

Notice of Non-key Executive Decision

Subject Heading:	Refurbishment of the staff welfare facilities at 98A Macon Way, Upminster, RM14 1NY
Cabinet Member:	Lead Member for Housing
SLT Lead:	Patrick Odling-Smee – Director of Housing
Report Author and contact details:	Ade Oshinmi Tel: 01708 434 323 Email: Ade.Oshinmi@haverling.gov.uk
Policy context:	Supports the outcomes within the London Borough of Havering's Corporate plan.
Financial summary:	The anticipated total cost for the whole works is £116,500.00 which will be funded from the Housing Revenue Account Capital Projects Budget Code: C38770 Task 1.0
Relevant OSC:	Overview and Scrutiny Board
Is this decision exempt from being called-in?	Yes it is exempt, as it 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	<input type="checkbox"/>
Places making Havering	<input checked="" type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This report seeks approval to go out to tender for a general building contractor to carry out refurbishment of the staff welfare facilities at 98A Macon way, Upminster, Essex RM14 1NY.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3, Section 3.4 Powers of Second Tier Managers;
General Powers

(a) To take any steps necessary for proper management and administration for their allocated portfolios.

And

Contract powers

(a) To approve commencement of a tendering process [...]

STATEMENT OF THE REASONS FOR THE DECISION

1. This report is to seek approval to go out to tender for a contractor to refurbish the front single storey building (into new staff welfare facilities) with additional side extension that will cater for the new men's toilet.
2. The staff currently use a temporary building which is past the end of its life, and the brick-built building which is in need of a lot of work and which is not set out as a modern office. The plan is to remodel the building and add a small extension to make it suitable as a base for Housing Estates operations.
3. The contractor needs to be a general building contractor, with the responsibility for the refurbishment of the front building to our specification, coordinating the refurbishment of the front building with the side extension works by Client and contractor.
4. The budget estimate for the whole works is £116,500.00, which will be funded from HRA capital resources Project Code: C38770 Task 1.0.
5. The contract will include for the improvement of the existing loft/roof insulation up to and where possible, beyond current building regulations. The new windows will have reduced maintenance costs and result in energy-saving. Consideration will be given to the introduction of solar p.v. panels.
6. To undertake the works together will invariably mean savings are achieved and there is less disruption overall.
7. Performance of the contract will be managed and monitored throughout the project by the Programme Delivery Project Surveyor.
8. It is anticipated that the winning contractor will commence the works in April 2022, however, this is subject to approval of this report, the outcome of the proposed procurement process and subsequent decision taken as to contract award. The works will be expected to last for approximately four months.
9. The Council would seek, where possible, any additional social value aimed at increasing job and training opportunities, and improving the local supply chain. Officers note that the scope of this project

is limited given that the estimated duration of the contract is only four months and related to relatively minor works.

OTHER OPTIONS CONSIDERED AND REJECTED

Do nothing. This option is rejected as the works related to much needed improvements to the building.

PRE-DECISION CONSULTATION

Building Control and Planning will be consulted.

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

Name: Ade Oshinmi

Designation: Capital Delivery Project Manager

Signature:



Date: 25 February 2022

BACKGROUND PAPERS

None

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The total estimated value of the proposed contract is £116,500.00 and is below the full advertising threshold for Works contracts. The contract is not therefore caught by the full regime of the Public Contracts Regulations 2015 (as amended).

The Council also has a general power of competence under section 1 of the Localism Act 2011 to act as that of an individual, subject to other statutory provisions limiting or restricting its use.

Housing Services seek to tender the works and appoint a Contractor via Construction-line and tendering process as stated within the body of the report. Officers are required to meet the conditions set within the Council's Contract Procedure Rules and Constitution.

FINANCIAL IMPLICATIONS AND RISKS

This report is seeking approval to commence the tender process and does not contain any financial implications. It is anticipated that the contract will cost in the region of £116,500.00, which will be funded from the HRA Capital Programme, Projects Code C38770 Task 1.0. This figure will be confirmed and the contract awarded via a separate Executive Decision.

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 staffs in respect of socio-economics and health determinants.

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

Presently, there are existing welfare facilities such as disabled toilet and men's toilet which is going to be in use during the refurbishment work. We are looking to erect new shower unit, and side extension which will serve as the new men's toilet facilities. The old men toilet will be turned into ladies' toilet.

CLIMATE & ENVIRONMENTAL IMPLICATIONS AND RISKS

1. This report seeks approval to go out to tender to refurbish and extend the front building at 98A Macon Way. As such, it seeks to maintain the serviceable life of existing assets and improve the quality of life for our staff.

The contract will include for the improvement of the existing loft/roof insulation up to and where possible, beyond current building regulations. Consideration will be given to the introduction of solar p.v. panels.

2. The new windows will help reduce maintenance costs and provide better fuel economies for Havering.
3. The contractor will be expected to produce a waste management plan and the contract contains a Key Performance Indicator for the amount of waste going to landfill and how this can be mitigated.
4. Tender will include consideration of the tenderers contractually binding proposals on sustainability in their operations under the headings of:
 - a. Vehicles and carbon emissions
 - b. Materials and consumables

- c. Supply chain
- d. Waste
- e. Energy conservation

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

Agreed

Details of decision maker



Signed

Name: Patrick Odling-Smee

Cabinet Portfolio held:

CMT Member title: Patrick Odling-Smee

Head of Service title: Director of Housing

Other manager title:

Date: 21/03/22

Lodging this notice

The signed decision notice must be delivered to the proper officer, Andrew Beesley, Committee Administration & Interim Member Support Manager in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____