



## Operational Officer Decision Record

Where the decision has a financial value of between £100k - £350k and does not have a **significant** impact on two or more wards

**1. Subject and details of the matter** (to include reasons for the decision and detail of any previous cabinet decision)

### **Holme Hill – phase 2 refurbishment**

#### Tender receipt of work package 1 - Asbestos removal

As part of the Council's rationalisation programme, to support reducing the number of buildings occupied, with associated reduction in operating and maintenance costs as well as improving the carbon footprint, packages of work for the refurbishment and use of the subject Site are being received as per the below:

- Asbestos Removal
- Roof Repairs
- Window Replacements
- Refurbishment Enabling Urgent Works
- Refurbishment Works

Invitations to tender were sent out to asbestos removal specialist Grade 3 and Lincs Electrical for associated electrical requirements. Approval is sought to award a contract for the asbestos removal, including direct costs, provisional sums, contingency and fees – full details as outlined in the attached tender report.

### **2. Decision being taken**

1. That the Executive Director Place and Resources, in consultation with the Portfolio Holder for Finance, Resources and Assets award and thereafter implement the contract for the works as set out in this report.

### 3. Anticipated outcome(s)/benefits

The award of contracts following procurement for works which have been conducted in line with procedure and further to an invitation to tender being sent out on the 13<sup>th</sup> April 2023, with a tender return date of 17<sup>th</sup> April 2023.

The tender of Grade 3 for the sum of £90,848.00 is good value and is recommended for acceptance.

With direct costs of £8,000.00 and Provision Sum and Contingency each at 10% at £9,884.00 (£19,769.60), the cost of EQUANS fees at 13% to oversee the project at a cost of £15,420.29 the total cost, including the above will be £134,037.89 excluding VAT.

There will be close monitoring of the scheme and the 10% contingency allowance.

### 4. Details of any alternative options considered and rejected by the officer when making the decision

There are no alternative options for consideration.

Further to quotes being received for full floor covering removal throughout the building, the scope was extended to include removal of all Asbestos Containing Materials (ACM) on site.

The management survey carried out in 2022 identified multiple ACMs within the building, many ACMs being textured coatings to ceilings. Due to the ceilings being approximately 3m+ high the textured coating has been presumed to contain asbestos.

Following this, a refurbishment survey had been scoped and presented to contractors for costing. However due to the time restraints and constant unlawful entry to this building and the theft of lead to the roof, it has been decided to carry out full removal of all detected and presumed ACMs throughout the building before any more damage to ACMs can take place.

The works will consist of full removal of asbestos containing ceilings along with insulation. Full removal within boiler room including drain down and removal of plant is included.

Scope of removal has only been sent to one contractor due to Grade 3 being the most cost-effective contractor for carpet removal. This scope still contains carpet removal and the asbestos removal is to be added.

To do nothing would result in the ACM continuing to deteriorate with an increasing risk of exposure to any persons who obtain unauthorised entry to the building. With the building increasingly becoming a target for ASB, vandalism and theft, the repair costs could escalate, increasing the Council's liability and ability to achieve the overall refurbishment of the Site.

These works, in line with original budget estimates, are essential and would improve the stability of the physical premise, to achieve the ultimate outcome of use of this building as part of rationalisation and colocation within this part of the Borough. This would ensure the Council's ability to improve and continue to provide services to the borough. This is therefore not considered a viable option.

**5. Background documents considered** (web link to be included or copies of documents for publishing)

None

**6. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons**

No

**7. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)**

None

**8. Monitoring Officer Comments (Monitoring Officer or nominee)**

This is an operational decision with works affecting one asset with clear budget availability.

**9. Section 151 Officer Comments (Deputy S151 Officer or nominee)**

The cost of the works are to be met from within the Heritage Assets at Risk capital scheme budget, incorporated within the Council's approved Capital Investment Programme.

**10. Human Resource Comments (Head of People and Culture or nominee)**

There are no direct HR implications arising from the contents of this report.

**11. Risk Assessment (in accordance with the Report Writing Guide)**

The consequences of not undertaking works would increase the Council's liabilities due to the risk of exposure to ACM to unauthorised persons entering the building. As a responsible property owner, the Council should be mitigating against such risks and which could quickly lead to the condition of the premise deteriorating to the extent where it is likely to result in being unable to deliver Council services and the Council being in a position of reputational and financial risk in respect to a high risk building and at worst resulting in dangerous structures.

**12. If the decision links to a previous one taken by Cabinet, has the Cabinet Tracker been updated?**

Yes

**13. Decision Maker:**

Name: Sharon Wroot

Title: Executive Director, Place &  
Resources

Signed: REDACTED

Dated: 15.06.23

**14. Consultation carried out with  
Portfolio Holder:**

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance,  
Resources and Assets

Signed: REDACTED

Dated: 16<sup>th</sup> June 2023