

Contract Award for Ground Floor Redevelopment Works

Cabinet Member for Innovation & Corporate Services (Cllr Andy Smith)

Date:	26 May 2022
Agenda Item:	N/A
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Key Decision?	YES
Local Ward Members	N/A



**CABINET MEMBER
DECISION**

1. Executive Summary

- 1.1 The District Council House has undergone some significant changes in the last 4 months as part of the Being a Better Council Programme. The biggest change is to our office accommodation and the way we now work in improved accommodation. The older part of the building is now vacant, and no staff operate from the space. As of the 26th March all fixtures, fittings and furniture have been removed.

2. Recommendations

- 2.1 Approval to award the contract retrospectively to R.A. Edwards & Partners Limited as detailed in this report for the building works.

3. Background

- 3.1 The Connects Customer Service team are based on the ground floor of the building as they operate the front of house and a call centre. The team's offices have not been changed for over 20 years and now need some improvements to bring the area up to standard along with the rest of DCH office accommodation.
- 3.2 The Parking Enforcement Team operate from Burntwood Depot. They need to be relocated to reduce the space pressure at the depot, with the changing regulation more space is required by operational services. The plan is to move parking enforcement to LDC Ground floor by end of May 2022. The move had been agreed with the shared service.
- 3.3 The café company Melbourne will be moving in to DCH in June once all works below are complete. The cost of works for the areas occupied by Melbourne will be recovered from the 3 year lease rental income of £36k. This makes this element of works cost neutral but offers an improved new resource for our customers, colleagues and the external organisations that come and join us at DCH. These works support the BABC programme on how we offer front line services and how we deliver a modern building with facilities that support all.
- 3.4 Café Seating area and Customer Service desks/interview rooms will have a new vibrant feel to them, through bright colourful furniture, shared access to service from the front desk and the ability to once again access DCH. We want to bring LDCH to life and support all the people of Lichfield with improved services.
- 3.5 R.A. Edwards & Partners Limited has been identified as the preferred supplier and have submitted a cost of £135,000 for the works. We will include an additional contingency of £5,000 to cover any unforeseen requirements that may be identified.

Alternative Options	<ol style="list-style-type: none"> 1. Do nothing – this will maintain the status quo 2. Seek alternative accommodation – this option has been considered and unfortunately no suitable available site has been identified
Consultation	Leadership Team
Financial Implications	<p>The project will be financed by the approved 2022/23 capital property planned maintenance budget of £230,000.</p> <p>The Council will receive an annual income of (£12,000) over the three year lease period.</p>
Approved by Section 151 Officer	Yes
Legal Implications	<ol style="list-style-type: none"> 1. Building Control – a full plans application will be undertaken; the BC Team has are currently being consulted
Approved by Monitoring Officer	Yes
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> 1. Enables achievement of our objective to be A Good Council that is – financially sound, transparent, and accountable and responsive and customer focussed. 2. Becoming A Good Council will in turn enable us to deliver the other strands of our Strategic Plan 2020 – 2024: <ol style="list-style-type: none"> a. Enable people to <ol style="list-style-type: none"> i. Help themselves and others ii. Collaborate and engage with us iii. Live healthy and active lives b. Shape place to <ol style="list-style-type: none"> i. Keep it clean, green, and safe ii. Preserve the characteristics iii. Make sure sustainability and infrastructure needs are balanced c. Develop prosperity to <ol style="list-style-type: none"> i. Encourage economic growth ii. Enhance the district for all iii. Invest in the future 3. R.A. Edwards & Partners Limited are based in Staffordshire and therefore we are supporting the local economy via this contract.
Equality, Diversity and Human Rights Implications	Accessibility has been taken into consideration when designing the layout of the new space.
Crime & Safety Issues	None identified.
Environmental Impact	None identified.
GDPR / Privacy	Not applicable

Impact Assessment

	Risk Description & Risk Owner	Original Score (RYG)	How We Manage It	Current Score (RYG)
A	Financial – the cost of the works exceed the contract value and available budget.	Likelihood: Y Impact: Y Severity: Y	A contingency budget has been identified to cover any additional works required that only come to light once destructive works commence.	Likelihood: G Impact: G Severity: G
B	People – the works disrupt the working environment of staff based in DCH	Likelihood: R Impact: R Severity: R	Alternative accommodation has been identified and will be communicated to staff before the works commence.	Likelihood: Y Impact: Y Severity: Y
C	The project overruns in terms of delivery	Likelihood: Y Impact: Y Severity: Y	Project manager appointed and project plan developed to enable robust contract management.	Likelihood: G Impact: G Severity: G

Background documents

A Better Council - <https://lichfieldintranet.moderngov.co.uk/documents/s11422/Item%205%20-%20A%20Better%20Council.pdf>

Relevant web links

None applicable.