

NOTICE OF MEETING

LEADER SIGNING

Monday, 18th September, 2017, 11.30 am - Civic Centre, High Road, Wood Green, London N22 8LE

Members: Councillor Claire Kober (Chair)

Quorum: 1

1. FILMING AT MEETINGS

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on.

By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

2. URGENT BUSINESS

The Leader will advise of any items they have decided to take as urgent business.

3. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

4. WOODSIDE HOUSE REFURBISHMENT - CONSTRUCTION CONTRACT AWARD (PAGES 1 - 22)

The report will seek Leader approval to award a contract for construction works to be undertaken at Woodside House.

5. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 2 above.

6. EXCLUSION OF THE PRESS AND PUBLIC

That the press and public be excluded from the meeting for consideration of Items 7 and 8 as they contain 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; Information relating to financial or business affairs of any particular person (including the authority holding that information).

7. WOODSIDE HOUSE REFURBISHMENT - CONSTRUCTION CONTRACT AWARD (PAGES 23 - 28)

As per Item 4.

8. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 2 above.

Philip Slawther
Tel – 020 8489 2957
Fax – 020 8881 5218
Email: philip.slawther2@haringey.gov.uk

Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Friday, 08 September 2017

Report for: Leader Signing

Item number: 4

Title: Woodside House Refurbishment – Construction Contract Award

Report

Authorised by: Lyn Garner, Strategic Director of Regeneration, Planning & Development

Lead Officer: Helen Cross, Project Manager, Project Delivery Team

Ward(s) affected: Wood Green

Report for Key/

Non Key Decision: Key decision

1. Describe the issue under consideration

- 1.1. This report requests approval to award a contract for construction works to be undertaken at Woodside House as allowed under CSO 9.07.1(d).
- 1.2. This paper seeks approval to award the contract to T&B (Contractors) Ltd for Construction works in the amount of £2,359,251.00 for a contract period of 26 weeks.
- 1.3. In addition, if Cabinet sees fit to approve the award of the contract and pursuant to CSO 9.06.3, approval is also requested to instruct Haringey Council's Legal Services to issue a Letter of Intent permitting orders to be raised by T&B (Contractors) Ltd with their supply chain; up to and not exceeding 10% of the contract sum whilst formal works contracts are being prepared.

2. Cabinet Member Introduction

- 2.1. The refurbishment of Woodside House, a Council-owned property in the heart of Wood Green, will provide a great asset for the Council in the Wood Green area and enable the public functions to operate in a fit for purpose building.
- 2.2. The refurbishment will create suitable modern and fully accessible office space for the Registrars Services, the Mayor's Parlour and democratic services such as committees or Citizenship ceremonies as well as some multi-purpose space and areas for public use.

3. Recommendations

- 3.1. To appoint T&B (Contractors) Ltd in the amount of £2,359,251.00 for a contract period of 26 weeks pursuant to CSO 9.06.1(d).

3.2. To approve the issuance of a Letter of Intent not exceeding 10% of the contract sum pursuant to CSO 9.07.3.

4. Reasons for decision

4.1. To award a contract which will enable the timely mobilisation and refurbishment works to Woodside House which aims to provide modern, fit for purpose and fully accessible accommodation that better serves the needs of its future occupants including the Registrars Service, Mayor's Parlour and Democratic Services.

4.2. The works will allow for the wedding and citizenship ceremonies to be conducted in upgraded surroundings and improve the appeal of the service for public use. There is also the opportunity for increased revenue for the council by also holding conferences and events managed by Haringey Council.

4.3. The investment into Woodside House is necessary to contribute to the regeneration plans of the Borough and will provide a permanent home for the Registrars service and most democratic meetings. Therefore this solution is value for money as we will retain a Council asset and ensure that it is future-proofed.

5. Alternative options considered

5.1. A do nothing option is not considered appropriate. A do nothing option would not offer the opportunity for the refurbishment of Woodside House to create modern facilities to better meet the needs of members and create fit for purpose accommodation for the Registrars services.

5.2. Eight contractors were invited to tender from the LCP Major Works Framework (Lot 5) and therefore considered to undertake the required construction works. The tenderers proposals were evaluated using a 40% quality and 60% price weighting and on this basis the recommended contractor is deemed to be the most economically advantageous tender representing the best value option to deliver the required works.

6. Background information

6.1. In May 2016 the Council set up the Future Ways of Working programme to act as an enabler for council services to deliver the corporate plan and priorities as they pursue a better way to deliver services to the public. The programme has two main work streams: 'Place' and 'Enabling' covering three areas 'People', 'Process' and 'Technology'.

6.2 Woodside House, a council owned property, has been identified as the building to accommodate the Committee Rooms, the Mayor's Parlour and the Registrars Services. It has also been proposed to use the second floor as a business continuity office space for the Wood Green area.

6.3 In order for the refurbishment and adaptations work to take place at Woodside House a procurement exercise is required to appoint a main contractor. This paper relates to contract award for a construction contractor to undertake the phase two works package.

6.4 Following discussions with Strategic Procurement a soft market testing exercise was undertaken in March 2017 using the London Construction Programme Major Works Framework (LCP Framework Agreement).

6.5 Following the soft market testing exercise all eight companies were invited to tender for the construction works as identified in the tender documents drafted by project's design team. The tender was assessed on the basis of 40% quality and 60% price. Three companies returned tenders.

6.6 The Qualitative Delivery Proposals (QDPs) were independently evaluated against pre-determined scoring criteria by three assessors. The independent scores and averaged scores are summarised in section 6.8 of this report. The minimum quality score threshold was 24% out of 40%.

6.7 The following summarises the outcome of the tender evaluation and clarification process for all the contractors invited to tender:

6.7.1 Contractor A scored a total of 80.04% comprising a score of 28.00% for quality and 52.04% for price.

6.7.2 Contractor B scored a total of 80.80% comprising a score of 20.80% for quality and 60.00% for price.

6.7.3 Contractor C (T&B (Contractors) Ltd) scored a total of 87.26% comprising a score of 28.00% for quality and 59.26% for price.

6.8 T&B (Contractors) Ltd scored the highest with a total of 87.26%, ranking second for price and joint first for quality and is therefore the recommended contractor to carry out the required works.

7. Contribution to strategic outcomes

7.1. The outcomes of this project relate principally to the Corporate Plan Priority 4: Drive growth and employment from which everyone can benefit.

7.2. The refurbishment of Woodside House seeks to meet the strategic outcomes by supporting investment into the community. The successful contractor will endeavour to use local labour and is required to employ one work experience

(aged 14-18), one pre-apprenticeship placement (aged 19+) and one full apprentice for the Woodside House project. This is listed in the LCP requirements and confirmed in the recommended contractor's tender return.

7.3. The utilisation of Woodside House by the Registrars service as a venue to be hired will generate income for the Borough. This income can then be reinvested into the community.

8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

8.1. Finance

8.1.1. The total cost of the refurbishment of Woodside House is £3.544m, covering the cost of construction works and related ancillary project costs.

8.1.2. The original budget for the scheme is set out below:

	2016/17	2017/18	2018/19	2019/20	Total
Original Budget	150	450	1,000	1,400	3,000
Spend	58				58
C/f		92			92
Revised Budget		542	1,000	1,400	2,942

8.1.3 The original budget of £2.9m was an estimated cost for the delivery of the scheme in 2015. Throughout the feasibility study it was discovered that there were unknown condition issues that required addressing in order to bring the building up to standard. In addition the building is locally listed status and therefore consideration has been taken to ensure the refurbishment is sympathetic to this status.

8.1.4 The scheme as presented for approval now has a cost attached of £3,544k, an increase of £544k or 18%. To accommodate the increased cost an allocation from the approved capital programme contingency of £394k was approved by the Capital Board in July. In addition the Corporate Landlord has contributed £150k. The new budget is set out below:

	2016/17	2017/18	2018/19	2019/20	Total
Spend to	58				58

date					
Revised Budget		542	1,000	1,400	2,942
Corporate Contingency		394			394
Corporate Landlord		150			150
New Budget	58	1,086	1,000	1,400	3,544

- 8.1.5 As this is a refurbishment project a contingency is considered prudent and £307k (10%) has been allowed for. The contingency will need to be closely managed and only released to the cost of unforeseen events. To the extent that the contingency is not used, the balance will be returned to the approved capital programme contingency.
- 8.1.6 The scheme being presented for approval has a a cash flow that differs from that assumed when the capital programme was approved. It is stated in paragraph 3.1 the contract period is for 26 weeks (a challenging programme) which means that there will be a greater cash outflow when compared to the budgeted cash flow. The anticipated cash flows are £2.9m in 2017/18 and £0.6m in 2018/19. This impact can be managed within the Council's day-to-day treasury management activities.
- 8.2. Strategic Procurement
- 8.2.1. Strategic Procurement confirms that the project was procured by undertaking a mini-competition under the LCP Framework Agreement.
- 8.2.2. Strategic procurement notes that the ITT submissions were evaluated according to the selection criteria of a quality (40%) / price (60%) basis.
- 8.2.3. Strategic procurement acknowledges that T&B (Contractors) Limited achieved QDP of 59.26% and a Pricing score of 28.00%, making a total score of 87.26% which is the top ranked score.
- 8.2.4. Strategic procurement has no objection to appoint T&B (Contractors) Ltd to the amount of £2,359,251.00 for a contract period of 26 weeks pursuant to CSO 9.07.1(d).
- 8.2.5 Futhermore, Strategic Procurment has no objection to the issuance of a Letter of Intent not exceeding 10% of the contract sum pursuant to CSO 9.07.3.

8.3. Legal

- 8.3.1. The Assistant Director of Corporate Governance notes the contents of the report.
- 8.3.2. The contract which this report relates to was procured by undertaking a mini-competition under the LCP Framework Agreement.

- 8.3.3. The LCP Framework Agreement was established in accordance with EU procurement legislation. The terms of the LCP Framework Agreement provide for contracts to be awarded by undertaking a mini-competition.
- 8.3.4. Pursuant to CSO 9.07.1(d), the Cabinet has power to approve a contract if the value of the contract is £500,000 and above.
- 8.3.5. Where the provision of works, goods or services under a contract is required to commence prior to the issuance and execution of a formal contract, a Director may pursuant to CSO 9.07.3 issue a Letter of Intent not exceeding 10% of the contract sum.
- 8.3.6. This is a key decision and the Service has confirmed that it has been included on the Forward Plan.
- 8.3.7. The Assistant Director of Corporate Governance sees no legal reasons preventing Cabinet from approving the recommendations in the report.

8.4. Equality

- 8.4.1. The Council has a public sector equality duty under the Equality Act (2010) to have due regard to the need to:
- a) tackle discrimination, harassment and victimisation based upon the protected characteristics
 - b) advance equality of opportunity between people who share those protected characteristics and people who do not;
 - c) foster good relations between people who share those characteristics and people who do not.

The protected characteristics are age, disability, gender reassignment, pregnancy/maternity, race, religion/faith, sex, sexual orientation. Marriage and civil partnership status applies to the first part of the duty.

- 8.4.2. An equality impact assessment (EqIA) has been completed which highlights the measures taken to ensure that the new location is accessible for service users and employees who have impairments and disabilities, It also highlights the engagement process with members and officers on accessibility.
- 8.4.3. In addition to this, the new space will allow use to foster good relations by providing new and modernised civic space for Council meetings, marriages, civil partnerships and citizenship ceremonies.

9. Use of Appendices

- 9.1. Appendix A - Equalities Impact Assessment
9.2. Appendix B – Project cash flow breakdown

10. Local Government (Access to Information) Act 1985

10.1. This report contains exempt and non-exempt information. Exempt information is under the following categories (identified in amended Schedule 12A of the Local Government Act 1972): Information relating to financial or business affairs of any particular person (including the authority holding that information).

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EQUALITY IMPACT ASSESSMENT

The **Equality Act 2010** places a '**General Duty**' on all public bodies to have '**due regard**' to the need to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advancing equality of opportunity for those with 'protected characteristics' and those without them
- Fostering good relations between those with 'protected characteristics' and those without them.

In addition the Council complies with the Marriage (same sex couples) Act 2013.

Stage 1 – Screening

Please complete the equalities screening form. If screening identifies that your proposal is likely to impact on protected characteristics, please proceed to stage 2 and complete a full Equality Impact Assessment (EqIA).

Stage 2 – Full Equality Impact Assessment

An EqIA provides evidence for meeting the Council's commitment to equality and the responsibilities under the Public Sector Equality Duty.

When an EqIA has been undertaken, it should be submitted as an attachment/appendix to the final decision making report. This is so the decision maker (e.g. Cabinet, Committee, senior leader) can use the EqIA to help inform their final decision. The EqIA once submitted will become a public document, published alongside the minutes and record of the decision.

Please read the Council's Equality Impact Assessment Guidance before beginning the EqIA process.

1. Responsibility for the Equality Impact Assessment

Name of proposal	Relocation of Registrars Services and some democratic functions from the Civic Centre to Woodside House
Service area	Future Ways of Working
Officer completing assessment	Laurence Kauffmann
Equalities/ HR Advisor	Paul Green
Cabinet meeting date (if applicable)	
Director/Assistant Director	Lyn Garner

2. Summary of the proposal

Please outline in no more than 3 paragraphs

- *The proposal which is being assessed*
- *The key stakeholders who may be affected by the policy or proposal*
- *The decision-making route being taken*

The refurbishment of Woodside House, a Council-owned property in the heart of Wood Green, will provide a great asset for the Council in the Wood Green area and enable the public functions to operate in a fit for purpose building.

The refurbishment will create suitable modern and fully accessible space for the Registrars Services including several ceremony and interview rooms, the Mayor's Parlour and democratic services such as committees or Citizenship ceremonies as well as some multi-purpose space and areas for public use.

There will be a minor impact for Council employees as they will be relocated to Woodside House. However, this is only 500m away from the current location.

3. What data will you use to inform your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis. Please include any gaps and how you will address these

This could include, for example, data on the Council's workforce, equalities profile of service users, recent surveys, research, results of relevant consultations, Haringey Borough Profile, Haringey Joint Strategic Needs Assessment and any other sources of relevant information, local, regional or national. For restructures, please complete the restructure EqIA which is available on the HR pages.

Protected group	Service users	Staff
Sex	JSNA	N/A
Gender Reassignment	<i>No data available</i>	N/A
Age	JSNA	N/A
Disability	JSNA	N/A
Race & Ethnicity	JSNA	N/A
Sexual Orientation	No local data available	N/A
Religion or Belief (or No Belief)	JSNA	N/A

Pregnancy & Maternity	JSNA	N/A
Marriage and Civil Partnership	JSNA	N/A

Outline the key findings of your data analysis. Which groups are disproportionately affected by the proposal? How does this compare with the impact on wider service users and/or the borough's demographic profile? Have any inequalities been identified?

Explain how you will overcome this within the proposal.

Further information on how to do data analysis can be found in the guidance.

Service Users

The new location for the Registrars Services and the transferred democratic functions, including committee rooms will provide a new space which will help further engage different communities in Haringey in the democratic process.

A) Sex¹

	Female	Male
Haringey	50.5%	49.5%
London	50.9%	49.1%
England	50.8%	49.2%

As in common with national and regional trends, there are slightly more females than males in Haringey.

B) Gender reassignment

We do not hold data on the number of people who are seeking, receiving or have received gender reassignment surgery, and there is not national data collected for this protected characteristic. The Equality and Human Rights Commission estimate that there are between 300,000-500,000 transgender people in the UK². For the purposes of this EqIA, we will use the inclusive term Trans* in order to represent the spectrum of transgender and gender variance.

C) Age³

¹ Census 2011

² <https://www.equalityhumanrights.com/en/trans-inequalities-reviewed/introduction-review>

³ Census 2011

Population Statistics								
	Haringey (popn.)		Haringey (%)		London (%)		England and Wales (%)	
	2001	2011	2001	2011	2001	2011	2001	2011
All ages	216,511	254,900	216,511	254,900	7,172,091	8,173,900	52,041,916	56,075,900
0 – 4	14,734	18,100	6.8	7.1	6.7	7.2	5.9	6.2
5 – 9	13,680	15,800	6.3	6.2	6.3	5.9	6.4	5.6
10 – 14	13,634	15,200	6.3	6.0	6.1	5.6	6.6	5.8
15 – 19	12,974	14,300	6.0	5.6	5.8	5.8	6.2	6.3
20 – 24	18,313	18,800	8.5	7.4	7.4	7.7	6.0	6.8
25 – 29	23,263	28,100	10.7	11.0	9.7	10.2	6.6	6.8
30 – 34	23,066	28,500	10.7	11.2	9.7	9.7	7.7	6.6
35 – 39	21,121	22,700	9.8	8.9	8.8	8.1	7.9	6.7
40 – 44	15,575	20,100	7.2	7.9	7.1	7.5	7.0	7.3
45 – 49	11,856	17,700	5.5	6.9	5.8	6.8	6.3	7.3
50 – 54	10,846	13,400	5.0	5.3	5.7	5.6	6.9	6.4
55 – 59	8,453	10,600	3.9	4.2	4.5	4.5	5.7	5.7
60 – 64	7,817	9,200	3.6	3.6	3.9	4.2	4.9	6.0
65 – 69	6,805	6,700	3.1	2.6	3.5	3.1	4.4	4.8
70 – 74	5,171	5,900	2.4	2.3	3.1	2.6	4.0	3.9
75 – 79	4,041	4,500	1.9	1.8	2.6	2.2	3.4	3.2
80 – 84	2,656	2,900	1.2	1.1	1.7	1.6	2.3	2.4
85 – 89	1,645	1,600	0.8	0.6	1.1	1.0	1.3	1.5
90+	861	800	0.4	0.3	0.5	0.5	0.6	0.8

Haringey's younger population has a similar age profile to London, with 24.9% of Haringey residents aged less than 20 years (compared with 24.5% in London). Those aged 20 – 64 make up 66.3% of the total population. The population of residents aged 65 and over in Haringey is 8.8%, much lower than 11.1% of residents in London. These age groups will benefit from a modern building for the relocated services.

D) Disability⁴

	Haringey	London	England and Wales
Day-to-day activity limited a lot	6.8%	6.7%	8.3%
Day-to-day activity limited a little	7.2%	7.4%	9.3%
Day-to-day activity not limited	86.0%	85.8%	82.4%
Day-to-day activity limited a lot: Age 16-64	3.8%	3.4%	3.6%
Day-to-day activity limited a little: Age 16-64	4.6%	4.2%	4.6%
Day-to-day activity not limited: Age 16-64	62.4%	61.5%	56.5%

Haringey has roughly the same proportion of people where day-to-day activity is limited to some extent as London, but lower than the national average. In the design for the new building, consideration will be needed to ensure accessibility and reasonable adjustments

⁴ Census 2011

are considered.

E) Ethnicity

	Haringey	London	England
White; English/Welsh/Scottish/N.Irish/British	34.68%	44.89%	79.75%
White Irish	2.75%	2.15%	0.98%
White; Gypsy or Irish Traveller	0.15%	0.10%	0.10%
White; White Other	22.97%	12.65%	4.58%
Mixed; White and Black Caribbean	1.90%	1.46%	0.78%
Mixed; White and Black African	1.02%	0.80%	0.30%
Mixed; White and Asian	1.47%	1.21%	0.63%
Mixed; Other mixed	2.10%	1.45%	0.53%
Asian/Asian British; Indian	2.33%	6.64%	2.62%
Asian/Asian British; Pakistani	0.75%	2.74%	2.10%
Asian/Asian British; Bangladeshi	1.73%	2.72%	8.23%
Asian/Asian British; Chinese	1.47%	1.52%	0.72%
Asian/Asian British; Other Asian	3.19%	4.88%	1.55%
Black African	9.04%	7.02%	1.8%
Black Caribbean	7.10%	4.22%	1.1%
Black Other	2.63%	2.08%	0.52%
Other Ethnic group; Arab	0.87%	1.30%	0.42%
Other Ethnic group; Any Other Ethnic	3.85%	2.14%	0.62%

Haringey has less 'White British' population than London and England, and has a significant 'White Other' population compared to London and England. This includes Turkish and East European communities. There is also a significant Black African and Black Caribbean compared to the national and regional average. These groups will benefit from a modern building delivering the new services outlined in the report, especially for those attending citizenship ceremonies.

F) Sexual Orientation

We do not hold ward or borough level data on sexual orientation, and it is not collected nationally through the Census. However, the ONS estimates that 3.7% of Haringey's population are lesbian, gay or bisexual (LGB), which is the 15th largest LGB community in the country⁵. The new Registrars Service will help same sex couples who will access marriage and civil partnership licenses through the new location with more space to offer services.

G) Religion

	Haringey	London	England and Wales
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⁵<https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality/articles/subnationalsexualidentityestimates/uk2013to2015#introduction>

Christian	45.0%	48.4%	59.3%
Buddhist	1.1%	1.0%	0.4%
Hindu	1.8%	5.0%	1.5%
Jewish	3.0%	1.8%	0.5%
Muslim	14.2%	12.4%	4.8%
Sikh	0.3%	1.5%	0.8%
Other religion	0.5%	0.6%	0.4%
No religion	25.2%	20.7%	25.1%
Religion not stated	8.9%	8.5%	7.2%

Haringey has a lower than average Christian community compared to the regional and national average, but has larger Jewish and Muslim populations. Haringey has a larger population who do not have a religion. The new building will hold non-religious marriages and civil partnership ceremonies and therefore will benefit those who do not have a religion, as well as religious people who choose to have a non-religious ceremony.

H) Pregnancy and maternity

The proportion of 0-4 year olds in the Census 2011:

	Number of 0-4 year olds
Haringey	7.1%
London	7.2%
England and Wales	6.2%

Haringey has a higher proportion compared to the England and Wales average, but is marginally below the London average. Women who give birth will benefit from a better Registrars service when obtaining birth certificates if they have had a home birth.

I) Marital and civil partnership status⁶

	Married (heterosexual couples)	Civil Partnership
Haringey	32.2%	0.6%
London	40%	0.4%
England and Wales	47%	0.2%

The number of married people (only available to heterosexual couples at the time) is significantly lower than in London and England. However, the proportion of people in civil partnerships is higher in the area compared to the London and England and Wales average. All programmes will treat a couple in a civil partnership the same as a couple who are married. The new building will provide a better Registrars service which will offer both marriage and civil partnerships with more space to offer services.

Employees Impacted

The teams that will be predominately using the new building are as follows:

- Registrars services,
- Democratic Services, and

⁶ Census 2011

- Any teams that need to use the Business Continuity space on the second floor.

All Councillors will also be using the Woodside House building when attending committees, meetings or functions.

Most of these teams will not be working in the new location all of the time, instead hot desking when required. In order to ensure that the new office does not discriminate, especially in regards to accessibility for disabled employees using the place, we have undertaken a range of consultations to identify issues and incorporated in the designs of the building. Should any further reasonable adjustments be required we will further incorporate them. This will not lead to any redundancies.

In regards to current support staff in the civic centre, such as receptionists and cleaners, these individuals come from a pool of employees employed by a contractor which are used across Council offices and will continue to be done so.

4. a) How will consultation and/or engagement inform your assessment of the impact of the proposal on protected groups of residents, service users and/or staff?

Please outline which groups you may target and how you will have targeted them

Further information on consultation is contained within accompanying EqIA guidance

The Project team has consulted with the services who will relocate to Woodside House, a Members' working group representing Councillors, Corporate Landlord and Digital Services (IT) from the commencement of the project to the launch of the tender process in order to:

- Understand their respective needs to deliver services or support the services to be delivered,
- Understand the needs of groups with specific requirements incl. visual impairment, hearing impairment and accessibility,
- Get their approval at each stage of the process, and
- Get their sign off on the final proposal before launching the tender process.

The Project team has organised several site visits with employees and councillors, including a councillor with visual impairment.

4. b) Outline the key findings of your consultation / engagement activities once completed, particularly in terms of how this relates to groups that share the protected characteristics

Explain how the consultation's findings will shape and inform your proposal and the decision making process, and any modifications made?

These consultations have been very helpful to drive the Design team and ensure that the

requirements, and particularly those of groups with visual and hearing impairment and accessibility issues, were met in the final proposal in order to deliver a fully accessible building.

No further consultation is needed.

5. What is the likely impact of the proposal on groups of service users and/or staff that share the protected characteristics?

Please explain the likely differential impact on each of the 9 equality strands, whether positive or negative. Where it is anticipated there will be no impact from the proposal, please outline the evidence that supports this conclusion.

Further information on assessing impact on different groups is contained within accompanying EqIA guidance

1. Sex

This decision will result in a refurbished modern centre which will benefit all service users.

We do not envisage there will be negative impacts on employees as no issues were raised through the consultation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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2. Gender reassignment

This decision will result in a refurbished modern centre which will benefit all service users.

We do not envisage there will be negative impacts on employees as no issues were raised through the consultation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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3. Age

This decision will result in a refurbished modern centre which will benefit all service users. This includes increasing the accessibility for older people who have mobility impairments as well as parents with young children who use push chairs.

We do not envisage there will be negative impacts on employees as no issues were raised through the consultation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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4. Disability

This decision will result in a refurbished modern centre which will benefit all service users. Section 4 outlines the consultation and engagement process the Council has undertaken to ensure the democratic and work spaces are as accessible as possible. Woodside House will provide accessible entrances and has incorporated a new passenger lift into the building to provide access to all three floors. Disabled parking will be provided at the front of the house. Within the public spaces audio hearing loops have been included so that all public meetings are inclusive for people with hearing impairments.

Positive		Negative		Neutral impact		Unknown Impact	
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5. Race and ethnicity

This decision will result in a refurbished modern centre which will benefit all service users. This includes anyone attending Citizenship ceremonies.

We do not envisage there will be negative impacts on employees as no issues were raised through the consultation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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6. Sexual orientation

This decision will result in a refurbished modern centre which will benefit all service users. This includes continuing offering registrars' services for same sex couples and straight couples.

We do not envisage there will be negative impacts on employees as no issues were raised through the consultation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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7. Religion or belief (or no belief)

This decision will result in a refurbished modern centre which will benefit all service users.

We do not envisage there will be negative impacts on employees as no issues were raised through the consultation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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8. Pregnancy and maternity

This decision will result in a refurbished modern centre which will benefit all service users. This includes continuing birth registration after a home birth.

We do not envisage there will be negative impacts on employees as no issues were raised through the consultation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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9. Marriage and Civil Partnership

This decision will result in a refurbished modern centre which will benefit all service users. This includes continuing offering registrars’ services for same sex couples and straight couples.

We do not envisage there will be negative impacts on employees as no issues were raised through the consultation.

Positive	X	Negative		Neutral impact		Unknown Impact	
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10. Groups that cross two or more equality strands e.g. young black women

N/A

Outline the overall impact of the policy for the Public Sector Equality Duty:

- Could the proposal result in any direct/indirect discrimination for any group that shares the protected characteristics?
- Will the proposal help to advance equality of opportunity between groups who share a protected characteristic and those who do not?

This includes:

- a) Remove or minimise disadvantage suffered by persons protected under the Equality Act
 - b) Take steps to meet the needs of persons protected under the Equality Act that are different from the needs of other groups
 - c) Encourage persons protected under the Equality Act to participate in public life or in any other activity in which participation by such persons is disproportionately low
- Will the proposal help to foster good relations between groups who share a protected characteristic and those who do not?

The proposal will provide a more modern and accessible civic and registrars space for all communities. This will be beneficial as it will help the Council develop a democratic space fostering good relations with different communities. The building will be designed to be accessible for service users and employees using and working in the building.

6. a) What changes if any do you plan to make to your proposal as a result of the Equality Impact Assessment?

Further information on responding to identified impacts is contained within

accompanying EqlA guidance			
Outcome			Y/N
<p>No major change to the proposal: the EqlA demonstrates the proposal is robust and there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken. <u>If you have found any inequalities or negative impacts that you are unable to mitigate, please provide a compelling reason below why you are unable to mitigate them.</u></p>			Y
<p>Adjust the proposal: the EqlA identifies potential problems or missed opportunities. Adjust the proposal to remove barriers or better promote equality. Clearly <u>set out below</u> the key adjustments you plan to make to the policy. If there are any adverse impacts you cannot mitigate, please provide a compelling reason below</p>			
<p>Stop and remove the proposal: the proposal shows actual or potential avoidable adverse impacts on different protected characteristics. The decision maker must not make this decision.</p>			
6 b) Summarise the specific actions you plan to take to remove or mitigate any actual or potential negative impact and to further the aims of the Equality Duty			
Impact and which protected characteristics are impacted?	Action	Lead officer	Timescale
N/A			
Please outline any areas you have identified where negative impacts will happen as a result of the proposal but it is not possible to mitigate them. Please provide a complete and honest justification on why it is not possible to mitigate them.			
N/A			
6 c) Summarise the measures you intend to put in place to monitor the equalities impact of the proposal as it is implemented:			

N/A

7. Authorisation	
EqlA approved by Lyn Garner..... (Assistant Director/ Director)	Date

8. Publication
<i>Please ensure the completed EqlA is published in accordance with the Council's policy.</i>

Please contact the Policy & Strategy Team for any feedback on the EqlA process.

Civic Centre Decommissioning – Woodside House Refurbishment
Construction Contract Award

Appendix B – Project cash flow breakdown

B1 Financial Summary

FINANCIAL SUMMARY	15/16	16/17	17/18	18/19	19/20	20/21	Total(s)
	£	£	£	£	£	£	£
Total Approved Budget:	0	58,116	2,915,709	570,615	0	0	3,544,440
Actuals/ Forecast:	0	58,116	2,906,415	579,798	0	0	3,544,329
Variances:	0	0	(9,294)	9,183	0	0	(111)
Risk Indicator:		G	G	G			G
BUDGET FUNDING STREAMS							
Capital Funding (LBH)	0	58,116	2,461,884	480,000	0	0	3,000,000
Funding Stream TBC (LBH)	0	0	353,825	90,615	0	0	444,440
Window Provisional Sum (TBC)	0	0	100,000	0	0	0	100,000
(Funding Source 4)	0	0	0	0	0	0	0
(Funding Source 5)	0	0	0	0	0	0	0

B2 Project Breakdown

Item	Cost
Construction	2,469,251
Construction Works	2,359,251
Secure bicycle shelter (TBC)	10,000
Window Replacement	100,000
Professional Fees	421,909
Multi-disciplinary design team	311,768
Quantity Surveyor	39,250
Client Design Advisor	29,852
Clerk of Works	37,039
ICT specification	4,000
Disbursements	27,524
Planning, Building Control & Legal fees	7,400
Surveys	16,124
Other	4,000
FFE & ICT	150,000
Contingency @10%	306,868
PM Fees @ 5%	168,778
Total project	3,544,330

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is exempt

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