



Haverling

LONDON BOROUGH

OVERVIEW & SCRUTINY BOARD AGENDA

7.30 pm

Tuesday
21 July 2020

VIRTUAL MEETING

Members 16: Quorum 6

COUNCILLORS:

Conservative Group (8)

Philippa Crowder
Judith Holt
Robby Misir
Dilip Patel
Nisha Patel
Christine Smith
Sally Miller
Michael White (Vice-Chair)

Residents' Group (2)

Ray Morgon
Barry Mugglestone

Upminster & Cranham Residents' Group 2)

Linda Hawthorn
Christopher Wilkins

Independent Residents' Group (2)

Natasha Summers
Graham Williamson

Labour Group (1)

Keith Darvill

North Haverling Residents Group(1)

Darren Wise (Chairman)

For information about the meeting please contact:

Richard Cursons 01708 432430
richard.cursons@oneSource.co.uk

Overview & Scrutiny Board, 21 July 2020

Protocol for members of the public wishing to report on meetings of the London Borough of Havering

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

OVERVIEW AND SCRUTINY BOARD

Under the Localism Act 2011 (s. 9F) each local authority is required by law to establish an overview and scrutiny function to support and scrutinise the Council's executive arrangements.

The Overview and Scrutiny Board acts as a vehicle by which the effectiveness of scrutiny is monitored and where work undertaken by themed sub-committees can be coordinated to avoid duplication and to ensure that areas of priority are being reviewed. The Board also scrutinises general management matters relating to the Council and further details are given in the terms of reference below. The Overview and Scrutiny Board has oversight of performance information submitted to the Council's executive and also leads on scrutiny of the Council budget and associated information. All requisitions or 'call-ins' of executive decisions are dealt with by the Board.

The Board is politically balanced and includes among its membership the Chairmen of the six themed Overview and Scrutiny Sub-Committees.

Terms of Reference:

The areas scrutinised by the Board are:

- Strategy and commissioning
- Partnerships with Business
- Customer access
- E-government and ICT
- Finance (although each committee is responsible for budget processes that affect its area of oversight)
- Human resources
- Asset Management
- Property resources
- Facilities Management
- Communications
- Democratic Services
- Social inclusion
- Councillor Call for Action
-

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



AGENDA ITEMS

1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

2 PROTOCOL ON THE OPERATION OF BOARD MEETINGS DURING THE COVID-19 PANDEMIC RESTRICTIONS (Pages 1 - 4)

3 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive.

4 DISCLOSURE OF INTERESTS

Members are invited to disclose any interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any interest in an item at any time prior to the consideration of the matter.

5 COVID-19 OUTBREAK MANAGEMENT PLAN (Pages 5 - 18)

Presentation attached

6 SMART WORKING AT HOME (Pages 19 - 28)

Presentation attached

7 REMODELLING OF ONESOURCE SERVICES: NEW ARRANGEMENTS FOR THE FINANCE FUNCTION FOR HAVERING (Pages 29 - 32)

Report attached

8 AUTHORISATION TO AWARD A CONTRACT FOR THE EXTENSION OF UPMINSTER CEMETERY PHASES 2&3 (Pages 33 - 44)

Report attached

Andrew Beesley
Head of Democratic Services



LONDON BOROUGH OF HAVERING

**PROTOCOL ON THE OPERATION OF OVERVIEW AND SCRUTINY BOARD MEETINGS
DURING THE COVID-19 PANDEMIC RESTRICTIONS**

1. Introduction

In accordance with the Local Authority and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings (England and Wales) Regulations 2020, all Overview and Scrutiny Board Committee hearings held during the Covid-19 restrictions will take place using a 'virtual' format. This document aims to give details on how the meetings will take place and establish some rules of procedure to ensure that all parties find the meetings productive.

2. Prior to the Hearing

Once the date for a meeting has been set, an electronic appointment will be sent to all relevant parties. This will include a link to access the virtual meeting as well as guidance on the use of the technology involved.

3. Format

For the duration of the Covid-19 restrictions period, all Board meetings will be delivered through conference call, using Zoom software. This can be accessed using a PC, laptop or mobile/landline telephone etc. and the instructions sent with meeting appointments will cover how to do this.

4. Structure of the Meeting

Although held in a virtual format, Overview and Scrutiny Board Committee Meetings will follow the standard procedure with the following principal stages. Committee Members may ask questions of any party at any time. Questions are however, usually taken after each person has spoken.

- The Chairman's announcements, apologies and disclosures of Member interests will be dealt with.
- Consideration of reports as shown in the agenda papers. Officers will introduce the report, questions will be asked by Board Members and the report debated. The Board will make any decision that it wishes with regards to the report and/or make any recommendations for further action.
- The clerk will confirm the details of any decision made by the Board.

5. Technology Issues

An agenda setting out the items for the meeting will be issued in advance, to all parties in accordance with statutory timetables. This will include details of reports to be considered and any other relevant documents. The agenda will also be published on the Council's website – www.havering.gov.uk in the normal way.

All parties should be aware that the sheer volume of virtual meetings now taking place across the country has placed considerable strain upon broadband network infrastructure. As a result, Zoom meetings may experience intermittent faults whereby participants lose contact for short periods of time before reconnecting to the call. The guidance below explains how the meeting is to be conducted, including advice on what to do if participants cannot hear the speaker and etiquette of participants during the call.

Members and the public will be encouraged to use any Zoom video conferencing facilities provided by the Council to attend a meeting remotely. If this is not possible, attendance may be through an audio link or by other electronic means.

Remote access for members of the public and Members who are not attending to participate in the meeting, together with access for the Press, will be provided via a webcast of the meeting at www.havering.gov.uk.

If the Chairman is made aware that the meeting is not accessible to the public through remote means, due to any technological or other failure of provision, then the Chair shall temporarily adjourn the meeting immediately. If the provision of access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chairman. If he or she does not fix a date, the remaining business will be considered at the next scheduled ordinary meeting of the Board.

6. Management of Remote Meetings for Members

The Chairman will normally confirm at the outset and at any reconvening of an Overview and Scrutiny Board meeting that they can see and hear all participating members. Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can see and hear the proceedings and the other participants.

The attendance of Members at the meeting will be recorded by the Democratic Services Officer. The normal quorum requirements for meetings as set out in the Council's Constitution will also apply to a remote meeting.

If a connection to a Member is lost during a meeting of the Board, the Chair will stop the meeting to enable the connection to be restored. If the connection cannot be restored within a reasonable time, the meeting will proceed, but the Member who was disconnected will not be able to vote on the matter under discussion, as they would not have heard all the facts.

7. Remote Attendance of the Public

Any member of the public participating in a meeting remotely in exercise of their right to speak at a Overview and Scrutiny Board or other meeting must meet the same criteria as

members of the Committee (outlined above) in terms of being able to access and, where permitted, speak at the meeting. The use of video conferencing technology for the meeting will facilitate this and guidance on how to access the meeting remotely will be supplied by the clerk.

8. Etiquette at the meeting

For some participants, this will be their first virtual meeting. In order to make the hearing productive for everyone, the following rules must be adhered to and etiquette observed:

- The meeting will be presided over by the Chairman who will invite participants to speak individually at appropriate points. All other participants will have their microphones muted by the Clerk until invited by the Chairman to speak;
- If invited to contribute, Members or other participants should make their statement, then wait until invited to speak again if required;
- If it is possible, participants should find a quiet location to participate in the Zoom meeting where they will not be disturbed as background noise can affect participants.
- The person speaking should not be spoken over or interrupted and other participants will normally be muted whilst someone is speaking. If there are intermittent technological faults during the meeting then the speaker will repeat from the point where the disruption started. Whilst intermittent disruption is frustrating, it is important that all participants remain professional and courteous.

9. Meeting Procedures

Democratic Services Officers will facilitate the meeting. Their role will be to control conferencing technology employed for remote access and attendance and to administer the public and Member interaction, engagement and connections on the instruction of the Chairman.

The Council has put in place a technological solution that will enable Members participating in meetings remotely to indicate their wish to speak via this solution.

The Chairman will follow the Overview and Scrutiny Procedure rules set out in the Council's Constitution when determining who may speak, as well as the order and priority of speakers and the content and length of speeches in the normal way.

The Chairman, at the beginning of the meeting, will make reference to the protocol for Member and public participation and the rules of debate. The Chairman's ruling during the debate will be final.

Members are asked to adhere to the following etiquette during remote attendance of the meeting:

- Committee Members are asked to join the meeting no later than fifteen minutes before the start to allow themselves and Democratic Services Officers the opportunity to test the equipment.

- Any camera (video-feed) should show a non-descript background or, where possible, a virtual background and Members should be careful to not allow exempt or confidential papers to be seen in the video-feed.
- Rather than raising one's hand or rising to be recognised or to speak, Members should avail themselves of the remote process for requesting to be heard and use the 'raise hand' function in the participants field.
- All participants should only speak when invited to by the Chair.
- Only one person may speak at any one time.
- When referring to a specific report, agenda page, or slide, participants should mention the report title, page number, or slide so that all members have a clear understanding of what is being discussed at all times
- Should any voting be required, the Chairman will ask Members to indicate their vote – either FOR, AGAINST or ABSTAIN, on the recommendations as shown in the report, once debate on an application has concluded.
- The Democratic Services Officer will clearly announce the result of the vote and the Chairman will then move on to the next agenda item.

Any Member participating in a remote meeting who declares a disclosable pecuniary interest, or other declarable interest, in any item of business that would normally require them to leave the room, must also leave the remote meeting. The Democratic Services Officer or meeting facilitator, will confirm the departure and will also invite the relevant Member by link, email or telephone to re-join the meeting at the appropriate time, using the original meeting invitation,

10. After the Hearing - Public Access to Meeting Documentation following the meeting

Members of the public may access minutes, decision and other relevant documents through the Council's website. www.haverling.gov.uk

For any further information on the meeting, please contact richard.cursons@onesource.co.uk, tel: 01708 432430.

**Overview & Scrutiny Board
21 July 2020**

Subject Heading:

Covid-19 Outbreak Management Plan

Report Author

Richard Cursons
Democratic Services Officer
01708 432430
richard.cursons@onesource.co.uk

SLT Lead

Mark Ansell
Joint Director of Public Health

SUMMARY

Attached is a presentation detailing Havering's Outbreak Management Plan to the Covid-19 pandemic.

RECOMMENDATIONS

The Board is requested to consider and note the presentation.

IMPLICATIONS AND RISKS

Financial implications and risks: None of this covering report.

Legal implications and risks: None of this covering report.

Human Resources implications and risks: None of this covering report.

Equalities implications and risks: None of this covering report.

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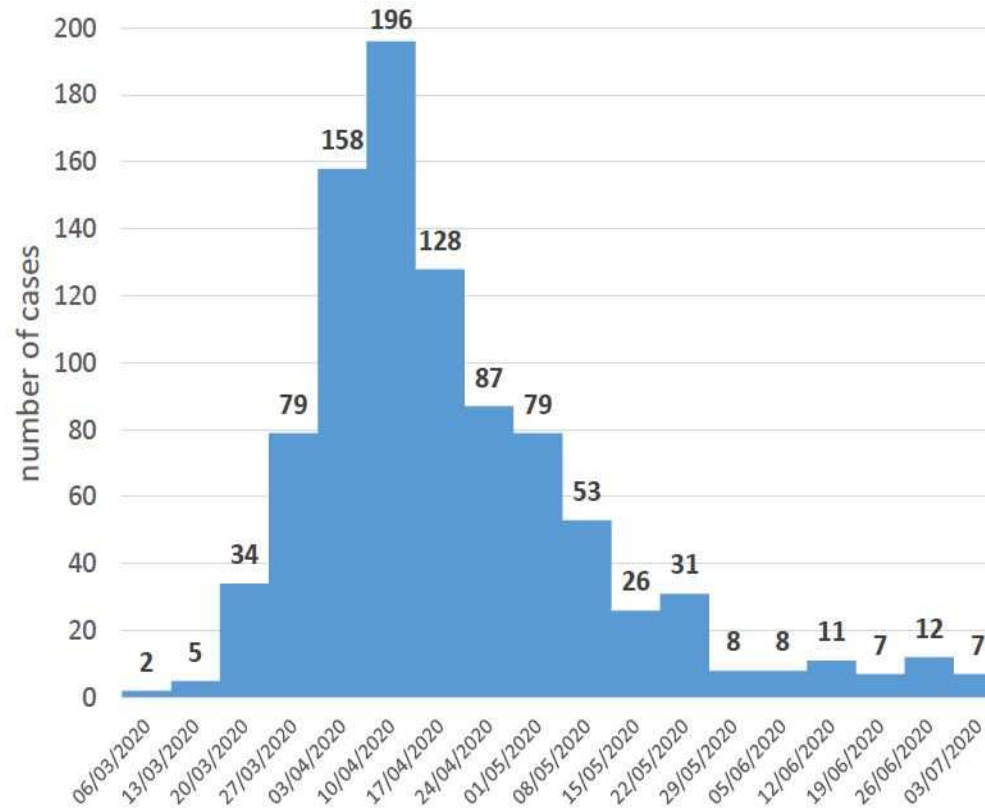
Outbreak Management Plan

Mark Ansell

Overview & Scrutiny Board

21 July 2020

Number of Havering residents testing positive for coronavirus each week from 6 March to 3 July 2020



Current data available here <https://www.havering.gov.uk/covid19havering>

Taking stock

- Lockdown has controlled first wave of disease but has itself caused economic (and health) harm.
- Relaxation of social distancing underway and no sign, so far, that new cases are increasing
- But risk of further waves remains, causing more deaths and significant ongoing health problems
- NHS test and trace launched as additional control measure

NHS test and trace

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	Tier 1 – PHE – London Coronavirus Response Centre (LCRC)	Respond to complex cases or incidents – involving local agencies as needed
Details of +ve test → shared with NHS T&T	Tier 2 – clinical contact case workers	<ul style="list-style-type: none"> • Contact case • Take history / record contacts • Forward contacts to tier 3 or escalate
	Tier 3 – contact centre	Call handlers, working to a script call contacts and tell them to self isolate

Aim of outbreak control plan – minimise further harm to local residents

Objectives

- Prevent local outbreaks by
 - Maintaining public support and compliance with social distancing and NHS T&T
 - Ensuring the borough is COVID- SECURE
- Mobilise an effective response to bring local outbreaks under control when required.

Comms and engagement

- A call to action – Keep Havering safe
- For individual residents
 - 2m wherever possible – 1m+ if necessary and which additional controls e.g. face coverings
 - Hand and respiratory hygiene
 - Comply with test, trace and isolate requirements
- Linked to information about local levels of disease
- Rotate messages to keep them fresh over the next 12 / 18 months
- Use tailored messages and outreach to communities that have been hit hardest by first wave
- And complement engagement with businesses etc re making Havering 'covid- secure'.

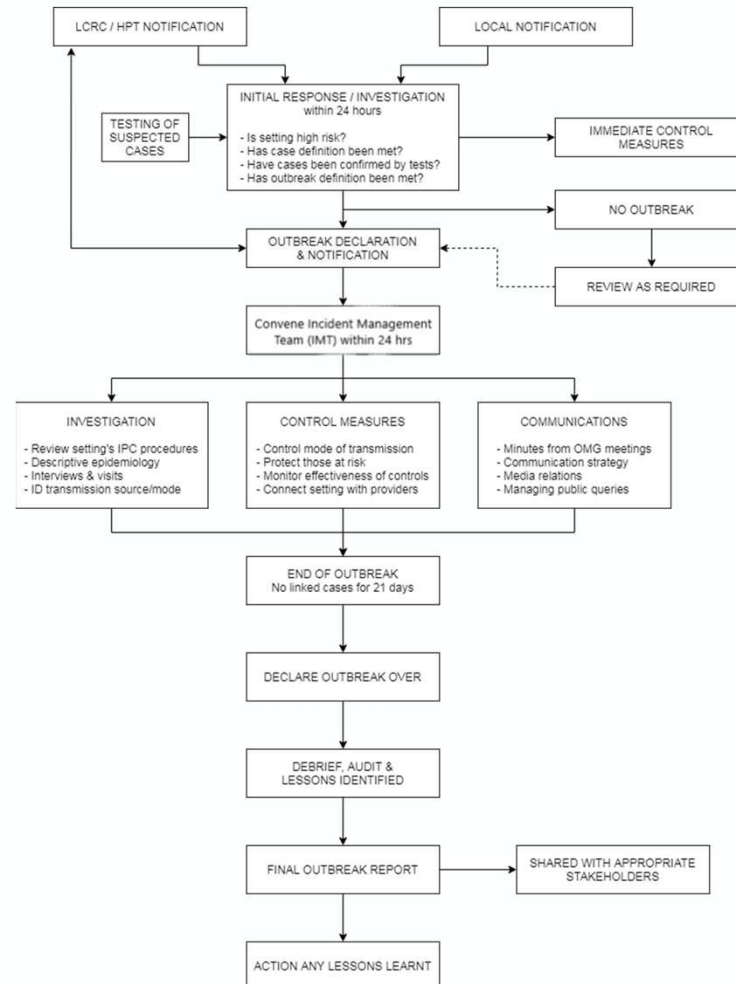
Ensure Havering is COVID secure

- Assist settings across the borough are compliant with relevant guidance
- Prioritise higher risk settings
- Provide support to encourage compliance but enforce if necessary
- Led by in Public Protection

Role and responsibilities for the PHE London Coronavirus Response Cell (LCRC) and the Council in an outbreak

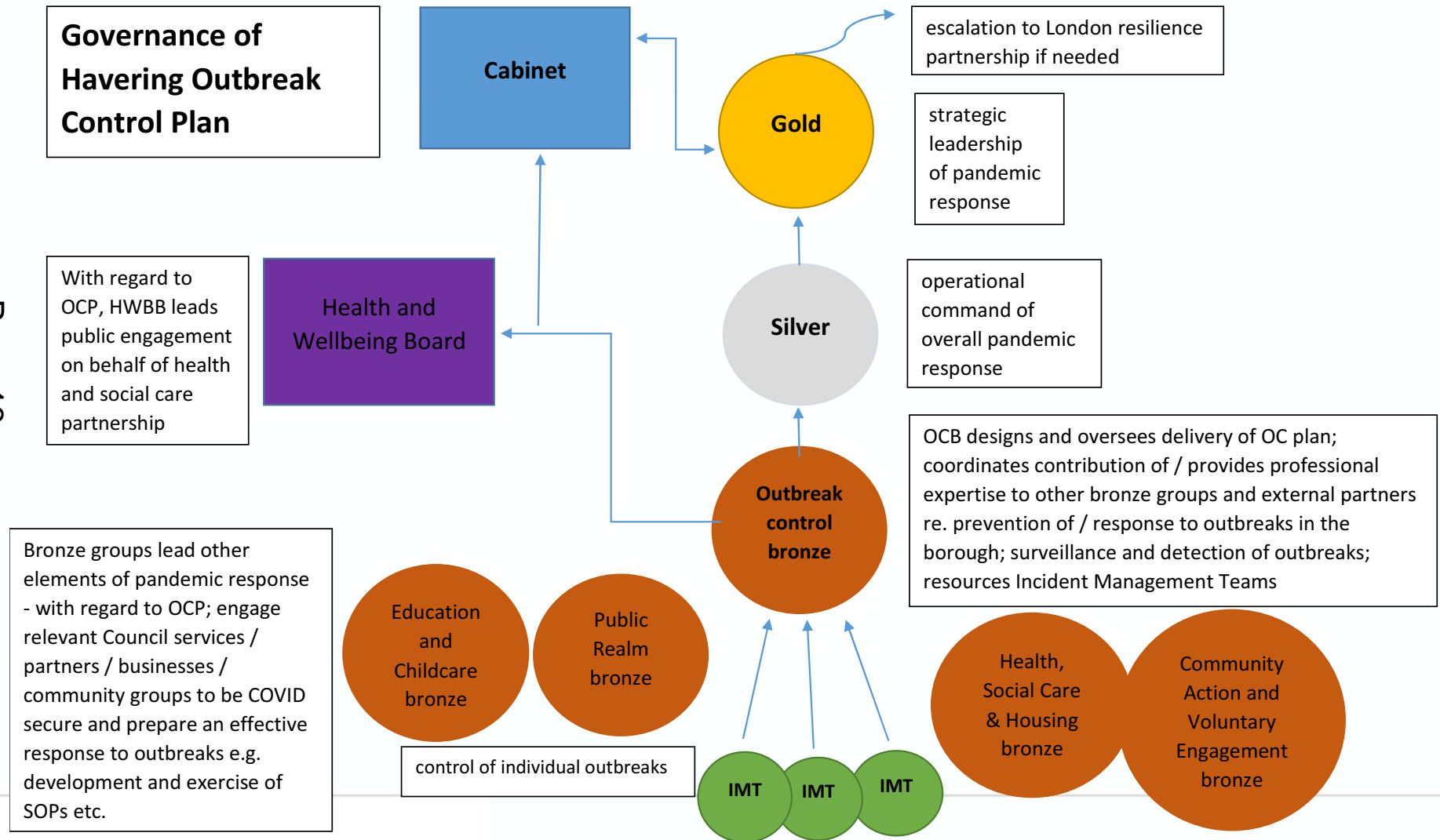
	Setting						
	Care Settings	School and Early Years	Workplace	Health Settings	Prison/ custodial institutions	Homeless and/or hostel	Community Cluster
London Coronavirus Response Centre	<ul style="list-style-type: none"> - Receive notification from Tier 2 - Gather information and undertake a risk assessment with the setting - Provide advice and manage cases and contacts, testing and infection control - Provide information materials to the setting - Recommend ongoing control measures - Convene IMT if required - Provide information to DsPH and advice/recommendations for ongoing support - Communicate and coordinate with other LAs, regions, developed administrations and internationally as required. 						<ul style="list-style-type: none"> - Receive notification from Tier 2 - Support Local Authority in their risk assessment of and response to an identified community cluster
Local authority response	<ul style="list-style-type: none"> - Prevention work and respond to enquiries - Support wider aspects of the response, such as support for any vulnerable contacts who are required to self-isolate, as per London's 6 Point Plan and national 7 themes of outbreak management plans - Follow-up and support the setting to continue to operate whilst managing the outbreak, including, if required, support with infection prevention and control measures and PPE access - Participate in IMT if convened by LCRC - Organise testing and Mobile Testing Unit deployment as required - Local communications e.g. briefings for Cllrs, local press inquiries, comms with the public - Liaise with CCG, GP's and other healthcare providers to provide ongoing healthcare support to setting 						<ul style="list-style-type: none"> - Receive notification from Tier 2 - Convene IMT - Provide support to community which may include translated materials, support to self-isolate, advice and enforcement - Liaise with the local CCG, GP's and other healthcare providers - Local communications (e.g. Cllr briefing, local press inquiries, comms with public)

Outbreak management process



Governance

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Care homes

Rationale for inclusion in all outbreak plans	Residents highly vulnerable Setting of numerous outbreaks worldwide
Planning to date	IPC guidance; training, access to PPE; reactive advice from LCRC/LBH – captured in care home support plan
Next steps	Focus on use mass testing to minimise risk posed by asymptomatic carriage ; and doing more to prevent entry of COVID as supported by findings of Vivaldi study

Schools

Rationale for inclusion in all outbreak plans	<p>Priority to minimise harm to CYP</p> <p>Schools link multiple families together</p> <p>Closure harms children and economy</p>
Planning to date	<p>DfE guidance</p> <p>Social distancing / physical redesign of classrooms to accommodate children of essential workers throughout.</p> <p>Extended e.g. bubbles - to enable return of Yrs R, 1 and 6</p> <p>Local SOP re. symptomatic CYP and teachers</p>
Next steps	<p>Implementation of further guidance for full return in September</p>

Overview & Scrutiny Board
21 July 2020

Subject Heading:

Smart Working at Home

Report Author

Richard Cursons
Democratic Services Officer
01708 432430
richard.cursons@onesource.co.uk

SUMMARY

Attached is a presentation detailing Havering's Smart Working at Home

RECOMMENDATIONS

The Board is requested to consider and note the presentation.

IMPLICATIONS AND RISKS

Financial implications and risks: None of this covering report.

Legal implications and risks: None of this covering report.

Human Resources implications and risks: None of this covering report.

Equalities implications and risks: None of this covering report.

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Smart Working at home safely

SmartWorking Phase 1 – Pre COVID activities

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Guidance

Win 7 to 10



Basic Training



209 'old' Monitors adopted



27" Monidocks installed

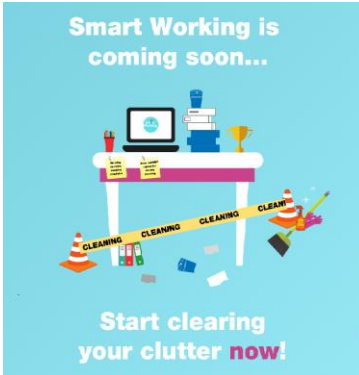
2242 Windows 10 devices deployed



- Declutter campaign,
- Change readiness survey
- Screen saver messaging launched

Be the Change, See the Change event at CEME for 120 managers

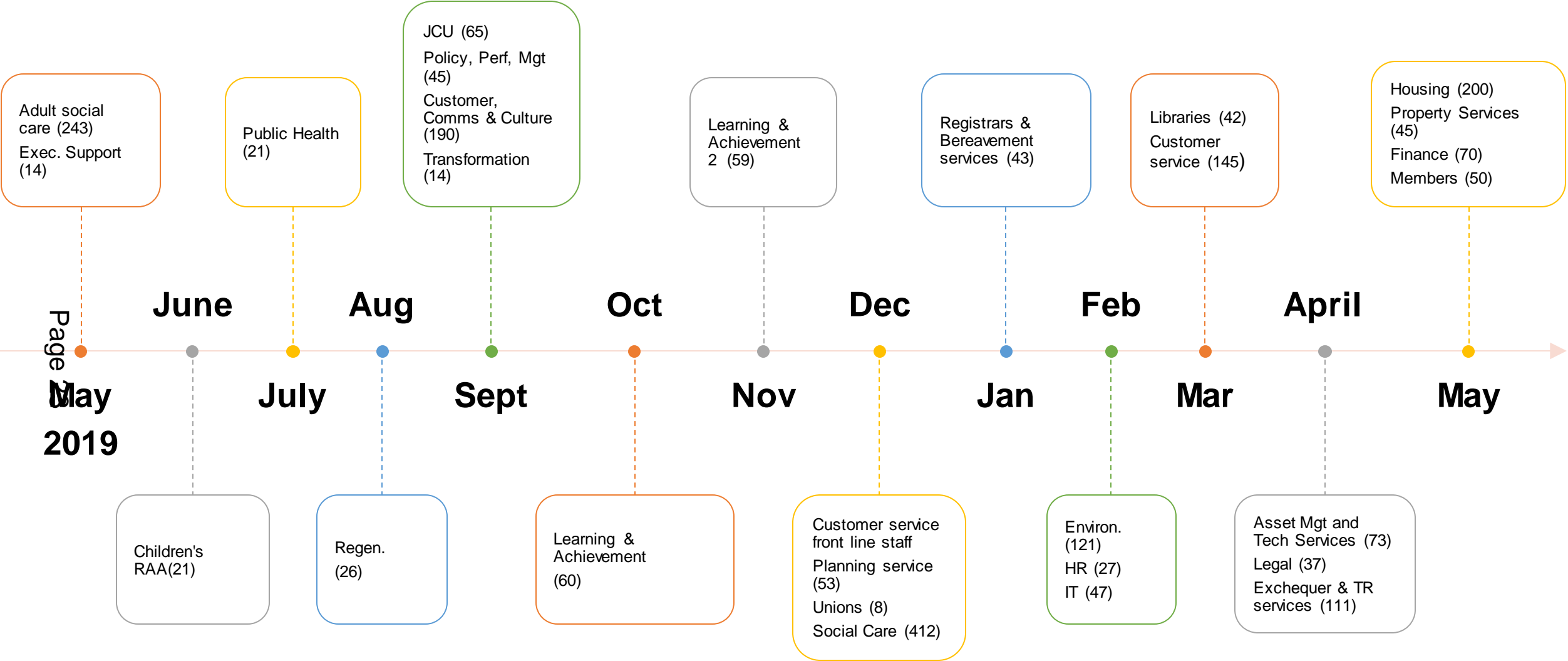
Mercury House refurbishment (Place Phase 2) Consultation & Architects appointed



- 5:10 desk ratio adopted
- Office space rationalised (Place phase 1)
- Pedestals removed
- Cupboards removed
- Rubbish removed



2242 Windows 10 devices deployed



Enabling safe working from home

SmartWorking at home safely

This process is to be followed when organising working from home as a regular activity

Can duties be performed remotely?

Manager to determine if duties can be performed at home/ remotely

STEP 01



E-Learning

Complete the following DSE and Health and Safety courses (unless already completed in the last 6 months)

1. Staying safe with DSE: an overview
2. Staying Safe with DSE: mobile working

STEP 02



Checklist (e form)

Complete this checklist to facilitate collection of special equipment already allocated and general office equipment (chairs, keyboards etc) required

STEP 03



Condensed DSE assessment

Completion of new DSE remote/home working assessment

STEP 04



- Pre-existing equipment collected from Town Hall on receipt of invite
- Requirements identified - new equipment ordered

STEP 05

No Requirements identified

Start /continue working at home/remotely



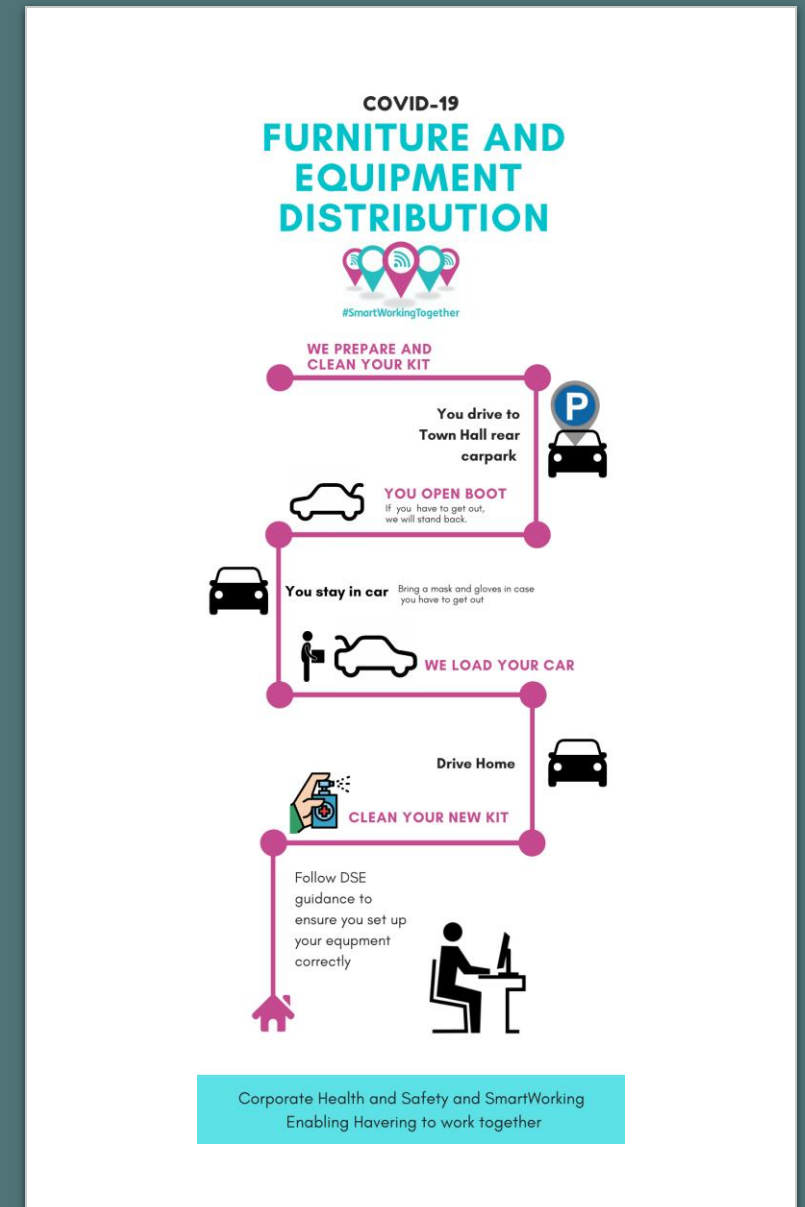
smartworking@havering.gov.uk

- As COVID restrictions went on longer than anticipated we worked with Health and Safety and consulted with HR to create a process to provide staff with office equipment
- Staff complete e learning followed by a checklist e-form and condensed DSE assessment (special requirements), which are then processed by the Health and Safety team before items are collected

Innovative Drive through collection process

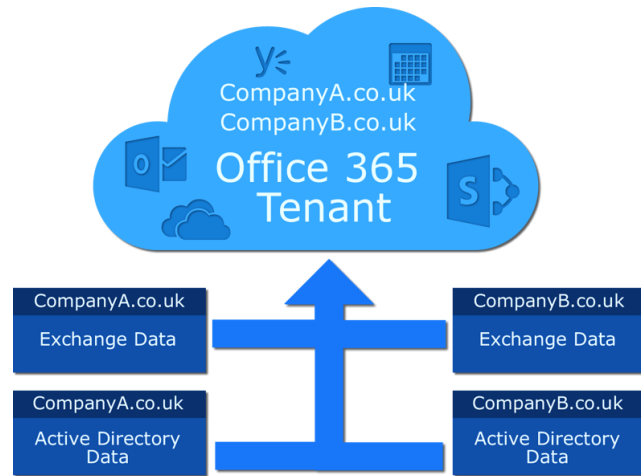
- Process now considered gold standard and being adopted across London
- Over 700 requests for office equipment
- 14 deliveries made to those shielding or without transport
- 33 drive through time slots run to date
- Around 500 emails sent/received

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I would like to feedback how helpful and easy I have found this process – from starting the forms to collecting my equipment today – fast and friendly service – couldn't ask for more. Thank you all so much, your support has been greatly appreciated and will make my time working from home so much better for my working experience and comfort
Thank you
Jacqui Hanton, Principal Family Practitioner





S4 SCAN
SCRAP
STORE
STOP!
it

SmartWorking +

- As the **Smart Working+** programme increases in complexity to support the Council's Recovery plans, separation of MS Tenancy will ensure the resilience and security of the Office 365 environment and infrastructure for Havering, better enabling staff to work remotely
- The S4 project has kicked-off with a discovery phase. It will consider how we can streamline and reduce the use of paper. As the majority of people are working from home, the enforced break from using printers regularly is also an opportunity for the S4 project to rationalise printers.

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Overview & Scrutiny Board 21 July 2020

Subject Heading:

**Remodelling of oneSource Services:
New arrangements for the Finance
function for Havering**

Report Author

Dave McNamara

SLT Lead

Jane West
Chief Operating Officer

BACKGROUND

This paper provides members with an update on the future of the Finance service provision to LB Havering following the decision taken at the 26th June 2020 oneSource Joint Committee meeting to vary the current Agreement.

The oneSource Joint Committee, at its meeting on the 26th June 2020, agreed to the request of LB Newham and LB Bexley to make the following changes to the shared arrangement:-

- Bexley to withdraw all services from oneSource.
- Newham to withdraw from all Finance Services except for the Finance services provided currently by the Transactional Team, Treasury and Pensions and the Oracle Systems Support Team (the latter initially for one year only).

The oneSource Joint Committee's decisions was to agree to the amendments to the delegation of services to the oneSource Joint Committee by mutual agreement of the three boroughs and to the changes in the terms on which the oneSource Agreement is varied.

These changes will create additional costs for Havering which will lose some of the economies of scale that have been achieved by sharing services. Under the Partnership Agreement between the three boroughs, the two boroughs requesting

the withdrawal of services must compensate Havering for the additional costs this change creates.

The oneSource Joint Committee decision is dependent on the equivalent individual decisions in each borough to withdraw those delegations and agree the other terms of the agreement so is conditional on these decisions being in place.

Services provided by oneSource are delegated from the three partner boroughs to the oneSource Joint Committee. The oneSource Joint Committee has then agreed a Scheme of Delegation for the delivery of those services by officers, under the management of the Executive Director, oneSource.

There is a need for LB Havering to approve the oneSource Joint Committee decision to the remodelling of oneSource services and related matters. This will take place through a report to Havering Cabinet on the 5th August 2020.

FUTURE SERVICE PROVISION AND IMPACT ON LB HAVERING

In light of the decision made by the oneSource Joint Committee there is a need to review the finance service for LB Havering.

Under the terms of the oneSource partnership agreement, actions by one partner that leads to another partner incurring costs requires that partner to be compensated. The decision by LB Bexley to withdraw from the oneSource partnership and LB Newham to vary the terms under which it accesses the partnership will lead to additional cost being incurred by LB Havering. As such the Council is entitled to be compensated for the additional costs to be incurred for a period of time, agreed to be 30 months.

Compensation payments to LB Havering are based on the continuing need for senior and strategic financial management for the oneSource partnership, the impact on exchequer services, and specifically the need to ensure the quality of professional accountancy services to LB Havering. The annual level of compensation payments required to ensure the continuance of an effective professional accountancy service to LB Havering, Exchequer Services and to support one Source is £346,399 p.a. as set out below:

	Compensation Payments
New Replacement Posts	£90,600
oneSource support	£66,816
Bi-borough Arrangements	£94,564
Sovereign Posts	£94,418
Total annual compensation	£346,399

Impact on LB Havering Service Provision

A dedicated finance service will be established for the LB Havering with a number of additional posts created. This will ensure that there is no diminution in the service following the withdrawal of LB Bexley and LB Newham financial services from the oneSource shared arrangement. Whilst some restructuring and compensation paid by both LB Bexley and LB Newham to LB Havering will address any additional costs incurred by LB Havering to establish a revised Finance service – this compensation is limited to 30 months after which LB Havering will need to absorb the cost or find new savings.

Some bi-borough arrangements will exist in relation to specialist services in the areas of Audit and Insurance; and Pensions and Treasury Management and will be subject to bespoke arrangements – the details of which are currently under discussion.

RECOMMENDATIONS

The Board is requested to note this report and provide comments.

IMPLICATIONS AND RISKS

Financial implications and risks: As detailed in the body of the report.

Legal implications and risk: As detailed in the body of the report.

Human Resources implications and risks: None of this covering report.

Equalities implications and risks: None of this covering report.

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**Overview & Scrutiny Board
21 July 2020**

Subject Heading:

AUTHORISATION TO AWARD A CONTRACT
FOR THE EXTENSION OF UPMINSTER
CEMETERY PHASES 2&3

Report Author

Richard Cursons
Democratic Services Officer
01708 432430
richard.cursons@onesource.co.uk

SUMMARY

Attached is a Executive Decision detailing authorisation to award a contract for the extension of Upminster Cemetery

RECOMMENDATIONS

The Board is requested to consider the Executive Decision.

IMPLICATIONS AND RISKS

Financial implications and risks: None of this covering report.

Legal implications and risks: None of this covering report.

Human Resources implications and risks: None of this covering report.

Equalities implications and risks: None of this covering report.

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Briefing Note

Overview and Scrutiny Board

Extension of Upminster Cemetery Phases 2&3

Authority to award Contract

Background

In 2013, a piece of land of 5.5 hectares was identified adjacent to the existing cemetery, sufficient to provide burial space for approximately 30 years at that time. To date only phase 1 of this land has been developed. A report was approved by Cabinet on the 18th September 2019 which agreed to the further extension of Upminster Cemetery (Phases 2 & 3). An overall project budget of £5,500,000 has been agreed to carry out these works as part of the Council's Medium Term Financial Strategy.

Phases 2 & 3 of the extension site at Upminster Cemetery will provide additional space for approximately 4,425 graves.

Since the Cabinet decision to extend Upminster Cemetery, there has been a Covid-19 pandemic. This has increased the overall demand for burial spaces, although due to lockdown measures etc. recently, demand has fallen to near pre-covid levels. At present, there are just over 500 new burial spaces available at Upminster Cemetery and based on current demand, without the planned extension, we will run out of burial spaces by December 2021. It should also be noted that if there is a second wave of Covid-19, then burial space is likely to run out sooner.

Proposed Procurement Route

This report seeks authorisation to award a construction contract up to a maximum value of £5,050,000. This is above the OJEU threshold levels for Work related contracts and as such, the procurement is subject to the full EU tender requirements under the Public Contracts Regulations 2015.

In arriving at the proposed procurement route, the following options were considered:

1. Do Nothing

Rejected, as this will not provide the required burial space in Havering.

2. Tender via Construction line

Rejected, as the works are likely to be above the EU Threshold.

3. Full OJEU Procurement Process

Rejected, as there is insufficient time to meet the programme requirements and there are significant procurement costs associate with a full OJEU process.

It is therefore proposed to procure this project via the Transport for London (Tfl) London Highways Alliance Contract (LoHAC) Framework Agreement. The framework is a single supplier framework, which has three area based lots. Lot 2 (Northern Area) covers a number of London Borough's including the London Borough of Havering. This approach has been agreed with Corporate Procurement and legal services.

This framework agreement has successfully been used for a variety of previous civil engineering base projects by a wide range of London Boroughs, including the London Borough of Havering.

Progress to Date

To date the following tasks have been successfully completed:

1. Full planning approval has been obtained.
2. The detailed scheme design has been completed.
3. Ecology surveys have been commissioned and are currently being undertaken.
4. Archaeological investigations have been commissioned and are due to commence at the end of this month.
5. We have engaged with the contractor under the terms of the Transport for London (TfL) London Highways Alliance Contract (LoHAC) Framework Agreement
6. The contractor is currently obtaining prices for the various work packages and is due to provide these to us at the end of this month.

Value for Money

We have employed an independent Quantity Surveyor as part of the project team. The quantity surveyor will ensure that adequate benchmarking is undertaken for each of the sub-contractor packages to ensure that value for money is being achieved. Prices will be benchmarked against the previous phase of works, against industry standards and against similar schemes currently being undertaken.

The independent quantity surveyor has prepared a detailed pre-tender estimate. Once the main contractors priced work packages have been received, each of these will be compared and analysed against the pre-tender estimate to ensure that value for money is being achieved.

In addition to the above, three written quotations will be provided by the main contractor for the larger work packages. These will be scrutinised by our independent quantity surveyor and assessed for value for money.

The project team will comprise staff from Technical Services, Bereavement Services and Procurement along with a number of externally appointed consultants including an independent quantity surveyor.

Timescales

In order to meet the current programme, the following key dates will need to be achieved:

Award of Contract	24 th August 2020
Contractor mobilisation	24 th August 2020 – 29 th September
Start on Site	29 th September 2020
Project Completion	30 th August 2021

It should be noted that based on current predictions, we will run out of burial spaces by December 2021 and possibly sooner, if there is a second wave of Covid-19.

Notice of Key Executive Decision

Subject Heading:	Authorisation to award a contract for the extension of Upminster Cemetery Phases 2&3
Cabinet Member:	Councillor Damien White – Leader of the Council
SLT Lead:	Barry Francis - Director of Neighbourhoods
Report Author and contact details:	Ian Saxby – Head of Technical Services Telephone: 01708 433529 Email: Ian.Saxby@onesource.co.uk
Policy context:	It is estimated, based on current demand, burial space at Upminster Cemetery will run out in approximately 4 years. If the Council wishes to continue to offer burial within Havering, provision must be made for additional burial space.
Financial summary:	This report seeks authorisation to award a contract up to the value of £5,050,000 contained within the overall budget of £5,500,000 as previously agreed by Cabinet as part of the Council's Medium Term Financial Strategy.
Reason decision is Key	Expenditure or saving (including anticipated income) of £500,000 or more.
Date notice given of intended decision:	May 2020
Relevant OSC:	Overview and Scrutiny Board
Is it an urgent decision?	No
Is this decision exempt from being called-in?	No

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

Communities making Havering	<input type="checkbox"/>
Places making Havering	<input type="checkbox"/>
Opportunities making Havering	<input checked="" type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

Part A – Report seeking decision

Key Executive Decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

That the Lead Member approves the award of the proposed contract to Jacobs Ringway Limited for the reason set out within the body of the report, at a maximum value of £5,050,000, with an estimated start date in August 2020. The works relate to the extension of Upminster Cemetery (Phases 2&3).

The proposed form of contract to be an NEC 3 Engineering and Construction Contract, with the Council's Supplemental Amendments.

AUTHORITY UNDER WHICH DECISION IS MADE

Constitution. 2.5(h) Powers of Cabinet Members and the Leader.

Contract powers. To award contracts, agree extensions of contract terms and awards/extensions of Consortia contracts of a value above £5,000,000 and up to £10,000,000 and contracts where external funding is guaranteed and there is no longer term financial commitment to the Council.

STATEMENT OF THE REASONS FOR THE DECISION

The London Borough of Havering currently has four cemeteries: at Rainham, Hornchurch, Romford and Upminster. The cemeteries at Rainham and Hornchurch have no new graves, and therefore burials can only take place in existing family graves (referred to as 're-openers'). The cemetery at Romford has some capacity, which is expected to provide graves for approximately a further 5 years. The last extension to Upminster Cemetery (Phase 1) was completed in 2014. This previous extension of the cemetery at Upminster was agreed by Cabinet in July 2011.

A piece of land of 5.5 hectares was identified adjacent to the existing cemetery, sufficient to provide burial space for approximately 30 years at that time. To date only phase 1 of this land has been developed. A report was approved by Cabinet on the 18th September 2019 which agreed to the further extension of Upminster Cemetery (Phases 2 & 3). This report sets out the overall business case to extend Upminster Cemetery. An overall project budget of £5,500,000 has been agreed to carry out these works as part of the Council's Medium Term Financial Strategy.

Bereavement Services is an incoming generating service, generating in 18/19 a total of £4,459,132 in income. Of this, £2,460,626 is attributed to the Crematorium element of the service, £1,159,300 attributed to the Cemeteries service and £839,206 to Bereavement Customer Services (selling & renewal of various memorial products).

Phases 2 & 3 of the extension site at Upminster will provide additional space for approximately 4,425 graves, which are worth, in monetary value, at least £17m (this is a conservative estimate, based on current resident fees, for an adult interment, taking the mean cost of a lawn and traditional grave, and taking the average cost of the exclusive rights of burial for 50 years, not taking into account that fees are doubled for non-residents). At the current burial rate, it will therefore take approximately 6 – 7 years to re-coup the capital investment for this expansion project.

It should also be noted that over and above the anticipated number of graves phases 2 & 3 will provide, the service plan to introduce some new burial products (which could include products such as bricked graves, private family gardens and mausoleums) currently not offered by Havering, within the extension site. A transformation saving has already been agreed for this. In addition it will allow the service to extend provision of other alternative burial products, mini headstones, which the service have already introduced in phase 1, and

Key Executive Decision

which have proved very popular. The mini-headstone product allows the burial of cremated remains in smaller spaces that are not big enough for full body burial and would not otherwise be utilised.

- i) The total cost of this project is estimated to be in the order of £5.5million and a breakdown is included within the financial section.
- ii) Approval has been received at Checkpoint 1 and Checkpoint 2 stages to undertake the procurement of this project and to award it.
- iii) It is proposed to procure these works using an NEC 3 Engineering and Construction Contract, with the Council's Supplemental Amendments.
- iv) The estimated contract cost is £5,050,000. This is above the threshold required by OJEU threshold levels for Work related contracts and as such the procurement is subject to the full EU tender requirements under the Public Contracts Regulations 2015. It is therefore proposed to procure this project through a direct award process, via the Transport for London (TfL) London Highways Alliance Contract (LoHAC) Framework Agreement. The framework is a single supplier framework which has three area based lots. Lot 2 (Northern Area) covers a number of London Borough's including the London Borough of Havering. This approach has been agreed with Corporate Procurement. This framework agreement has also previously been successfully used for a variety of civil engineering base projects within the London Borough of Havering.
- v) It is proposed that an independent Quantity Surveyor will be employed as part of the project team. The quantity surveyor will ensure that adequate benchmarking is undertaken in relation to each of the sub-contractor packages to ensure that value for money is being achieved.

- vi) Provisional Programme key dates are as follows:

Completion of detailed design information	May 2020
Submission of updated planning documents	May 2020
Ecology Surveys	March – June 2020
Initial engagement of contractor and pricing via LoHAC	May 2020
Archaeological trial trenching	July 2020
Agreement of final contract sum	July 2020
Contract Award	August 2020
Contractor Mobilisation	August 2020
Contract Commencement on site	Sept 2020
Contract Completion	Oct 2021

- vii) The project team will comprise staff from Technical Services, Bereavement Services and Procurement along with a number of externally appointed consultants including an independent quantity surveyor.
- viii) TUPE does not apply.
- ix) Project Risks
 - a. Ability to procure main contract within timescale. A detailed project programme has been produced, which shows that the timescales are realistic.
 - b. Main contractor willingness/ availability to work in challenging circumstances: capability to adapt site operations with new COVID19 Method of Statement.

Key Executive Decision

This issue has been discussed with the contractor and will not be an issue unless the current situation changes.

- c. Price received may exceed financial allocation. A project contingency is included within the overall budget.
- d. Programme may be unachievable due to unforeseen circumstances. Regular progress meetings will take place with the contractor to ensure that progress is monitored and any issues are dealt with swiftly.

OTHER OPTIONS CONSIDERED AND REJECTED

In arriving at this proposed procurement route, the following options were considered

1. Do Nothing – Rejected, as this will not provide the required burial space in Havering.
2. Constructionline – rejected, as the works are likely to be above the EU Threshold.
3. Full OJEU Procurement Process – Rejected, as there is insufficient time to meet the programme requirements and there are significant procurement costs associated with a full OJEU process.
4. Use an existing Framework Agreement – proposed, as this will allow the works to be undertaken within the required timescales.

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

Name: Ian Saxby

Designation: Head of Technical Services

Signature:



Date: 5th June 2020

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

1. As a Burial Authority under section 214 of the Local Government Act 1972, the Council may provide cemeteries whether inside or outside its area. Technical Services seek to award this contract in accordance with this power.
2. The Framework appears to be compliant with the Public Contracts Regulations 2015. The Contract Award Notice (OJEU Ref: 13/S 124-212073/EN) was dispatched on 25 June 2013. The Framework itself was launched in 2013 and due to the 8 year term, participating authorities have until 2021 to call-off from this Framework.
3. The Council's Contract Procedure Rules confirm that all subsequent purchases under a framework shall either not require further competition (if a single supplier) or, if there are two or more suppliers for those goods or services on the framework, follow the express framework provisions for choosing a supplier.
4. As the contract value exceeds £150,000 the contract must be executed as a deed by the affixing of the Council's seal. The call-off contract must therefore be sent to Legal

Key Executive Decision

Services to be executed.

FINANCIAL IMPLICATIONS AND RISKS

Estimated Costs and Funding is set out below:

	£
Estimated Contract Sum	4,550,000
Professional Fees	450,000
Surveys and investigations	150,000
Contingency	350,000
Total Costs	5,500,000
Total Funding	5,500,000

Risks

There is a risk that the price obtained will exceed estimations. The contract will only be awarded up to the agreed maximum value as detailed within this document.

As with most capital schemes, there is a risk that the scheme could overspend due to issues arising during the construction process. Any small issues arising can be funded from the project contingency.

As with all contracts there is a risk to contractor delivery/continued operation. However the contractor selection process has partly mitigated this risk, along with careful project management in the future.

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

There are no Human Resources implications associated with this decision.

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

There are no Equalities and Social Inclusion implications associated with this decision.

BACKGROUND PAPERS

None

Key Executive Decision

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: Councillor Damien White – Leader of the Council

Date:

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 _____

Signed _____

REPORT SUBJECT	Authorisation to award a contract for the extension of Upminster Cemetery Phases 2&3
DECISION DATE:	5 th June 2020
DEPARTMENT:	Technical Services
CHECKED FOR ACCURACY:	Ian Saxby - Head of Technical Services
CHECKED FOR LEGAL IMPLICATIONS:	Tara Philip - Contracts and Procurement Solicitor
CHECKED FOR FINANCIAL IMPLICATIONS:	Alfred Ansong - Business Partner Finance & Procurement
CHECKED FOR HUMAN RESOURCES IMPLICATIONS:	Geraldine Minchin - Strategic HR Business Partner
CHECKED FOR IT IMPLICATIONS (if necessary)	N/A
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 – N/A

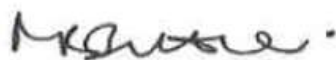
SIGNED



Ian Saxby - Head of Technical Services.

Date: 5th June 2020

READ AND APPROVED BY



Mark Butler - Technical Director

Date: 5th June 2020

Date and time received by Democratic Services

