

# **MINUTES OF THE CABINET MEMBER SIGNING HELD ON WEDNESDAY, 30 APRIL 2025, 11:00AM - 11:35AM.**

**PRESENT:** Councillor Ruth Gordon, Cabinet Member for Placemaking, and Local Economy

**In attendance:** Andrew Meek, Head of Resilience (FM and Safety) Niall Tallis, Major Projects Delivery Manager, David Sherrington, Head of Estate Renewal, Ryan McDonnell, Project Manager and Nazyer Choudhury, Principal Committee Co-Ordinator

## **1. FILMING AT MEETINGS**

The Cabinet Member referred to the filming at meetings notice and this information was noted.

## **2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **3. URGENT BUSINESS**

There was no urgent business.

## **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **5. DEPUTATIONS / PETITIONS / QUESTIONS**

There were none.

## **6. BROADWATER FARM - CONTRACT EXTENSION FOR NORTHOLT STRIP-OUT CONTRACT**

In line with Contract Standing Order CSO 10.02.1 (b) and 16.02, the report sought approval to extend the Northolt Strip-Out Contract by the sum of £794,655.00. The contract extension was required following the decanting of the adjacent Stapleford North Block, and the works required to make the block ready for demolition. The demolition of Stapleford North would be included in the demolition of Northolt.

The extension of contract was also required for additional works not included within the original scope of works and therefore not allowed for within the contractor's tender sum. These works included the removal of asbestos and for the disconnection and removal of mechanical plant throughout the block.

There was not likely to be any recourse for the consultant that had misadvised on the level of asbestos. However, it may affect future working engagements with the consultant.

There was £150,000 contingency on the project. The new homes project was around £140 million. The risk and contingency for this was 2.5% - £3.5 million. There was a reasonable risk and contingency within the homes programme.

The Cabinet Member's title in the report would read as Cabinet Member for Placemaking and the Local Economy.

The table in paragraph 6.12 of the report needed to be clarified. The figures provided should be clear that both figures were supposed to indicate 'thousands'.

### **The Cabinet Member RESOLVED**

1. Pursuant to CSO 10.02.1 (b) and 16.02 approves the extension of the contract in the sum of £794,655.00. The original contract was awarded for the sum of £725,345.00. Subject to the approval of the contract extension, the total approved sum will be £1.52m.
2. Approval of this extension to the contract will result in a variation in the value and an extension to the programme.
3. Agrees the total costs contained within the exempt report.

### **Reasons for decision**

The extension to the contract would enable the strip-out works to continue to make the blocks ready for demolition by a specialist contractor.

The main demolition was programmed to commence from October - December 2025 and would include for the demolition of the Northolt and Stapleford North blocks.

It was essential that the strip-out works to both blocks were completed prior to the start of the main demolition programme, otherwise this could delay the works to demolish the blocks to make the site ready for the construction of 68 new homes.

### **Alternative options considered**

Do nothing and programme the additional works as a standalone contract. This was considered but quickly discounted. The reason for this was because there was an incumbent contractor on-site, and procuring a separate contractor would not only delay the works, but render the current project incomplete and result in higher costs due to the procurement timeframe if another contractor was appointed to carry out the works.

The option to include the additional works as part of the main demolition programme was considered. Discussions with the design team directed the decision to include these works as part of the existing contract. This was because pre-market engagement with demolition contractors concluded that contractors would rather a project which has been de-risked i.e., made free from asbestos, mechanical and electrical services and all fixtures and fittings. Cost control on a de-risked project would be easier to manage, and programme predictability for the client and contractor was more favourable when a demolition project had been stripped and cleared prior to starting the main demolition works.

## **7. CIVIC CENTRE REDEVELOPMENT PROJECT - RIBA 5 AND 6 TECHNICAL ADVISOR SERVICES CONTRACT AWARD**

To request approval to award a services contract for the Civic Centre Redevelopment Project for multi-disciplinary technical advisor services for RIBA Stages 5 and 6.

To request approval to issue a letter of intent representing 10% of the contract sum.

Under the design as build contract, a technical advisor was imperative to protect the Council's interest. One of the primary roles would be to ensure that contractor would be developing the works on site in accordance with the employer's requirements. The advisor would be present until the works were completed. The fee would be based on the overall construction value. The fee could vary if the construction cost increased, but work was being done to limit this. There was little scope for unforeseen changes.

### **The Cabinet Member RESOLVED**

1. To approve, pursuant to contract standing order CSO 2.01 ( c) and CSO 0.08 an award of contract to provide multi-disciplinary technical advisor services for RIBA Stages 5 and 6 for the Civic Centre Redevelopment Project based on a tender contract sum of £717,100.00.
2. To approve a client contingency as set out in Part B of this report which will be strictly managed under change control governance arrangements.
3. To approve the issuance of a Letter of Intent up to a value of £100,000.00, pursuant to CSO16.04. This is detailed in Part B.

### **Reasons for decision**

The latest version of the Council's office accommodation business case was presented to and approved by Cabinet in November 2024. The updated and final business case demonstrates that the best option to meet the Council's core office accommodation needs was to restore and refurbish the Civic Centre and extend it with the addition of a new annex building.

Hawkins Brown Design Ltd were originally appointed by the Council to complete the Civic Centre design up to the main contractor tender stage. Following this, Hawkins Brown Design Ltd were appointed by the main contractor for design continuity purposes, which meant the Council needed to appoint a separate technical advisor resource to help to deliver the project.

Since then, the Council has awarded a contract to John Sisk & Sons Ltd to deliver the construction works on site. The Council has a technical advisory resource in place, but the commission expires at the end of RIBA Stage 4, so a new commission is required for RIBA Stages 5 and 6.

Working with the Strategic Procurement team, a competitive tender has been completed via the Council Dynamic Purchasing System under the professional services lot for multi-disciplinary design services.

The preferred bidder met the quality requirements set by the Council, had responded to the technical requirements of the tender and offered a contract price that represents value for money. The award of the contract would ensure that the Council has the critical technical advisory service for RIBA Stages 5 and 6.

### **Alternative options considered**

Do nothing – This would represent a significant risk to the Council. A construction contract is now in place with John Sisk & Sons Ltd and a client-side technical advisor resource is required to ensure the contractor proposes a compliant and coordinated design that met to works towards the employer's requirements. Also, the role was essential in reviewing the work completed by the contractor on site to ensure the works were consistent with the employer's requirements, the approved design and were of a good quality thus protecting the Council's investment.

In-house – There was currently no resource within the Council that has the capacity, specialist expertise or qualifications to deliver the service.

## **8. EXCLUSION OF THE PRESS AND PUBLIC**

Items 9 and 10 were subject to a motion to exclude the press and public be from the meeting as it contained exempt information as defined in Section 100a of the Local Government Act 1972 (as amended by Section 12A of the Local Government Act 1985); paragraph 3, namely information relating to the financial or business affairs of any particular person (including the authority holding that information) and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

## **9. EXEMPT - BROADWATER FARM - CONTRACT EXTENSION FOR NORTHOLT STRIP-OUT CONTRACT**

The Cabinet Member considered the exempt information.

**10. EXEMPT - CIVIC CENTRE REDEVELOPMENT PROJECT - RIBA 5 AND 6  
TECHNICAL ADVISOR SERVICES CONTRACT AWARD**

The Cabinet Member considered the exempt information.

CABINET MEMBER: Councillor Ruth Gordon

Signed by Cabinet Member: .....

Date .....1 May 2025.....