

## **MINUTES OF CABINET MEMBER SIGNING MEETING HELD ON THURSDAY, 10TH MARCH, 2022, 10.00 - 10.35 AM**

**PRESENT:** Councillor Zena Brabazon, Cabinet Member for Early Years, Children, and Families.

**In attendance:** Keith Mattacks, Project Manager; David Moore, Head of Construction Related Project Delivery; Sylvester Olutayo, Senior Project Manager; Shwetal Patel, Project Manager; Adrian Watson, Major Projects Delivery Manager; Charlotte Pomery, Assistant Director for Commissioning, and Fiona Rae, Acting Committees Manager.

### **159. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **160. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **161. ALEXANDRA PRIMARY SCHOOL URGENT CONDITION WORKS - CONSTRUCTION WORKS CONTRACT AWARD**

The Cabinet Member for Early Years, Children, and Families considered the report which sought approval for an award of contract to provide Urgent Condition Work at Alexandra Primary School, pursuant to Contract Standing Order (CSO) 16.02. The report also sought, pursuant to CSO 16.02, to approve the issuance of a letter of intent.

The Cabinet Member highlighted the importance of ensuring that there were firm project management arrangements for works undertaken by contractors and suggested that it would be beneficial to meet with school Headteachers in order to share information on projects. The Head of Construction Related Project Delivery noted that communications were taking place with the school and had resulted in some positive project developments, such as undertaking works out of hours to avoid pressure during essential spaces during school hours. It was stated that there was also a delivery plan to assist with project management. It was added that there had been a number of recent works at schools and that there would be reviews with Headteachers in order to document learning points for future contracts.

#### **The Cabinet Member RESOLVED**

1. Pursuant to Contract Standing Order 16.02, to approve the award of contract to Contractor A (identified in the exempt part of the report).

2. To approve a client construction contingency as outlined in the exempt part of this report strictly managed under change control governance arrangements. Regular updates on any expenditure of the contingency can be provided to the Cabinet Member on request.
3. To approve the issuance of a letter of intent for up to 10% of the contract value (identified in the exempt part of this report).

### **Reasons for decision**

A major review of the condition and suitability of the Children's Services estate has been undertaken which has informed the Children's Service's asset management plan (CSAMP). This identified condition and suitability deficiencies in the primary, secondary, and wider Children's Service estate that need addressing in the short, medium, and long-term. Alexandra Primary School is high priority for major works due to issues relating to health and safety and school closure risks.

These works at Alexandra Primary School form part of the programme of repair and improvement works being undertaken by Children's Services to the school estate following an estate wide review of school condition and compliance. A number of programme delivery options were presented for consideration and approval was subsequently granted to proceed with the design of a number of the most urgent projects. This project forms one of those given approval for urgent commissioning.

While the scheme at Alexandra Primary School relates to the resolution of a number of condition and health and safety issues as part of these works there will be improvements in the school buildings in terms of energy consumption. Specific works generating are:

- Replacement of existing sash windows with double glazed units
- Improvements to ceiling/roof insulation
- Replacement of heating pipework – the new pipework will have improved insulation which will reduce the energy required to heat to temperature required
- Replacement of flat roof coverings

It is anticipated that these measures will result in a reduction in energy consumption equivalent to a cost saving of £5,870 per year.

The works at Alexandra Primary School are being delivered as a single phase. This construction award report requests a decision on the procurement of a contractor to undertake the following works:

- Replacement of the heating distribution pipework
- Replacement of hot and cold water distribution pipework
- Upgrading of fire compartmentation within the school buildings
- Repairs to window frames
- Replacement of existing single glazed sash windows with new double glazed sash windows.
- Major repairs to the roof

- Repairs to gutters and downpipes.

A Cabinet Member signing has been requested in March 2022 to enable the mobilisation of the contractor after Easter to enable scaffolding of the whole building to commence in May half term 2022 and the main works from the school summer holiday period. This is essential due to the need to maximise the school summer holiday period as the school site is constrained with no available decant spaces available once the school return in September, limiting all works to out of hours after the summer holiday. A later signing would severely impact on the school and would be disruptive to teaching and learning.

### **Alternative options considered**

Do nothing – a decision not to support this award of construction contract will result in the Councils failure to suitably maintain its education estate by undertaking essential condition improvements. This would increase the likelihood of reactive works which will create greater disruption and cost to the Council and potentially result in the loss of education days. All of which would undoubtedly impact on the quality of teaching and learning.

Delaying a decision further would add additional time to the programme. Not being able to award a contract and place orders in time to complete all scaffolding and other enabling works before the school summer holiday 2022 would result in greater cost due to additional out of hours working and a prolongation of the programme. Minimising disruption to learning and the safety and wellbeing of both pupils and staff is of paramount importance. Although these are intrusive works, the area of the development will be clearly segregated from the staff and pupils.

Due to limitation on teaching space, temporary decant accommodation on site was explored but discounted due to site constraints and cost.

## **162. PARK VIEW SCHOOL - REPLACEMENT OF SPORTS HALL ROOF AND WALL CLADDING WITH ASSOCIATED WORKS – VARIATION OF CONSTRUCTION CONTRACT**

The Cabinet Member for Early Years, Children, and Families considered the report which noted that, on 13<sup>th</sup> April 2021, the Cabinet Member for Early Years, Children, and Families approved an award to Cosmur Construction for the Construction Contract for Park View School up to £869,431.24. This was broken down into an initial award of £790,392.04 and contingency allowance of £79,039.20.

This award was amended under officer delegation to correct the company name to Cosmur Construction (London) Ltd and subsequently reported to Cabinet on 8<sup>th</sup> February 2022.

The report sought Cabinet Member approval to vary the contract with Cosmur Construction (London) Ltd for Park View School as allowed under Contract Standing Order (CSO) 16.02 and 10.2.1.b.

### **The Cabinet Member RESOLVED**

1. Pursuant to Contract Standing Order 16.02, to approve a variation of the construction contract to Cosmur Construction (London) Ltd in the sum of £39,271.59 giving a varied contract value of £908,702.83.
2. To approve a contingency allowance of 5% at £45,435.14 offering a total award value up to £954,137.97. The contingency will be managed under strict change control governance.

### **Reasons for decision**

During construction, additional condition works have been identified that include the replacement of the hall flooring, lighting and redecoration. This was discovered once the works commenced and the contractor was able to fully access and intrusively inspect the hall flooring and lighting. Scaffolding and working crash deck in place for new mechanical works provided greater access to inspect lighting.

The opportunity to complete these additional works as part of the current construction contract provides best value for the council and minimises disruption for the school.

The Children's Capital Programme Budget is sufficient to cover this contract increase.

### **Alternative options considered**

Do nothing – a decision not to support the increase in the value of the construction works contract would leave the school with inadequate facilities to meet curriculum requirements which the community also benefit from.

## **163. ALEXANDRA PARK LIBRARY - ENHANCEMENT WORKS - AWARD OF CONSTRUCTION CONTRACT**

The Cabinet Member for Early Years, Children, and Families considered the report which sought approval for an award of contract to carry out enhancement, compliance and condition works at Alexandra Park Library, pursuant to contract standing order 16.02. The report also sought, pursuant to Contract Standing Order (CSO) 16.02, to approve the issuance of a letter of intent.

The Cabinet Member noted the importance of ensuring that the library was designed and developed appropriately to encourage people to come to the library and to use it. The Major Projects Delivery Manager acknowledged this comment and noted that the works were designed to revitalise the library, which included a new stock of books.

### **The Cabinet Member RESOLVED**

1. Pursuant to Contract Standing Order 16.02, to approve an award to Contractor A (identified in the exempt part of the report) of up to £644,655.00.

2. To approve a client construction contingency of 10% that equates to £64,466.00, which will be strictly managed under change control governance arrangements.
3. To approve other sundry costs such as: PM fees, design fees, QS fees, statutory costs, contingencies, and sundry other costs amounting to £334,928.
4. To approve the issuance of a letter of intent for up to 10% of the contract value totalling £64,466.00.

### **Reasons for decision**

In 2019, the Council allocated capital funds for major improvements to the Council owned libraries. The Council has committed funds from the Capital Programme for the Library IT and Building Upgrade works, and following completion of Stroud Green and Harringay, and Coombes Croft Libraries, currently the available budget is £1.91m. The aim of this programme is to improve the environment for customers and staff. Coombes Croft Library was completed in 2020 and Stroud Green and Harringay Library in November 2021. Alexandra Park Library is the next library in the Enhancement Programme sequence and will be followed by Highgate Library, Muswell Hill Library and Wood Green Library. Marcus Garvey and Hornsey Libraries were the subject of a separate refurbishment programme budgets and have been completed.

The objectives of the Library IT and Buildings Upgrade Programme are as follows:

- Revitalising internal space by reorganizing how the space is utilised and to upgrade finishes.
- Redecoration in the main library areas.
- Interior redesign of the library space to modernize and better facilitate library floor walking and self- service technology.
- Enhanced lighting.
- New furniture.
- New stock and books.
- New wayfinding signage.
- IT upgrades including new hardware, RFID self-service kiosks, and improved Wi-Fi.

In early 2020, it was discovered that in addition to the aesthetic enhancements to be undertaken in the Library IT and Building Upgrade Programme, significant compliance and condition works were also required to all of the branch libraries. Following a gap analysis and review, the scope of the compliance and condition works at Alexandra Park Library has been agreed with Corporate Landlord, and to avoid unnecessary disruption to library customers and staff, the agreed scope of those works is now incorporated into the IT and Buildings Upgrade scheme. The works include external redecoration, paving repairs and improved accessibility ramp, roof repairs and insulation, new fire alarm, electrical rewire, and a new heating system. Corporate Landlord will be contributing the funding value of the compliance and condition works which has been agreed as £341,000 plus fees of £61,380, their total contribution being £402,380.

A Cabinet decision is requested in March 2022 to enable the mobilisation of the contractor, meaning works can commence in late March 2022 with completion of the works in August 2022. The Libraries IT and Building Upgrade programme is sequential so as not to impact Library Services, therefore, delay to commencement of Alexandra Park Library will have a knock-on effect to the libraries that follow on in the programme sequence.

### **Alternative options considered**

Do nothing – a decision not to support this award of construction contract will result in the Council's failure to suitably maintain the Alexandra Park Library by undertaking essential condition and compliance works, and further delay may mean the building fabric deteriorates in the ensuing years causing further disruption and expense. This would also increase the likelihood of reactive works at further cost to the Council. In addition, the experience of staff and customers will continue to be impaired as the aesthetic and ICT improvements will not have been carried out.

Delaying a decision further would add additional time to the programme. Not being able to award a contract and place orders at the earliest opportunity in March 2022 would mean that the ensuing libraries in the programme (Highgate, Muswell Hill and Wood Green) would also be delayed, as these are to be started and completed sequentially to minimise disruption to Library Services and customers.

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

### **RESOLVED**

That the press and public be excluded from the remainder of the meeting as items 7-8 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.

## **165. EXEMPT - ALEXANDRA PRIMARY SCHOOL URGENT CONDITION WORKS - CONSTRUCTION WORKS CONTRACT AWARD**

The Cabinet Member considered the exempt information.

## **166. EXEMPT - ALEXANDRA PARK LIBRARY - ENHANCEMENT WORKS - AWARD OF CONSTRUCTION CONTRACT**

The Cabinet Member considered the exempt information.

CABINET MEMBER: Cllr Zena Brabazon

Signed by Cabinet Member .....

Date ...17 March 2022.....

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