

Notice of NON KEY Executive Decision

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| Subject Heading: | Award of Contract for Refurbishment Works at Yew Tree Lodge |
| 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: | This report seeks authorisation to award a construction contract in the sum of: £ 240,504.09 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**

Place an X as appropriate

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

To agree to award a contract for the Design and Build of partial refurbishment at Yew Tree Lodge, to Valuegrade Ltd at a value of £ 240,504.09 with an estimated commencement date in August 2025. The contract length is anticipated to be 8 weeks.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution

3.3 Functions Delegated To Officers

Scheme 3.3.3 Powers common to all Strategic Directors

4. Contracts

4.2 To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions.)

STATEMENT OF THE REASONS FOR THE DECISION

The purpose of the contract which is subject to this decision is 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.

The proposed form of contract is going to be the JCT Design & Build Contract 2016 with the Council's Supplemental Amendments.

Since the Non-Executive Decision to approve this procurement route, a tender exercise has been carried out through the Fusion portal. In line with the Council's Contract Procedure Rules (CPR), five suppliers were invited to submit bids. The construction market remains highly competitive at this point in time.

During the tender exercise five contractors were invited to tender and three returned a priced offer. Two bidders declined to tender due to ongoing work commitments. The quality of the bids in the tender was satisfactory. It is proposed to appoint the contractor with the highest scoring compliant bid to undertake the works, namely Valuegrade Ltd.

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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 would have a detrimental effect on the service users and staff and create 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.

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

Name: Paola Crivello

Designation: Architectural Officer

Signature: Paola Crivello

Date: 25.07.25

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 value of the contract (£240,504.09) 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 process.
4. For these reasons, the Council can award the contract.

FINANCIAL IMPLICATIONS AND RISKS

Capital Implications

Project Costs & Source of Funding

Project Costs

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|--|---------------|
| Contract Sum (to be Awarded under this ED) | £ 240,504.09 |
| Project Contingency (within contract sum) | (£ 20,000.00) |
| Fees (Including Planning Fees, Architect's, Mechanical & Engineering Services, Surveys etc.) | £ 36,000.00 |

Total Project Cost £ 276,504.09

Project Funding

The project will be funded through the Capital Programme from codes: C29620, C21290, C42020. (Virements will be completed to show budgets and costs on one project code before the project commences.)

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Risks

As with most capital schemes, there is a risk that the scheme could overspend due to issues arising during the build process, this risk is mitigated via a contract administration procedure as set out within the JCT Design and Build 2016 (with Amendments) that provides constant monitoring and final cost forecasting which will be fed into corporate monthly monitoring processes. Any issues arising can be funded from the client contingency sum and escalated via the aforementioned corporate monthly monitoring processes if they are at risk of exceeding the contingency sum.

As with all contracts there is a risk to contractor delivery or 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 HR implications associated with this 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, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sex/gender, and sexual orientation.

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.

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.

HEALTH AND WELLBEING IMPLICATIONS AND RISKS

The newly refurbished building will offer significantly improved facilities for both end users and staff, enhancing the overall quality of the service environment. This will result in a positive impact on customers through a more welcoming and effective setting.

Health and well-being will be actively promoted, as the upgraded spaces are designed to meet diverse needs in an inclusive and supportive manner. The refurbishment has been carefully planned to minimise disruption to those using the adjacent areas, with noise reduction fully integrated into the contractor's programme.

The building aims to foster a calm and health-oriented atmosphere for its users. This will be achieved through biophilic design elements, including the thoughtful use of natural materials and colour schemes that evoke a sense of connection with nature.

Additionally, measures have been put in place to mitigate construction traffic and general noise. The appointed contractor is fully committed to adhering to these standards throughout the project.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

In general

The project subject of this relates to improving building efficiency and delivers a more performant facility. 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).

The following sections outline the environmental and climate change considerations that have been addressed as part of the building design and procurement of the construction contract which is subject to the present report. This has been divided into design considerations and contractor selection considerations.

Design element

The design has been developed by professionals who acknowledge that the climate emergency is the most critical professional challenge of this generation, warranting appropriate attention and care.

The key design interventions guiding this refurbishment prioritise energy-efficient solutions, notably the use of LED lighting, which offers approximately 75% energy savings and lasts up to 25 times longer than traditional incandescent fixtures. These upgrades are complemented by the installation of a more efficient heating system.

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Material specifications have been carefully considered with regard to environmental ratings, performance, durability, and sustainable sourcing, ensuring a meaningful and lasting contribution to the project's overall environmental impact.

Procurement element

As part of the tendering process, bidders were required to submit details of their environmental credentials, which were assessed alongside other technical criteria. Particular emphasis was placed on responses related to waste management, energy consumption, and carbon footprint mitigation.

Contractors were asked to specify the measures they intend to adopt—beyond their contractual obligations—to reduce the environmental and social impact of the construction products used in the project. They were specifically encouraged to adopt a 'whole life cycle' approach, evaluating the environmental implications of products during manufacture, design, procurement, installation, operation, and end-of-life stages.

All submissions were reviewed carefully, with the successful tenderer expected to demonstrate a comprehensive understanding of these issues. They must also show a proactive commitment to advancing environmental practices, including clear and actionable steps to reduce site waste and operational carbon emissions.

Finally, in support of the Council's commitment to going paper-free, the entire tendering process — formerly reliant on extensive paper documentation — has been fully digitalised.

BACKGROUND PAPERS

None

APPENDICIES

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



Name:

Patrick Odling-Smee
Director of Living Well

Date: 21.08.25

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 _____