



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)

Grimsby Crematorium (the “Site”) – Chapel Window Replacement & Internal Refurbishment of Chapel, Entrance Lobby & Exit Lobby

As part of the Council’s programme of backlog maintenance to support maintaining condition to Corporate premises, works to include the replacement of existing failing windows to the Chapel, internal refurbishment of the Chapel and entry / exit lobbies are proposed at the subject Site.

Following tenders through the Capital Works Lot One framework, approval is sought to award a contract for the above works to Unibuild Building Contractors Limited.

2. Decision being taken

1. That the Executive Director Place and Resources, in consultation with the Portfolio Holder for Finance, Resources and Assets, awards and thereafter implements the contract for backlog maintenance to Unibuild Building Contractors Limited.

3. Anticipated outcome(s)/benefits

The procurement for works was conducted in line with procedure. A framework mini competition was published on YORtender on 30th December 2024, with a tender return date of 03rd February 2025. Two (2) tender bids were received and evaluated by most economically advantageous tender evaluation.

The successful tenderer: Unibuild Building Contractors Limited provided the lowest tender incorporating all elements of works requested.

The decision will result in the award of the works contract to the successful contractor to proceed to construction phase at a cost of £186,460.82.

The cost of EQUANS fees to oversee the project are in addition to this amount at a cost of £24,428.41 and there will be close monitoring of a 10% contingency allowance.

The total cost, including the above and Building Regulations, Planning Permission and Asbestos Survey and Sampling fees will be £231,662.31 excluding VAT.

The windows suffer from water ingress and are thermally inefficient which in turn has resulted in water damage to finishes within the Chapel.

Outcomes:

Proceed with award of the works contract to mitigate any potential increases in cost

Issue award letter

Work begins

Benefits:

The procurement of this scheme followed a tender via framework contractors for pricing.

This work has been viewed by multiple contractors, with two (2) contractors returning a tender. We are satisfied with the price and demonstrates how competitive this price is.

The commencement of the project will ensure the premise continues to be maintained to a suitable standard, will mitigate repeat visits (and costs) associated with the repair of windows and finishes, and any associated service disruption. Ultimately the investment will enable the premise to continue to be operational and deliver services to the borough.

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

There are no alternative options for consideration.

To do nothing would result in the windows and interior continuing to deteriorate and repair costs escalating, increasing the Council's liability. This would not only affect the stability of the physical premise, but the Council's ability to 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)

The decision is an operational one and within the remit of the named Director and Portfolio Holder. A compliant procurement process has been undertaken. Legal colleagues will continue to be engaged as appropriate.

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

This procurement forms part of the capital project for Backlog Maintenance and will be funded as part of the overall approved project. Any variance to the approved budget will be reported through the usual budget monitoring processes.

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 reducing investment in to maintaining the condition of the premise or removing it in its entirety would eventually lead to the condition deteriorating to the extent where it is likely to result in organisational failure in the delivery of Council services and the Council being in a position of reputational and financial risk in respect to premise closures 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?

N/A

13. Decision Maker:

Name: Sharon Wroot

Title: Executive Director Place and Resources

Signed: REDACTED

Dated: 05.03.25

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

Name: Cllr Stephen Harness

Title: Portfolio Holder for Finance,
Resources and Assets

Signed: REDACTED

Date: 5th March 2025