove and dispose of extended office entrance corridor partition and take down door set, Remove section of suspended ceiling.	£ 896.00	Updated 29.01.19
1.2	Reinstatement Works		
	Relocate door and partition adjacent breakout area to proposed location as shown on drawing.	£ 750.00	
	Reinstate ceiling where pod removed with new matching grid and tile system. Use existing tiles from meeting rooms and install new tiles to meeting rooms.	£ 2,125.00	
	Modify existing ceilings where necessary to accommodate new layout. Where removed partitions go thru ceiling, create bulkheads to address difference in ceiling heights.	£ 875.00	
	Where cedar flooring removed, latex floor and supply and install matching carpet up to breakout area. Include for new thresholds	£ 7,500.00	
	Deep clean kitchen, ease and adjust cupboards, new mastic sealant to all joints.	£ 750.00	
	Make good, redecorate all walls and columns to Dulux Trade Specification including break out area, meeting rooms.	£ 2,250.00	
	Extra cost to rehang office entrance door in revised location including relocation of automatically controlled overhead door closer. G4S works by others.	£ 1,024.00	Updated 29.01.19
	Extra cost to extend office suspended ceiling to accommodate relocated door.	£ 166.00	Updated 29.01.19
	Extra cost to professionally clean South Wing office carpet	£ 980.00	Updated 29.01.19
	Extra cost to relocate water heater and tea boiler from North wing kitchen to South wing kitchen	£ 412.00	Updated 29.01.19
	Extra cost to construct 3m counter / breakfast bar as per drawing MH 3-06	£ 814.00	Updated 29.01.19
	Extra cost to construct 2 x full height stud / insulated plasterboard partitions as per drawing MH 3-06	£ 3,122.00	Updated 29.01.19
1.3	Electrical Works		
	Strip out lighting and power to allow removal of walls and ceilings. Install thirteen 20a double pole switches and 6way Olsen leads to new desk position's, Supply and install six Thorlux light fitting's to match existing, including all leads required and commissioning, Move position of one light fitting with lobby area, and add one additional fitting to match, Reposition smoke detector within new lobby.	£ 8,226.00	
	Provide power supply to relocated automatic office entrance door. Isolate light. Supply and install new 600 x 600 light fitting.	£ 609.00	Updated 29.01.19
	Carry out additional data cabling works to suit revised desk layout - O green: 2276 - £4092 + 20%	£ 4,910.40	Updated 29.01.19
	Supply and install boxes for data wiring	£ 228.00	Updated 29.01.19
	Refix lighting under kitchen canopy	£ 56.00	Updated 29.01.19
	Reposition power for door opener, plus reposition multi gang switch	£ 448.50	Updated 29.01.19
2	North Wing		
2.1	Enabling works		
	To allow the continued use of the CCTV studio 24/7 erect temporary polythene partitions at the commencement of works and take down and dispose on completion.	£ 1,062.50	
2.2	Demolition and stripping out		
	Isolate plumbing to toilet and pump store. Remove and dispose of all plumbing and sanitary ware to these areas.	£ 750.00	
	Remove and dispose the following: Kitchen joinery and appliances, existing wall layout presently forming toilet, kitchen and offices. Include for removal of all flooring, other redundant fixtures and fittings. Leave ready for new works.	£ 4,750.00	
	Omit: section of demolition to partition no longer required.	-£ 320.00	Updated 29.01.19
2.3	Reinstatement Works		
	Construct new wall layout with door openings as shown. Reinstall existing doors, frames and ironmongery. No allowance for new.	£ 5,375.00	
	Reinstate ceilings where walls removed, ensuring new office ceiling is continuous either side of the new wall layout. Where vinyl flooring removed, latex floor and supply and install matching carpet to open plan office area. Include for new thresholds.	£ 1,462.50	
	Make good, redecorate all walls and columns to Dulux Trade Specification including break out area, meeting rooms.	£ 1,125.00	
	Omit: section of partition no longer required.	-£ 320.00	Updated 29.01.19
2.4	Electrical Works		
	Strip out all lighting and power as required, Reposition fire alarm points, Allow commission of fire alarm points repositioned, Wire and install twelve 20a double pole switches and olsen leads to new desk positions, Reposition existing lighting to suite new ceiling layout, no new lights allowed for on the north side. Reposition main switch bank to opposite wall.	£ 8,125.00	
	Provisional sum to modify access control - by others.	£ 1,000.00	
2.5	Mechanical Works		
	Isolate plumbing to toilet and pump store. Remove and dispose of all plumbing and sanitary ware to these areas.	£ 625.00	
	Remove all dead legs / cut back all pipework to kitchen and toilet.	£ 312.50	
	Reinstate humidifier on new partition wall		
2.6	Preliminaries	£ 10,312.50	
	Staff & Labour: site manager + site labourer		
	Site accommodation / welfare		
	Temporary services: water and electricity		
	Protection		
	H&S visits & PPE		
	Builder's clean		
	Protect & clean routes of egress		
	O&M file on completion		
	All works completed during normal working hours.		
	TOTAL COST (Excluding VAT)	£ 78,026.90	

MOCHA

mocha furniture Ltd
 Company Reg No. 7729441
 Tel: 01903 256 399
www.mocha-furniture.co.uk

Quote Number: MOCLBH011118 Rev 2.
 Date: 6th February 2019
 Reference: Housing
 Prepared for: **Lisa Buttery**
 London Borough of Havering
 River Chambers
 High Street
 Romford
 RM1 1HR

Area	Description	Qty	Unit Price £	Total Price £
Lockers	5 door Elite lockers. Grey carcass with yellow doors. Cam locks.	10	112.21	1122.10
Café Table	Triumph Dove café table. Dia 800mm white MFC top on chrome 4 star base.	1	207.90	207.90
Bar Stool	Triumph Fifteen bar stool. Polyprop saet and back in Lime green. Chrome 4 legged base.	3	109.20	327.60
IT Suite Breakout	Metrix 3 drawer side filer. W1000 x D475 x H980mm. Powdercoated white steel. Lockable. Anti-tilt. Counterweighted.	4	480.03	1920.12
4 person bench	Elite Matrix 4 person Bench.W1400 x D800mm modules. White melamine top, silver powder coated frame and legs. Cable tray. Desk up screen in Frosted acylic with silver aluminium frame. 2 x cable ports to each worktop.	6	976.50	5859.00
6 person bench	Elite Matrix 6 person Bench. W1400 x D800mm modules. White melamine top, silver powder coated frame and legs. Cable tray. Desk up screen in Frosted acylic with silver aluminium frame. 2 x cable ports to each worktop.	4	1,442.50	5770.00
Floor Standing Screen	Elite Floorstanding dividing screen. W1400 x H1800mm. In Lime green Camira Lucia pinnable fabric. On 2 x stabilising T feet.	4	330.50	1322.00
	Sub-total			16,528.72
	Delivery and installation (Mon - Fri Normal Hours).			1,781.00
	Total order value (excluding VAT)			<u>18,309.72</u>
	Vat @ 20%			3,661.94
	Total order value (including VAT)			<u><u>21,971.66</u></u>

Prices held for 30 days.

