

# **MINUTES OF THE Cabinet Member Signing HELD ON Friday, 27th March, 2026, 9.40 - 9.50am**

## **PRESENT:**

**Councillor Ruth Gordon - Cabinet Member for Local Economy and Placemaking**

**ALSO ATTENDING: Aktar Choudhury, Ayshe Simsek**

### **1. FILMING AT MEETINGS**

The notice of filming at meetings was noted.

### **2. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest put forward.

### **4. URGENT BUSINESS**

There were no items of urgent business.

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

There were no deputations, petitions or questions.

### **6. AWARD OF CONTRACT FOR THE ACQUISITION OF FIXTURES, FITTINGS AND EQUIPMENT (FF&E) FOR THE CIVIC CENTRE**

The Cabinet Member for the Local Economy and Placemaking considered the report which was put forward following previous Cabinet approval of the Civic Centre Development Project which had agreed the procurement strategy for client fit-out items. This report sought approval to award contracts for the supply, delivery, installation, refurbishment and relocation of Fixtures, Fittings & Equipment (FF&E) for the new Civic Centre.

The Cabinet Member noted that the FF&E procurement had been structured into two Lots to ensure value for money, support sustainability objectives and reflected the differing architectural technical requirements of the buildings and partial re-use of existing furniture:

- Lot 1 – New Furniture (Supply, Delivery and Installation)
- Lot 2 – FF&E Refurbishment, Relocation and Installation

The report also sought approval to issue Letters of Intent for each Lot, capped at up to 10% of the contract value, to enable early mobilisation and programme certainty ahead of installation following Practical Completion.

The proposed budget for the Civic Centre FF&E was fully contained within the overall Civic Centre budget approved by Cabinet on 12 November 2024.

**The** Cabinet Member for Placemaking, and Local Economy considered the exempt information and was pleased to note that the refurbishment of the Civic Centre was fully underway and,

## **RESOLVED**

1. That pursuant to Contract Standing Orders 0.08 and 2.01.c) to approve the following: award of contract for Lot 1 – New Furniture (Supply, Delivery and Installation) to Bidder J for the sum of £519,530.51.
2. To approve the award of contract for Lot 2 – FF&E Refurbishment, Relocation and Installation to Bidder G for the sum of £256,815.50
3. To approve that the contract is for a period of 5 years commencing 15th of April 2026 to 15<sup>th</sup> April 2031, with an option to extend for a further period(s) of up to 1 year.
4. To approve the issuance of Letters of Intent for each Lot for up to 10% of the respective contract values to enable early mobilisation
5. In the event of the Council being unable to award the contract for Lot 1 to Bidder J to agree the award of the contract to Bidder K (named in paragraph 6.1.1 of the Exempt portion of the report (Part B)) who submitted the next highest scored bid.
6. In the event of the Council being unable to award the contract for Lot 2 to Bidder G to agree the award of the contract to Bidder H (named in paragraph 6.1.2 of the Exempt portion of the report (Part B)) who submitted the next highest scored bid.

## **Reasons for decision**

The Civic Centre will become the Council's main headquarters from 2027 and is designed to support flexible, inclusive and sustainable ways of working.

The FF&E procurement supports the delivery of modern office accommodation, civic and democratic functions, public-facing spaces and areas for community use within a flagship Grade II Listed building and new-build annexe.

The two-Lot procurement approach enables the Council to:

- Secure high-quality new furniture where reuse is not appropriate.
- Maximise reuse, refurbishment and adaptation of existing furniture.
- Support value for money and sustainability objectives.
- Accommodate specialist requirements, including the Council Chamber.

The proposed contracts enable the Council to deliver a fully functional client fit out within the approved programme and budget.

### **Alternative options considered**

#### **Do Nothing**

This option is not recommended as the Council would be unable to occupy the Civic Centre without the necessary FF&E.

Failure to procure FF&E would result in significant operational risks, delay to other fit out contractors, occupation, disruption to services and undermine the objectives approved by Cabinet.

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

### **RESOLVED**

To exclude the press and public from the meeting as the following item 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); paras 3 and 5, 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.

## **8. EXEMPT - AWARD OF CONTRACT FOR THE ACQUISITION OF FIXTURES, FITTINGS AND EQUIPMENT (FF&E) FOR THE CIVIC CENTRE**

The exempt information was considered and resolutions agreed as per the item above.

CHAIR:

Signed by Chair .....

Date .....