



ADVANCE PUBLICATION OF REPORTS

This publication gives five clear working days' notice of the decisions listed below.

These decisions are due to be signed by individual Cabinet Members
and operational key decision makers.

Once signed all decisions will be published on the Council's
Publication of Decisions List.

- 1. AWARD OF WORKS CONTRACT FOR THE RENEWAL OF ENTRY DOOR SYSTEM, LANDLORD COMMUNAL LIGHTING AND EMERGENCY LIGHTING AT SEVERN DRIVE, WORCESTER DRIVE AND PENTRICH AVENUE (Pages 1 - 62)**

This page is intentionally left blank



London Borough of Enfield

Title of Report:	Award of Works Contract for the Renewal of Entry Door System, Landlord Communal Lighting and Emergency Lighting at Severn Drive, Worcester Drive and Pentrich Avenue
Report to:	Strategic Director of Housing and Regeneration, Joanne Drew
Date of Report:	4 th September 2023
Directors:	Investment and Resident Safety Director
Report Author:	Interim Investment and Resident Safety Director: Andrew Cotton
Ward(s) affected:	Whitewebbs
Key Decision Number	KD 5620
Classification:	Part I Public

Purpose of Report

1. To obtain approval to award a contract for the Renewal of the Door Entry System, Landlord Communal Lighting and Emergency Lighting at Severn Drive, Worcester Avenue and Pentrich Avenue.

Recommendations

- | |
|---|
| <ol style="list-style-type: none"> I. Approval to award and enter into a contract with "Contractor A" for the Renewal of the Door Entry System, Landlord communal Lighting and Emergency Lighting at Severn Drive, Worcester Avenue and Pentrich Avenue. II. Approval for the project cost of £777,538.59, including consultancy services, staff costs, and contingency as detailed in the confidential Appendix 1. |
|---|

Background and Options

2. The HRA Capital Programme for 2023-24 is focused on the investment in our housing stock to ensure it meets building safety requirements, especially where this would impact the safety of buildings in which residents reside.
3. The existing block entrance doors and the door entry systems are no longer functional, and it is not economically viable to continually repair. The current condition of both the doors and entrycom system is presenting a high security risk to the blocks, leaving residents vulnerable. The implementation of the new access control entrycom system will also future proof the analogue to digital conversions currently taking place across the borough.
4. The landlords' emergency lighting requires upgrading to meet the standards of the recent changes within the Building Safety Act as they have been identified as a Fire Risk Assessment (FRA) remedial action, communal electrical works are also required to enable the emergency lighting upgrade.
5. The contract delivers services to communal areas of blocks with leaseholders and therefore the Section 20 process applies. This report authorises the award of this contract subject to observations which may be made by any relevant Leaseholders after the section 20 procedure is engaged. Any relevant observations made by the Leaseholders following service of the Section 20 notices will be referred to the decision maker of this report, ahead of contract award.
6. Tenders were invited using the London Tenders Portal (LTP DN673177) to the required number of bidders in accordance with the councils Contract Procedure Rules (CPRs) and returned via the tendering portal, in line with the council's procedures. The returned responses were evaluated based on a cost only basis that included a schedule of rates.
7. The suppliers invited were selected on the basis of their expertise in these types of works.
8. The tender documents and pricing schedule were prepared by a specialist Mechanical & Electrical consultant, David Miles & Partners Ltd.
9. Due to the detailed specification setting out requirements the tender was evaluated at 100% price.
10. The scope of works includes:
 - a. the replacement of the landlord's common area lighting, including the provision of emergency lighting.
 - b. the replacement of the main entrance and exit doors and provision of video link door entry and access control.
 - c. any associated works.

11. The form of contract will be JCT Minor Works Building Contract 2016.

Preferred Option and reasons or Preferred Option

12. Incorporating these works within a contract that included external works was considered however due to lead-in times and budgetary restrictions in 22/23 this was not viable. However, with the recent changes to the Building Safety Act April 2022 these works are a statutory requirement to meet the council's safety obligations as a landlord.

13. Officers considered that this option provides the optimum solution because:

- a. the council's delivery team and structure are ideally suited to this scale of contract.
- b. the size of the contract enables smaller SMEs to tender.
- c. the Council's experience in working with SMEs to deliver this type of work has been mixed, but the experience gained would enable identification of high performing contractors.

Relevance to Council Plans and Strategies

14. The contract will support the following objectives from the Council Plan:

- a. **more and better homes:** the programme will improve the quality and safety of existing homes and therefore positively impact on the wellbeing and quality of life for our residents.
- b. **sustain healthy and safe communities:** improving the existing homes where people desire to live will help to create and maintain healthy and confident communities.
- c. **an economy that works for everyone:** ensuring residents can fully participate in activities within their neighbourhood.

Financial Implications

Summary

15. This report is requesting approval to award the contract to Contractor A for the Renewal of the Door Entry System, Landlord Communal Lighting and Emergency Lighting at Severn Drive, Worcester Avenue and Pentrich Avenue.

16. To approve a total estimated project budget of £0.78m which includes contract sum, consultancy fees, 1.4% staff costs and a 15% contingency.

Capital Budget Impact

17. As part of the approved capital programme agreed at Council in February 2023, a budget of £24.1m was allocated for Decency. The door entry and lighting renewal works are included within this approved budget.

18. The table below shows the breakdown of the costs and how the project will be funded:

Capital C300614	Capital Budget
<i>Expenditure:</i>	£m
Contract Sum	0.64
15% Contingency	0.10
Consultancy Fees	0.03
1.4% Staff Costs	0.01
Total project cost	0.78
<i>Funded by:</i>	
Major repairs reserve	0.37
Leaseholder service charge	0.41
Total funding	0.78

19. There are 95 leaseholders impacted and the estimated cost per property is £4,270, this will recover £0.41m from leaseholders. These receipts will assist in funding the project costs, with the remaining costs funded from the major repairs reserve. These costs are included within the HRA 30-year Business Plan.

Revenue Budget Impact

20. The door entry system requires an ongoing revenue cost to support the cloud-based system. The hosting cost per block is £1.9k per annum and will be funded from the existing revenue repairs and maintenance budget.

Borrowing Impact

21. There will be no borrowing requirements for this project as the project is fully funded from the Major Repairs Reserve and leaseholder recharge income.

Risks

22. The financial risk to this project is that there could be an increase in costs, this could be mitigated by the 15% contingency included in the budget for this project.

Legal Implications

Provided by CP based on version of report circulated 26.7.23.

23. The Council has the power under section 1(1) Localism Act 2011 to do anything individuals generally may do providing it is not prohibited by legislation and subject to Public Law principles. There is no express prohibition, restriction or limitation contained in a statute against use of the power as recommended in this report. The Council has the power to alter, repair or improve its housing stock in accordance with section 9 of the Housing Act 1985. Under section 11 of the Landlord & Tenant Act 1985 the Council has repairing obligations in respect of properties which are

occupied by its tenants and these obligations cover structure, the exterior including drains, gutters, external pipes, installations in homes including water, gas, electricity, and sanitation. Further, as stated elsewhere in this Report, the new regime under the Building Safety Act and Fire Safety Regulations 2022 imposes more onerous obligations on landlords. Under section 111 Local Government Act 1972 local authorities may do anything, including incurring expenditure or borrowing which is calculated to facilitate or is conducive or incidental to the discharge of their functions. The recommendations in this report are in accordance with these powers.

24. The Council also has a statutory duty under Section 20 of the Commonhold and Leasehold Reform Act 2002 to undertake a consultation with leaseholders whose homes will be included on the programme and who will subsequently be charged a proportion of the costs incurred. The purpose of the consultation procedure is for leaseholders to be kept informed at the key stages of entering into a new contract and to permit leaseholders to make written observations within stipulated time periods, to which the Council is required to have regard.
25. There are sanctions for failing to comply with Section 20 which could restrict the Council's ability to recover costs from leaseholders as statutory caps can be imposed as to how much it can recover through service charge.
26. The contract being awarded is below the EU procurement threshold for Works, and so the Public Contracts Regulations 2015 do not strictly apply to this procurement process. However, the Council must comply with the procurement principles set out in its Contract Procedure Rules.
27. The contract must be in a form approved by Legal Services on behalf of the Director of Law and Governance and must be executed under seal.
28. The Contract Procedure Rules require that for contracts with a value of £500k up to £1m, sufficient security (e.g. a performance bond or parent company guarantee) from the supplier should be considered to manage risk. Evidence of the form of security required, or why no security was required, must be stored and retained on the E-Tendering Portal.
29. The Key Decision process under the Constitution must be followed as the project cost being approved is above the Key Decision threshold of £500,000.

Equalities Implications

30. An Equality Impact Assessment has been undertaken and is appended to this report.
31. The works will be delivered to the social housing blocks described above and will benefit residents irrespective of the protected characteristics of the residents.
32. People with disabilities will be profiled by the Contractors Resident Liaison

Officer (RLO).

33. Development of disabilities following the completion of the works and any required adaptations will be managed under the council's existing aids and adaptations referrals process.
34. The terms and conditions of the contract will require adherence with the Equalities Act and contractors will be required to share their Equality Diversity and Inclusion policy to assure the council of their recruitment policies.
35. Engagement with residents will be undertaken by the Contractor in accordance with their processes for resident engagement and liaison. This will be adapted according to the profile of the resident e.g., vulnerability, language spoken.

Public Health Implications

36. The works will improve the living conditions of those residents that receive.
works. This aligns with the provisions of the Enfield Joint Health and Wellbeing Strategy, which refers to the importance of housing quality as a determinant of health.
37. The contractors will be completing works in-line with the government's Covid Secure and CLC guidelines. They are required to provide a detailed.
method statement and risk assessment for each activity and the Council, and its advisors will review and comment on these prior to the commencement of works.

Property Implications

38. HRA property implications: these are to be found within the main body of this report.
39. Corporate property implications: none

Safeguarding Implications

40. The works will require Contractors to enter resident's homes and therefore the Contract Documents require Disclosure & Barring Services (DBS) and adherence with the Council's Safeguarding Policy.
41. In addition to the above the Contractor is required to provide a dedicated Resident Liaison Officer (RLO) whose role is to ensure that residents needs are reflected in the processes adopted by the Contractors.

Procurement Implications

42. The procurement was undertaken using the London Tenders Portal ref.

DN673177 using the Find a Tender Service. The procurement was carried.

out on behalf of the Council by David Miles & Partners.

43. As the procurement was undertaken by David Miles & Partners, it was not led by Procurement Services. This procurement appears to have been carried out in accordance with the Council's Contract Procedure Rules (CPR's) and the Public Contracts Regulations (2015). Ultimate accountability for compliance lies with David Miles & Partners Ltd.

44. As the contract is over £500k, the service must ensure that sufficient security has been considered to manage risk. Evidence of the form of security required, or why no security was required, must be stored and retained on the E-Tendering Portal for audit purposes.

45. The award of the contract, including evidence of authority to award, promoting to the Councils Contract Register, and the uploading of executed contracts must be undertaken on the London Tenders Portal including arrangements for the future management of the contract. The award of contract must be published on Find a Tender and Contracts Finder to comply with and the Public Contracts Regulations and the Government's transparency requirements.

Report Author: Name: Andrew Cotton
Job Title: Interim Investment and Resident Safety Director
Email Address: Andrew.cotton@enfield.gov.uk

Appendices Appendix 1: Restricted Appendix
 Appendix 2: Equality Impact Assessment
 Appendix 3: Tender Evaluation

Background Papers

The following documents have been relied on in the preparation of this report:

- Tender Report from David Miles & Partners (Confidential)

Department# HRD2324_031

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Enfield Equality Impact Assessment (EqIA)

Introduction

The purpose of an Equality Impact Assessment (EqIA) is to help Enfield Council make sure it does not discriminate against service users, residents and staff, and that we promote equality where possible. Completing the assessment is a way to make sure everyone involved in a decision or activity thinks carefully about the likely impact of their work and that we take appropriate action in response to this analysis.

The EqIA provides a way to systematically assess and record the likely equality impact of an activity, policy, strategy, budget change or any other decision.

The assessment helps us to focus on the impact on people who share one of the different nine protected characteristics as defined by the Equality Act 2010 as well as on people who are disadvantaged due to socio-economic factors. The assessment involves anticipating the consequences of the activity or decision on different groups of people and making sure that:

- unlawful discrimination is eliminated
- opportunities for advancing equal opportunities are maximised
- opportunities for fostering good relations are maximised.

The EqIA is carried out by completing this form. To complete it you will need to:

- use local or national research which relates to how the activity/ policy/ strategy/ budget change or decision being made may impact on different people in different ways based on their protected characteristic or socio-economic status;
- where possible, analyse any equality data we have on the people in Enfield who will be affected eg equality data on service users and/or equality data on the Enfield population;
- refer to the engagement and/ or consultation you have carried out with stakeholders, including the community and/or voluntary and community sector groups you consulted and their views. Consider what this engagement showed us about the likely impact of the activity/ policy/ strategy/ budget change or decision on different groups.

The results of the EqIA should be used to inform the proposal/ recommended decision and changes should be made to the proposal/ recommended decision as a result of the assessment where required. Any ongoing/ future mitigating actions required should be set out in the action plan at the end of the assessment.

Section 1 – Equality analysis details

Title of service activity / policy/ strategy/ budget change/ decision that you are assessing	To award works contract for the Renewal of Door Entry System, Communal Electrics & Emergency Lighting to Severn Drive, Worcester Avenue & Pentrich Avenue residential blocks.
Team/ Department	Major Works – Council Housing – Place
Executive Director	Sarah Cary
Cabinet Member	N/A
Author(s) name(s) and contact details	Paul O'Donnell
Committee name and date of decision	N/A

Date the EqIA was reviewed by the Corporate Strategy Service	xxxx
Name of Head of Service responsible for implementing the EqIA actions (if any)	Paul O'Donnell
Name of Director who has approved the EqIA	Joanne Drew

The completed EqIA should be included as an appendix to relevant EMT/ Delegated Authority/ Cabinet/ Council reports regarding the service activity/ policy/ strategy/ budget change/ decision. Decision-makers should be confident that a robust EqIA has taken place, that any necessary mitigating action has been taken and that there are robust arrangements in place to ensure any necessary ongoing actions are delivered.

Section 2 – Summary of proposal

Please give a brief summary of the proposed service change / policy/ strategy/ budget change/project plan/ key decision

Please summarise briefly:

What is the proposed decision or change?
What are the reasons for the decision or change?
What outcomes are you hoping to achieve from this change?
Who will be impacted by the project or change - staff, service users, or the wider community?

The proposed decision is to award works contracts for renewal of Door Entry System, Communal Electrics & Emergency Lighting to council owned blocks. These works will impact residents by improving the safety of the blocks through upgrading or installation of:

- Replacement of Communal Front & Rear Exit Doors
- Replacement of Digi lock entrycom system to Video link PAC system
- Landlords Communal Electrics
- Emergency Lighting

Section 3 – Equality analysis

This section asks you to consider the potential differential impact of the proposed decision or change on different protected characteristics, and what mitigating actions should be taken to avoid or counteract any negative impact.

According to the Equality Act 2010, protected characteristics are aspects of a person's identity that make them who they are. The law defines 9 protected characteristics:

1. Age
2. Disability
3. Gender reassignment.
4. Marriage and civil partnership.
5. Pregnancy and maternity.
6. Race
7. Religion or belief.
8. Sex
9. Sexual orientation.

At Enfield Council, we also consider socio-economic status as an additional characteristic.

“Differential impact” means that people of a particular protected characteristic (eg people of a particular age, people with a disability, people of a particular gender, or people from a particular race and religion) will be significantly more affected by the change than other groups. Please consider both potential positive and negative impacts, and provide evidence to explain why this group might be particularly affected. If there is no differential impact for that group, briefly explain why this is not applicable.

Please consider how the proposed change will affect staff, service users or members of the wider community who share one of the following protected characteristics.

Detailed information and guidance on how to carry out an Equality Impact Assessment is available [here](#). (link to guidance document once approved)

Age

This can refer to people of a specific age e.g. 18-year olds, or age range e.g. 0-18 year olds.

Will the proposed change to service/policy/budget have a **differential impact positive** on people of a specific age or age group (e.g. older or younger people)?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block regardless of age and where necessary adaptations will be made.

Mitigating actions to be taken**Disability**

A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on the person's ability to carry out normal day-day activities.

This could include: physical impairment, hearing impairment, visual impairment, learning difficulties, long-standing illness or health condition, mental illness, substance abuse or other impairments.

Will the proposed change to service/policy/budget have a **differential impact positive** on people with disabilities?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact, these works will improve security and lighting to the blocks, individual video link handsets into each home will provide visibility to control who enters the building. Handsets will be fitted in a suitable location to meet residents' specific needs.

Mitigating actions to be taken

Gender Reassignment

This refers to people who are proposing to undergo, are undergoing, or have undergone a process (or part of a process) to reassign their sex by changing physiological or other attributes of sex.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on transgender people?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block, regardless of their gender identity.

Mitigating actions to be taken

Marriage and Civil Partnership

Marriage and civil partnerships are different ways of legally recognising relationships. The formation of a civil partnership must remain secular, where-as a marriage can be conducted through either religious or civil ceremonies. In the U.K both marriages and civil partnerships can be same sex or mixed sex. Civil partners must be treated the same as married couples on a wide range of legal matters.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people in a marriage or civil partnership?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block, regardless of their marital or civil partnership status.

Mitigating actions to be taken

--

Pregnancy and maternity

Pregnancy refers to the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on pregnancy and maternity?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block, regardless of whether they are pregnant or expecting a baby

Mitigating actions to be taken

--

Race

This refers to a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people of a certain race?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block, regardless of their race.

Mitigating actions to be taken

--

--

Religion and belief

Religion refers to a person's faith (e.g. Buddhism, Islam, Christianity, Judaism, Sikhism, Hinduism). Belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people who follow a religion or belief, including lack of belief?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block, regardless of religious belief.

Mitigating actions to be taken

--

Sex

Sex refers to whether you are a female or male.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on females or males?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block, regardless of their sex.

Mitigating actions to be taken

--

Sexual Orientation

This refers to whether a person is sexually attracted to people of the same sex or a different sex to themselves. Please consider the impact on people who identify as heterosexual, bisexual, gay, lesbian, non-binary or asexual.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people with a particular sexual orientation?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block, regardless of their sexual orientation.

Mitigating actions to be taken

Socio-economic deprivation

This refers to people who are disadvantaged due to socio-economic factors e.g. unemployment, low income, low academic qualifications or living in a deprived area, social housing or unstable housing.

Will this change to service/policy/budget have a **differential impact [positive or negative]** on people who are socio-economically disadvantaged?

Please provide evidence to explain why this group may be particularly affected.

No anticipated differential impact. By improving the security and lighting to the blocks this will support and safeguard all residents living in the block, this will support all leaseholders or tenants living in the block.

Mitigating actions to be taken.

Section 4 – Monitoring and review

How do you intend to monitor and review the effects of this proposal?

Who will be responsible for assessing the effects of this proposal?

The project manager within the service will be responsible for managing the contractor and ensuring they undertake their responsibilities as per the contract, including delivering the works as per the specification.

Engagement with residents will be undertaken by the Contractor in accordance with their processes for resident engagement and liaison. A tracker to record issues and complaints will be used to inform changes in processes and methods of working to help residents through the works and manage complaints.

People with disabilities will be profiled by the Contractors Resident Liaison Officer (RLO) and necessary adaptations where required will be referred to the Council's aids and adaptations team. As part of this process, the RLO will refer any necessary adaptations for residents with disabilities to the Council's aids and adaptations team for assessment to ensure the works completed and equipment installed takes due regard of their specific needs. The referrals will be made as early as possible following the award of the contract and before works are planned in properties so any deviations from the scope of works/design can be accommodated and instructed to the Contractors.

The contract will also include all responsibilities under the Equalities Act 2010 as statutory obligations in relation to how they treat residents and employees.

The impact assessment will be reviewed regularly throughout the various stages of the project to ensure that once on site the delivery of the works and any impact is updated to reflect any changes.

Section 5 – Action plan for mitigating actions

Any actions that are already completed should be captured in the equality analysis section above. Any actions that will be implemented once the decision has been made should be captured here.

Identified Issue	Action Required	Lead officer	Timescale/By When	Costs	Review Date/Comments
EDI Policy to be provided by the Contractor	The Contractor will be required to submit their Equality Diversity and Inclusion policy to the council	TBC	Pre - Contract Meeting – November 23	None	TBC
Adaptations to the systems for residents with disabilities	People with disabilities will be profiled by the Contractors Resident Liaison Officer (RLO) and necessary adaptations to installations i.e., positioning of video visual display and telephone, handsets will be considered	TBC	December 23	To be Confirmed by the contractor	

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank