

Notice of Non-Key Executive Decision

Subject Heading:	Professional appointments for the Havering Town Hall roof replacement scheme and the new Balgores Special School scheme via Constellia Ltd contract.
Decision Maker:	Paul Walker – Interim Director of Property and Housing.
Cabinet Member:	Cllr Paul McGeary – Lead Member for Housing & Property.
ELT Lead:	Neil Stubbings - Strategic Director of Place.
Report Author and contact details:	Nicola Lorenzo Prandini RIBA Design and Architecture Manager nicolalorenzo.prandini@havering.gov.uk 01708432142
Policy context:	This decision supports the Council's objectives of ensuring effective governance and value-for-money procurement of professional services, contributing to the efficient delivery of Council capital projects.
Financial summary:	Approval is sought for additional professional fees totalling £ 86,270 across three legacy consultancy appointments. These costs will be met from existing capital project budgets. The overall financial impact is partially offset by a reduced management fee (levy) applied by the procurement vehicle.
Relevant Overview & Scrutiny Sub Committee:	Places OSSC.
Is this decision exempt from being called-in?	The decision is exempt from call in as it is a Non key Decision.

Non-key Executive Decision

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

People - Supporting our residents to stay safe and well

[x] Place - A great place to live, work and enjoy

Resources - Enabling a resident-focused and resilient Council

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

For the reasons detailed in the body of the report, it is recommended that the Interim Director of Housing and Property approves the following:

1. Commission STACE LLP (Company Number OC312683) to act as PM/QS/EA for the Havering Town Hall roof replacement scheme through the Council's existing contract with Constellia Limited at the value of £25,000;
2. Commission PURCELL ARCHITECTURE LIMITED (Company number 11310436) to act as Conservation Architect for the Havering Town Hall roof replacement scheme, through the Council's existing contract with Constellia Limited at the value of £ 32,461;
3. Commission PLAYLE & PARTNERS LLP (Company Number OC317809) to act as PM/QS/EA for the new Balgores Special School scheme, through the Council's existing contract with Constellia Limited at the value of £28,809.

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

To take any steps necessary for the proper management and administration of allocated portfolios.

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.)

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

The Council has a number of live capital projects which were originally procured through the Matrix Managed Marketplace (MM). Since Cabinet has approved the transition to Constellia Ltd as the Council's consultancy procurement platform, legacy appointments need to be formally commissioned via the Council's contract with Constellia Ltd. In parallel, several of these projects have experienced programme delays and scope changes which necessitate additional fees. The following sets out

Non-key Executive Decision

the project-specific reasons for the required fee increases and the transfer of the appointments to Constellia.

The Town Hall roof replacement project has been subject to programme delays, resulting in a longer delivery period than originally envisaged. As a result, both the project management/quantity surveying/employer's agent role (Stace) and the conservation architect role (Purcell) must continue their services for an extended duration. In addition, further professional input has been required to address changes in scope as the works have developed. These changes relate primarily to delay in programme and to minor additions to the project scope. The proposed appointments are therefore required to reflect both the extended programme and the additional services.

The Balgores Special School project has also experienced programme delay, with an extended duration of works compared to the original baseline programme. Additional professional services are required to support the Council in managing this extended programme and to respond to the evolving scope of the project. Accordingly, the proposed appointments are necessary to ensure continuity of service through to completion.

All of the appointments were procured via Matrix MM on the basis of a mini competition and have been evaluated against price, quality and social value.

Cabinet has previously approved the adoption of Constellia Ltd as the Council's consultancy procurement platform in place of Matrix Managed Marketplace (Matrix MM). Commissioning these appointments via Constellia ensures consistency with Cabinet's decision and provides value-for-money, given that Constellia applies a levy of approximately 2.2% compared to 4% under Matrix MM.

The proposed recommendations are necessary to complete the projects successfully and to implement the Cabinet's policy direction on consultancy procurement.

OTHER OPTIONS CONSIDERED AND REJECTED

The following options have been considered for each of the three professional appointments which are the subject of this report:

- **RE-PROCURE ON CONSTELLIA:** The current appointed consultants have been delivering a very satisfactory service and it is not the intention to re-procure. Re-procurement would expose the Council to the risk of a different professional appointment, which would inevitably result in additional delays, out-of-sequence working, and the loss of opportunities and time. Therefore this option was considered and rejected.
- **ADDITIONAL FUNDS ON Matrix:** Following the Cabinet decision of April 2025, the Council has formally adopted Constellia as its consultancy procurement platform. As part of this decision there is no longer any basis on which to raise

Non-key Executive Decision

additional expenditure through Matrix. Therefore this option was considered and rejected.

- DO NOTHING: The projects concerned have experienced real and substantial delays, and the consultants have a legitimate claim to additional fees. Doing nothing and failing to approve these fees would result in the consultants ceasing work, leaving the Council unable to progress the projects. Therefore this option was considered and rejected.

PRE-DECISION CONSULTATION

N/A

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

Name: Nicola Lorenzo Prandini RIBA

Designation: Design and Architecture Manager

Signature:



Date: 7th April 2026

Non-key Executive Decision

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

The Council has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual may generally do.

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 Council has an existing contract with Constellia Limited which was procured through the Eastern Shires Purchasing Organisation (ESPO) MSTAR4 framework. The contract enables the Council to commission work to be carried out through work orders as proposed in this report.

FINANCIAL IMPLICATIONS AND RISKS

The approval sought under this decision amounts to a combined increase in professional fees of £ 86,270, across two live capital projects — namely, the Havering Town Hall Roof Replacement (with two consultancy contracts associated with this project) and the Balgores Special School scheme (with one consultancy contract associated with this project).

These additional costs will be funded from within the existing approved capital programme budgets allocated to the respective projects.

No additional capital or revenue funding is required beyond existing budgetary provisions.

Appointment	Original value	Varied Value	Change	Cost code
PM/QS/EA for the Havering Town Hall roof replacement scheme (STACE)	£68,390	£ 93,390	25,000	C41040
Conservation Architect for the Havering Town Hall roof replacement scheme (Purcell)	£ 89,292	£ 121,753	£ 32,461	C41040
PM/QS/EA for the new Balgores Special School scheme (Playle & Partners)	£ 205,510	£ 234,319	£ 28,809	C41160
Total change:	£363,192	£ 449,462	£ 86,270	

The proposed appointments reflect (a) extended delivery periods arising from programme delays, and (b) changes in project scope which have necessitated

Non-key Executive Decision

continued professional involvement and additional services. The revised fee levels remain within the parameters of comparable market rates for similar professional roles and services, as benchmarked through previous mini-competitions.

The overall financial impact is partially offset by the transition of these professional appointments from the Matrix Managed Marketplace to Constellia Ltd, which applies a lower management levy (approximately 2.2% versus 4% previously), which will apply to any unspent fee already raised but unclaimed on Matrix and on the additional fees as above. This will generate a modest but measurable saving across the wider consultancy expenditure portfolio, contributing to improved value for money.

All additional fees will be contained within the approved capital allocations and will not affect the Council's overall financial position. Financial risks relate primarily to the possibility of further programme extensions or scope adjustments. These will be monitored through the project governance structure and reported through regular capital monitoring processes to ensure that overall budgetary control is maintained.

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

There are none

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 EHIA (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.

Non-key Executive Decision

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

ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS

The proposed appointments relate only to professional services and do not change the nature of the construction works. No new environmental impacts arise from this decision.

Both the Town Hall Roof Replacement and Balgores Special School projects will continue to comply with all existing environmental, sustainability, and heritage requirements already embedded in their approvals. The shift from Matrix MM to Constellia has no environmental effect.

There are no additional environmental or climate-related risks associated with this decision.

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



Paul Walker
Interim Director of Housing & Property

Date: 7th April 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 _____