

Notice of NON KEY Executive Decision

Subject Heading:	Yew Tree Lodge Partial Refurbishment – Authority to Commence Procurement Process
Decision Maker:	Patrick Odling-Smee Director of Living Well
Cabinet Member:	Councillor Gillian Ford Cabinet Member for Adults and Wellbeing
SLT Lead:	Patrick Odling-Smee Director of Living Well
Report Author and contact details:	Paola Crivello Architectural Officer Telephone: 01708 433905 Email: paola.crivello@onesource.co.uk
Policy context:	Communities making Havering
Financial summary:	The estimated cost of this project is £133,000 which will be funded from the Capital Programme.
Is this decision exempt from being called-in?	The decision is a Non key Decision.

Non-key Executive Decision

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

People - Things that matter for residents X

Place - A great place to live, work and enjoy X

Resources - A well run Council that delivers for People and Place X

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

For the reasons stated in this report, the Director of Living Well is recommended:

1. To authorise the commencement of the procurement process for partial refurbishment at Yew Tree Lodge, 20 Yew Tree Gardens, London, Romford RM7 9AA, at the estimated value of £133,000 in accordance with the Council's Procurement Rules.

AUTHORITY UNDER WHICH DECISION IS MADE

3.3.3 Powers common to all Strategic Directors

- 4.1 To approve commencement of a tendering process for all contracts below a total contract value £1,000,000.

STATEMENT OF THE REASONS FOR THE DECISION

To provide much needed improved and refurbished facilities at Yew Tree Lodge Day Centre, which provides activities and support to vulnerable adults living with a disability. This includes refurbishment of existing rooms (main reception, office, provision of prayer room, meeting rooms, counselling and assessment rooms). The works include acoustic improvement of counselling and assessment rooms, refurbishment of existing toilets, better facilities (i.e. kitchen), installation of new external canopy and ramp, adaptation and upgrade of Mechanical and Electrical services within rooms subject to refurbishment and adoption of inclusive environment design to accommodate different users.

OTHER OPTIONS CONSIDERED AND REJECTED

Not to carry out the refurbishment and keep using worn and outdated rooms which have not been refurbished for over 30 years. This has a detrimental effect on the service users and staff and creates a negative image and reputation for the Council.

PRE-DECISION CONSULTATION

The service has organised engagement with groups and building users who use Yew Tree Lodge.

Non-key Executive Decision

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

Name: Paola Crivello

Designation: Architectural Officer

Signature: Paola Crivello

Date: 09/06/2025

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

1. The Council must provide or arrange for the provision of services, facilities or resources, or take other steps, which it considers will contribute towards preventing or delaying the development by adults in its area of needs for care and support; contribute towards preventing or delaying the development by carers in its area of needs for support; reduce the needs for care and support of adults in its area and reduce the needs for support of carers in its area in accordance with section 2 of the Care Act 2014. The Council is making a decision to refurbish a day centre which provides activities and support to vulnerable adults living with a disability for that purpose.
2. The Council has the power to award a contract for this work through section 111 of the Local Government Act 1972, which allows the Council to do anything which is calculated to facilitate or conducive or incidental to the discharge of any of its functions, or through its general power of competence in section 1 of the Localism Act 2011 to do anything an individual can do, subject to certain limitations. None of the limitations apply to this decision.
3. The proposed contract value is below the applicable threshold for works stipulated in the Procurement Act 2023 (PA) of £5 372 609. Therefore, it is not subject to the full PA regime.
4. For these reasons, the Council can start the procurement process.

FINANCIAL IMPLICATIONS AND RISKS

This report is seeking approval to commence the procurement process and does not contain any financial implications. It is anticipated that the work will cost in the region of £133,000.

The project will be funded through the Capital Programme from codes: C29620, C21290, C42020.

There is a risk that the tender results will exceed the estimate. The budget will be reviewed once we have the tendered price.

The contract will be subject to a separate approval once tenders have been received.

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

There are no Human Resources implications associated with this decision.

Non-key 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) The need to 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. Additionally, the Council is dedicated to enhancing the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

An EHIA (Equality and Health Impact Assessment) has not been completed and is not required for this decision.

The Council seeks to ensure equality, inclusion, and dignity for all.

There are no equalities and social inclusion implications and risks associated with this decision.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

The refurbishment is cosmetic and will be carried out minimising waste by reusing and enhancing existing materials.

We ask our contractors to provide information on reducing their environmental impact, greenhouse gas emissions such as through their transport methods, and disposal of construction waste.

Materials sheets and product information are also used in product specification. Paints and stains used in finishes will be non-toxic and, where possible, any timbers specified will be from sustainable sources and forests recognised and controlled by the Forestry Stewardship Council (FSC).

BACKGROUND PAPERS

None

APPENDICES

None.

Non-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

A handwritten signature in black ink, reading "Patrick Odling-Smee". The signature is written in a cursive style with a trailing flourish.

Name: Patrick Odling-Smee
Director of Living Well

Date: 09.06.25

Lodging this notice

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____