

Report for: Cabinet Member Signing

Title: Contract Award - 48 Station Road Refurbishment Works

Report authorised by: David Joyce, Director of Housing, Regeneration & Planning

Lead Officer: Martin Young, Senior Programme Manager, Corporate Landlord

Ward(s) affected: Noel Park, Wood Green

Report for Key/

Non Key Decision: Key Decision

1. Describe the issue under consideration

This report is a request for approval to award the contract for the Refurbishment and Fit out of 48 Station Road Ground & 3rd Floor to enable relocation of departments currently occupying 40 Cumberland Road.

2. Cabinet Member Introduction

Not required.

3. Recommendations

The Cabinet Member is asked:

- 3.1 In accordance with Contract Standing Order 16.02, to approve the award of the Contract for works at 48 Station Road in the sum of £619,082.39 excluding VAT to Foster Property Maintenance Ltd .
- 3.2 To approve the issue of a letter of Intent to the contractor, to enable the start on site date in advance of the completion of Contract Documents to the value of £61,908 being 10% of the contract sum.
- 3.3 To agree an additional recommendation as set out in the exempt report.

4. Reasons for the decision

4.1 To deliver the Council's Accommodation strategy objectives

- 4.1.1 In November 2021, Cabinet approved a proposal to refurbish Alexandra House and 48 Station Road, and to tender the associated works packages.
- 4.1.2 The overall objectives of the programme are:
 - To deliver office accommodation improvements
 - To enable the continued adoption of flexible working

- To support short-term goals in the Accommodation Strategy
- 4.1.3 The works proposed in this package will provide an improved reception areas in 48 Station Road, which will be particularly designed with the needs of Childrens', Adults and Housing services.
- 4.1.4 It will also provide a new operational home for the Young Adults Service.
- 4.1.5 On the third floor, accommodation will be provided that will support colocation with NHS partners; office space for the Trades Unions; and flexible space that may be used by Council officers.

4.2 To expedite timely delivery of key aspects of the programme

- 4.2.1 The abovementioned Cabinet Report set out that, in addition to the appointment of a main contractor, it would be necessary to undertake some of the works at an earlier stage. The works proposed in this report is one such package.
- 4.2.2 It is necessary and expedient to undertake the refurbishment of two floors of 48 Station Road at an early stage, to meet timescales needed for gaining vacant possession of 40 Cumberland Road. A separate Cabinet Paper sets out the plans for 40 Cumberland Road. These plans rely in part on GLA grant funding, which is time-dependent.

5. Alternative options considered

5.1 Do Nothing

- 5.1.1 The option to do nothing has been discounted, as the Council would not be able to meet its Accommodation Strategy objectives.

5.2 Refurbish as part of the main programme

- 5.2.1 This option would be for the Council not to commission Foster Property Maintenance Ltd to carry out the works and for this floor to be refurbished as part of the main programme of works in 48 Station Road. This work is programmed to start in late March 2022 subject to cabinet approval.
- 5.2.2 This would further prevent the relocation of the current departments occupying 40 Cumberland Road – who will occupy the ground and 3rd floors of 48 Station Road. This location has been earmarked for redevelopment in a Regeneration-led project that has secured GLA funding.
- 5.2.3 Because this GLA funding is time bound, including this work in the main programme of works is not a feasible option as the cabinet approval would not be granted in sufficient time to allow the fit out to complete. Vacant possession of 40 Cumberland Road must be completed by 30th April 2022.

6. Background information

6.1 Context

- 6.1.1 The Covid-19 pandemic had the immediate impact of forcing large parts of the workforce in Haringey to work extensively from home. This was enabled by new technology, such as MS-Teams, which was adopted at scale for the first time. This has led to a global reappraisal of the role of the office for modern

organisations. While some employers may have entirely remote workforces, many more are adopting greater flexibility as a long-term strategy.

- 6.1.2 Our primary focus is to serve the residents of Haringey and whilst significant improvements have been made to remote working, responding to our new demands from residents in accessing our services digitally during the pandemic; we do need to ensure that our staff maintain the connection with the borough. This includes cross council working and opportunities for collaboration, both formally and informally, which is facilitated through physically working together in a modern hybrid enabled office.
- 6.1.3 It is also important to ensure that we have flexibility in the offer we can make to staff, to ensure that their mental health and wellbeing is protected as we all adjust to new ways of working and living post the pandemic. The plans for our interim office usage, before moving to the Civic centre, provide this flexibility and will help inform not only the designs of the civic centre, but the working practices, policies and procedures for the organisation to meet our residents and staffing needs.
- 6.1.4 Prior to the Omicron wave, staff were spending increasing amounts of time in our offices, as the pandemic eased. We fully expect this trend to resume, once this latest Covid wave recedes. For a significant number of staff who joined Haringey during the last 18 months, this is their first experience with our office accommodation. For staff working for almost all Council services, emerging from lockdown and pandemic ways of working is a crucial period of reconnection with the colleagues and the borough.

6.2 Station Road Refurbishment Programme

- 6.2.1 In November 2021, Cabinet approved a proposal to undertake refurbishment works to Alexandra House and 48 Station Road, in order to ensure that the Council was able to provide suitable office space for its workforce.
- 6.2.2 The works proposed of the broader programme that this work supports are comprised of:
 - Refurbishment works in Alexandra House
 - Refurbishment works in 48 Station Road
 - Enabling works
 - Purchase and installation of furniture, audio-visual and other equipment in order to fit-out the offices
 - Removals contractors to support the relocation of staff.
- 6.2.3 During the period 2022-25 George Meehan House will be the Council's Civic Hub. Between them, Alexandra House and 48 Station Road will provide the main council offices, and form the administrative hub for the council.
- 6.2.4 The works package proposed in this report provides for the refurbishment of the Ground Floor and 3rd Floor of 48 Station Road. These works are being accelerated ahead of the main refurbishment, as they provide for the early relocation of the following services from 40 Cumberland Road:
 - Connect Care service

- Young Adults Services.

6.2.5 This in turn enables the Council to gain vacant possession of 40 Cumberland Road. A separate Cabinet report on proposals for the future of 40 Cumberland Road will also be brought forward by the Director of Housing, Regeneration and Planning.

6.3 Procurement Process

6.3.1 The Council undertook a procurement process with a contractor selected from the South East Consortium Framework. This Framework allowed for a Direct Award, which is compliant and reduces the appointment time considerably. This was supported by the Strategic Procurement team, to seek a contractor led team with suitable interior fit out experience to deliver the refurbishment of the Ground & 3rd Floor Refurbishment of 48 Station Road.

6.3.2 The procurement process has enabled the reduction in lead times whilst facilitating an 'open book' pricing process to ensure alignment with our tender cost plan produced by the Councils independent Cost Consultants (Fulkers Russell Bailey) on the 23rd November 2021.

6.3.3 The total cost of the works reflects the costs for both floors of refurbishment. These comprise of;

- i. Ground Floor - £278,276.30 + VAT
- ii. 3rd Floor - £340,806.09 + VAT

6.3.4 The design and layout of the floor has been developed to a stage suitable for a Design and Build Contractor to provide a detailed specification, method statement and contract price to carry out the works.

6.3.5 The selected contractor was invited to submit a price for the works – following a site visit with the Council's Programme and Project Managers to review the scope of the works.

6.3.6 The tender sum submitted by Fosters Property Maintenance Ltd takes into account the Employers Requirements and Scope of Works issued to the contractor and the Cost Plan. Their quality and eligibility to deliver was confirmed through their appointment onto the Framework.

6.3.7 Fosters Property Maintenance Ltd is a highly experienced firm with over 40 years of experience. They employ over 200 'in-house' contractors and have an annual turnover in excess of £30m. The firm's expertise includes a good understanding of corporate refurbishment and working in live environments.

6.3.8 The period of the Contract will be from 7th February 2022 to 1st April 2022. The sum value of the Contract is £619,082.39 excluding VAT (refer to Appendix 1 – 48 Station Rd 3rd Floor Upgrade_Schedule of Works (002) and Appendix 2 - 48 Station Rd Ground Floor Upgrade_Schedule of Works (002)).

7. Contribution to strategic outcomes

7.1 This report contributes to the Borough Plan priority "Your Council" – Outcome 19 "Outcome 19: We will be an able, positive workforce with the skills needed to

deliver for Haringey". The Delivery Priority this supports is "Design smarter working environments to endorse modern and agile working".

8. Statutory Officers comments (Director of Finance (procurement), Head of Legal and Governance, Equalities)

8.1 Finance

8.11 The recommendation of the report is to appoint Foster Property Maintenance Limited to undertake refurbishment works to 48 Station Road in the sum of £0.619m. This expenditure can be contained within the approved General Fund capital programme.

8.2 Procurement

8.2.1 The appointment of Foster Property Maintenance Limited for the value of £619,082.39 as a Direct award via the South East Consortium is permissible and compliant.

8.2.2 The procurement in line with the authorities contract standing orders and the Public Contract Regulations.

8.3 Legal

8.3.1 The Head of Legal and Governance (Monitoring Officer) has been consulted in the preparation of the report.

8.3.2 The Contract which this report relates to has been procured from the South Eastern Consortium Framework ("the Framework"). The Council is permitted to use the Framework. Therefore this is a compliant route to market.

8.3.3 Pursuant to Contract Standing Order 16,02 a Cabinet Member has authority to approve the award of the contract referred to in the report.

8.3.4 The Head of Legal and Governance (Monitoring Officer) sees no legal reasons preventing the Cabinet Member for Finance and Regeneration 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:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between people who share protected characteristics and people who do not
- Foster good relations between people who share those characteristics and people who do not

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

- 8.4.3 In developing this programme due regard has been given to ensuring that the offices will be welcoming environments for all our staff and visitors, whether they have protected characteristics or not. Providing staff opportunities to work collaboratively with their colleagues regardless of whether they have protected characteristics enables the diversity of our workforce to be a source of ongoing strength, and to better reflect the population we serve.
- 8.4.4 There are specific issues for people with disabilities, with regards to accessibility of buildings, the ability to easily use the facilities within buildings, and safety issues in relation to, for example, safe evacuation. The proposals within this report take full account of these needs and the associated statutory duties and good practice guidelines.
- 8.4.5 As an organisation carrying out a public function on behalf of a public body the contractor will be obliged to have due regard for the need to achieve the three aims of the Public Sector Equality Duty as stated above.

9 Use of Appendices

Two exempt appendices are attached to the exempt report.

10 Local Government (Access to Information) Act 1985

Not applicable.