

Notice of Non-Key Executive Decision

Subject Heading:	Approval to commence procurement for New Vehicle Gate at Westlands Playing Fields Car Park
Decision Maker:	Paul Walker - Director of Housing & Property
Cabinet Member:	Cllr Paul McGeary - Cabinet Member for Housing & Property
ELT Lead:	Neil Stubbings - Strategic Director of Place
Report Author and contact details:	Darren Cox - Programme Manager, Capital Delivery & Corporate Estate E: Darren.cox@onesource.co.uk T: 01708 434363
Policy context:	Supports education outcomes within the broader Opportunities context of the Havering vision.
Financial summary:	The total estimated cost of £50,000 will be funded from the St Edwards Academy capital project (C31130). Ongoing maintenance and operational costs will be met by the Unity Schools Partnership under existing lease arrangements.
Relevant Overview & Scrutiny Sub Committee:	Place OSSC.
Is this decision exempt from being called-in?	The decision will be exempt from call in as it is a Non key Decision.

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

~~People – Supporting our residents to stay safe and well~~

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

~~Resources – Enabling a resident focused and resilient Council~~

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

For the reasons set out in this report, it is recommended that the Director of Place approves the commencement of a tender process for the supply and installation of a new electrically operated sliding vehicle gate at the entrance to Westlands Playing Fields Car Park at a total estimated value of £50,000.00.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution

Scheme 3.3.3– Powers Common to All Strategic Directors

1. General

1.1 To take any steps, and take any decisions, necessary for the proper management and administration of their allocated directorate, in accordance with applicable Council policies and procedures.

4. Contracts

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

Sub-delegation on 3 April 2024 from the Strategic Director of Place to Director of Property for all functions under Scheme 3.3.3.

STATEMENT OF THE REASONS FOR THE DECISION

This decision is required to ensure pupil safety and to comply with planning conditions linked to the construction of the Compass SEN School, built adjacent to St Edward's Church of England Academy and opened on 1 September 2023. As the Local Education Authority, the Council is responsible for providing safe access and egress for pupils attending both St Edward's Church of England Academy and The Compass SEN School.

The installation of a new electrically operated vehicle gate at Westlands Car Park — the primary access point for both schools — will restrict entry to authorised vehicles only. This measure will enhance safeguarding at times when pupils are entering or leaving the premises.

The estimated cost of the works is £50,000, and procurement will be undertaken via the Route 2 process. Officers shall obtain at least 3 comparable written quotations using the e-tendering suite Request for Quotation procedure.

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OTHER OPTIONS CONSIDERED AND REJECTED

The following options were considered and rejected:

1. No action

- Considered to avoid cost but rejected as it would fail to meet planning conditions or address safeguarding risks, leaving the car park unsecured during school hours.

2. Access via Compass School grounds

- Considered as a cost-neutral internal route during design but rejected due to safeguarding risks for SEN pupils and because it would not address uncontrolled, unsafe use of the car park, which also serves TfL school buses.

3. Widening the existing footbridge

- Initially preferred for a safe pedestrian route but rejected due to similar safeguarding concerns, costs exceeding £150k budget, and planning objections over ecological impacts and loss of mature trees.

PRE-DECISION CONSULTATION

Officers engaged with both schools, which are part of the Unity Schools Partnership multi-academy trust. The Council's Parks Department was also engaged, as it manages Westlands Playing Fields and Car Park and leases the car park to the Unity Schools Partnership. In addition, the Council's Property Team was conferred with.

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

Name: Darren Cox

Designation: Programme Manager



Signature:

Date: 04/03/2026

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

Local Authorities should have regard to sections 13, 13A and 14 of the Education Act 1996 which require local authorities to ensure efficient primary, secondary and further education are available to meet the needs of the population of their area.

Additionally, the Council has the power to procure a contract under Section 111 of the Local Government Act 1972 which, permits the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

The value of the proposed contract is below the applicable threshold for works contracts and accordingly, the Council is not under an obligation to publish a Tender Notice for the procurement via the central digital platform.

This report seeks approval to procure 3 comparable quotations for a New Vehicle Gate at Westlands Playing Fields Car Park in accordance with Havering's Contract Procedure Rules (CPR 9.8) for a Contract of this value.

FINANCIAL IMPLICATIONS AND RISKS

This report is seeking approval from the Director of Place for the commencement of a tender process for the supply and installation of a new electorally operated sliding vehicle gate at the entrance to Westlands Playing Fields Car Park.

The anticipated cost of the project is £50,000, with a broad breakdown as follows:

- £30,000 for supply and installation of the gate
- £5,000 for surface improvements and levelling
- £10,000 for electrical services and access control
- £5,000 risk and contingency allowance

These capital costs will be met from the St Edwards Academy capital budget which has sufficient funds within it to meet this cost.

While the initial capital outlay will be met by the Local Education Authority all operational and maintenance costs will be the responsibility of the Unity School Partnership under its lease arrangements, therefore, there are no revenue implications to the Council.

As outlined in the report, other options were considered and rejected as they did not adequately address safeguarding risks or were significantly more expensive. There are no significant financial risks identified at this stage. A contingency has been included to mitigate minor unforeseen costs and procurement will follow the Council's standard procedures to ensure value for money. There will be an opportunity to review the financial implications when the contract is awarded, following completion of the tendering process.

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

This report does not have any HR implications.

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.

An EqHIA (Equality and Health Impact Assessment) is usually carried out and on this occasion this isn't required.

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

There are not equalities and social inclusion implications and risks associated with this decision.

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

The installation of an electrically operated sliding vehicle gate is a minor intervention with limited direct environmental impact. Works will include surface levelling and electrical connections, which will be managed to minimise waste and local disturbance. Contractors will be required to comply with all relevant environmental legislation and good practice, including responsible disposal of any waste materials.

Although the scheme itself does not significantly affect carbon emissions, improved control of vehicle access supports safer, more orderly school travel arrangements, potentially reducing unnecessary vehicle movements and idling near the school entrances. The installation is intended as a durable, long-life asset that will reduce the

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need for repeated replacement or remedial works, thereby limiting future material use and waste.

BACKGROUND PAPERS

Not applicable.

APPENDICES

Not applicable.

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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



Paul Walker

Interim Director of Housing and Property

Date: 6th March 2026

Lodging this notice

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

For use by Committee Administration

This notice was lodged with me on _____

Signed _____