

**MINUTES OF THE CABINET MEMBER SIGNING  
THURSDAY, 31 JULY 2014**

**Present:** Councillor Kober - Leader

**In Attendance:** Clifford Hart – Democratic Services Manager, and Jon McGrath, Assistant Director Corporate Property and Major Projects.

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTION BY</b>
<b>HSP111.</b>	<p><b>URGENT BUSINESS</b></p> <p>There were no items of urgent business.</p> <p><b>NOTED</b></p>	
<b>HSP112.</b>	<p><b>SMART WORKING CAPITAL PROJECTS - RIVER PARK HOUSE AND ALEXANDRA HOUSE</b></p> <p>The Leader considered a report, previously circulated, which the report sought approval to appoint a recommended contractor to deliver predominantly refurbishment works at River Park House and Alexandra House and for the issuing of a letter of intent.</p> <p><b>RESOLVED:</b></p> <ul style="list-style-type: none"> <li>i. That approval be given to the recommended contractor Thomas Sinden Ltd to deliver predominately refurbishment work to both River Park House, and Alexandra House Buildings, in the sum of £469,932.00; and</li> <li>ii. Approval be given to issue a letter of intent prior to the formal contract signature for 10% of the contract value in the value of £46,993.20.</li> </ul> <p><b>Alternative options considered</b></p> <ul style="list-style-type: none"> <li>i. The feasibility report explored three layout options for each of the proposed work areas (RPH Podium North), RPH Podium South, Alexandra House Level 2 and RPH level 9) and two options for the connection between the two buildings. Essentially the feasibility concluded that the scope of the works required by the project brief could not be delivered within the original indicative budget.</li> <li>ii. A further option was then considered, developed and designed with the main aim of meeting the Cash Limit Budget.</li> </ul> <p>The principle of this option was to consolidate the majority of the construction works to the podium level in River Park House to accommodate the SMART spaces and maintain</p>	

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	<p>the ninth floor meeting rooms. This meant omitting any works to Alexandra House Level 2 and significantly reducing the scope of works to River Park House Level 9.</p> <p>iii. This option was approved for progression by the Programme Board on the basis it met the available cash limited budget, was in line with the project brief objectives and met the requirements of the wider Smart Working Programme.</p> <p>iv. The works have been designed to Stage H (Tender Action) of the Royal Institute of British Architects (RIBA) Plan of Work (Stage 5 (Specialist Design) under the new RIBA guidelines)</p> <p><b>Reasons for decision</b></p> <p>To award a contract which will enable the timely mobilisation and construction of works to River Park House and Alexandra House buildings.</p>	
<b>HSP113.</b>	<p><b>NEW ITEMS OF URGENT BUSINESS</b></p> <p>There were no new unrestricted items of urgent business.</p>	
<b>HSP114.</b>	<p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p><b>RESOLVED:</b></p> <p>That the press and public be excluded from the remainder of the meeting as the items below contain exempt information, as defined under paragraph 3, Part 1, schedule 12A of the Local Government Act 1972.</p>	
<b>HSP115.</b>	<p><b>SMART WORKING CAPITAL PROJECTS - RIVER PARK HOUSE AND ALEXANDRA HOUSE</b></p> <p>Exempt information pertaining to Item 2 was considered.</p>	
<b>HSP116.</b>	<p><b>NEW ITEMS OF EXEMPT URGENT BUSINESS</b></p> <p>There were no new items of urgent business.</p>	