

EXECUTIVE DECISION

made by a Cabinet Member



REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – L27 24/25

Decision	
1	Title of decision: Guildhall Refurbishment Additional Works
2	Decision maker (Cabinet member name and portfolio title): Councillor Tudor Evans OBE (Leader of the Council)
3	Report author and contact details: Ann Thorp (Facilities Manager) 07877 830490
4	<p>Decision to be taken:</p> <p>To approve the addition of £490,374 in respect of the additional works to the Guildhall refurbishment project to the Capital Programme, needed in respect of the variation to the contract awarded to TEC Construction to include completion / management of the following additional works:</p> <ol style="list-style-type: none"> 1. Replace electrical systems that are at end of life; 2. Replace fire and intruder alarm systems that are failing; 3. Refurbishment of passenger lifts.
5	<p>Reasons for decision:</p> <p>TEC Construction are undertaking works to the Guildhall and additional urgent works have been identified.</p> <p>As TEC Construction are already on-site undertaking works and in view of urgency it was sensible to vary their contract to include completion /management of these additional works.</p> <p>Agreement for the funding of the work was needed urgently to address Health and Safety concerns over the safety of the building during and post refurbishment as well as providing the financial commitment to reduce the impact on critical refurbishment works that can be completed.</p> <p>Due to the value of works this cannot be covered by revenue and needs to be added to the Capital Programme.</p>
6	<p>Alternative options considered and rejected:</p> <p>1. Work not to be undertaken</p> <p>The electrical improvements and fire/intruder alarm are required to ensure that the building meets the statutory compliance and building standards. Failure to complete these works puts the building and its users at risk due to the heightened risk of fire and the lack of detection or alarmed systems.</p> <p>The fire/intruder alarm must be updated prior to the planned reopening. Failure to be compliant will result in the building not opening.</p>

The passenger lift refurbishment is required to ensure accessibility, improve the customer experience and to bring them up to a modern standard in keeping with the other works that are being undertaken.

2. Partial works to be completed and residual to be completed by FM post refurbishment

The fire/intruder alarm must be completed prior to opening to comply with health and safety regulations.

The electrical circuitry needs to be updated to comply with our statutory obligations and will therefore be required if not now, then in the near future. Not completing the works during the refurbishment programme would result in the building having to be partially or fully closed again when the works are undertaken resulting in loss of income and reputational damage.

Completion of all electrical improvements during the refurbishment programme and the works to the fire/intruder alarm will provide value for money as there will not be a requirement to undertake the associated building related works i.e. removing walls and ceilings, as this will already be undertaken during the refurbishment.

Completing the refurbishment of the lifts after the building has reopened will impact on access to the building as the passenger lifts enable individuals with mobility issues to access all of the building. Without the lifts the Drake room, Great Hall and Lounge, where most events are held will not be accessible. Completion of the works would require the building to be closed for periods of time causing loss of revenue and reputational damage

7 Financial implications and risks:

The costs of the works are:

1. £144,383 - Fire/Intruder alarm;
2. £175,000 - Electrical improvements;
3. £170,991 – Passenger Lifts.

Now the commitment for funding has been agreed, the project programme can be updated to include the additional works and enable procurement of the relevant items as needed based on the urgency of works.

Funding allocation to the Guildhall Project can be phased supported by the programme's cashflow projections as shown below to best support the Council's financial position

1. Fire/Intruder alarm funding needed during November 2024
2. Electrical improvement funding needed during December 2024
3. Passenger Lifts funding may not be required until April 2025


The £319,383 that relates to the urgent health and safety works and will be funded by Health and Safety corporate borrowing

The refurbishment of the passenger lifts will be met by Facilities Management (Soft Services) service borrowing. Borrowing costs of £14,005.28 pa over a 20-year period will be covered from the additional income generated post refurbishment.

As the refurbishment budget has been fully allocated there is no financial support available for the repairs usually undertaken by Facilities Management. As the works were unexpected there is no Facilities Management repairs and maintenance budget that can be allocated.

8	Is the decision a Key Decision? (please contact Democratic Support for further advice) Please type an X into the relevant boxes		Yes	No	Per the Constitution, a key decision is one which:
				X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
				X	in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million annually
				X	is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
If yes, date of publication of the notice in the Forward Plan of Key Decisions		N/A			
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:		Improving the Guildhall to be an events space of choice for event companies and members of the public will support the local economy and give greater choice for local residents and visitors alike.		
10	Please specify any direct environmental implications of the decision (carbon impact)		No direct impact of this decision.		
Urgent decisions					
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public? Please type an X into the relevant box		Yes		(If yes, please contact Democratic Support (democraticsupport@plymouth.gov.uk) for advice)
			No	X	(If no, go to section 13a)
12a	Reason for urgency:				
12b	Scrutiny Chair Signature:		Date		
	Scrutiny Committee name:				
	Print Name:				
Consultation					
			Yes	X	

13 a	Are any other Cabinet members' portfolios affected by the decision? Please type an X into the relevant box	No		(If no go to section 14)
13 b	Which other Cabinet member's portfolio is affected by the decision?	Councillor Chris Penberthy (Cabinet Member for Housing, Cooperative Development and Communities)		
13 c	Date Cabinet member consulted	25/10/2024		
14	Has any Cabinet member declared a conflict of interest in relation to the decision? Please type an X into the relevant box	Yes		If yes, please discuss with the Monitoring Officer
		No	X	
15	Which Corporate Management Team member has been consulted?	Name	Jens Gemmel	
		Job title	Interim Chief Operating Officer	
		Date consulted	28/10/2024	
Sign-off				
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS68 24/25	
		Finance (mandatory)	DJN.24.25.125	
		Legal (mandatory)	LS/00001312/1/AC/19/11/24.	
		Procurement (if applicable)	N/A	
		Corporate property (decisions involving Council owned land or facilities) (if applicable)	N/A	
		Human Resources (if applicable)	N/A	
Appendices				
17	Re f.	Title of appendix		
	A	Briefing report for publication		
	B	Business Case for additional works (Part I)		
	C	Equalities Impact Assessment		
	D	Climate Impact Assessment		
Confidential/exempt information				
18 a	Do you need to include any confidential/exempt information?	Yes	X	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

Please type an X into the relevant box	No	publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in 18b below. (Keep as much information as possible in the briefing report that will be in the public domain)						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
18b	Confidential/exempt briefing report title: Business Case for additional works (Part II)			X				
Background Papers								
19	Please list all unpublished, background papers relevant to the decision in the table below. Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Cabinet Member Signature								
20	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act (2010) and those who do not. For further details please see the EIA attached.							
Signature		Date of decision	22 November 2024					
Print Name	Councillor Tudor Evans OBE (Leader of the Council)							