

**Report of Head of Corporate Property Management**

**Report to Director of City Development**

**Date: 12<sup>th</sup> June 2014**

**Subject: Design & Cost Report for– Leeds Civic Hall – Backlog Maintenance Period 2014 - 2018.**

**Scheme Number: 16995**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): City & Hunslet	Yes
Are there implications for equality and diversity and cohesion and integration?	No
Is the decision eligible for Call-In?	Yes
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	No

**Summary of main issues**

1. In January 2013 Norfolk Property Services (NPS) completed a condition survey of the Civic Hall. This condition survey identified a number of outstanding and historical (backlog) maintenance works, these works were categorised into the following in terms of need for action: Imminent, Essential, Desirable and Long Term.
2. The identified backlog maintenance works cover all aspects of building maintenance, including but not limited to the following disciplines, building structural, building services (M&E), health and safety and some disability/access works.
3. A prioritised four year program of works has been produced by CEL to address a number of the backlog maintenance issues identified in the report (see attached supporting documents), it is proposed that this program starts in 2014 and completes in 2018.

## **Recommendations**

- 3 The Chief Asset Management and Regeneration Officer is recommended to give Authority to Spend £1M in order to undertake backlog maintenance works identified in the 2013 NPS Condition Survey for the Civic Hall, Leeds.

### **1 Purpose of this report**

- 1.1 The purpose of this report is to seek Authority to Spend £1M in respect of the backlog maintenance works identified by NPS in their 2013 condition survey for the Civic Hall, Leeds.

### **2 Background information**

- 2.1 In January 2013 NPS completed a condition survey of the Civic Hall (see attached supporting documents). This condition survey identified a number of historical and outstanding maintenance works (backlog), these works were categorised into the following in terms of need for action: Imminent, Essential, Desirable and Long Term.
- 2.2 The identified backlog maintenance works cover all aspects of building maintenance, including but not limited to, the building structure, health and safety, building services and disability works.
- 2.3 A prioritised four program of works has been produced by CEL to address a number of the backlog maintenance issues identified in the report (see attached supporting documents), this program starts in 2014 and completes in 2018.
- 2.4 Separate reports to Strategic Investment Board (SIB) have been submitted and have approved capital spending of £1M to cover the cost of these backlog maintenance works.
- 2.5 A number of maintenance works identified in the NPS report will fall outside the scope of this funding approval, i.e. those falling within revenue budgets, those covered by other schemes (such as CTW) and those where no funding has been identified or is in place as yet.
- 2.6 It is anticipated that an even distribution of the funding will be allocated over the four year period i.e. £250,000 per annum, however subject to possible external factors and other influences this figure may vary slightly from year to year.
- 2.7 It is envisaged that the majority of works will be contracted to the In-house Service Provider (ISP), those which fall outside the scope of the ISP will be subject to tender procurement rules (CPR's) where required.

### **3 Main issues**

- 3.1 Following the 2012 condition survey of the Civic Hall by NPS their report identifies a significant number of backlog maintenance works which require to be addressed.
- 3.2 The NPS report categorises the works required in terms of need, timescale (urgency) to complete with budget estimate costs provided to each item/area of work.

- 3.3 It is anticipated that the majority of work will be undertaken by the ISP.
- 3.4 NPS have prioritised the identified work and CEL have produced a program of works around this which will form the basis of a four year maintenance program.
- 3.5 It is essential that these works are progressed to ensure the future life and operational needs of the building users are met and maintained.

#### **4 Corporate Considerations**

##### **4.1 Consultation and Engagement**

- 4.1.1 Ward Members, Civic Buildings Management, CEL Property Maintenance & CPM.

##### **4.2 Equality and Diversity / Cohesion and Integration**

An independent impact assessment is not required for the approvals requested.

##### **4.3 Council policies and City Priorities**

This work will be carried out in accordance with the requirements of the Council's range of policies, plans and strategies.

##### **4.4 Resources and value for money**

Where suitable the majority of work will be undertaken by the ISP or procured through the standard procedure in accordance with the council's procurement and financial regulations,

- 4.4.2 Capital Funding and Cash Flow.

<b>Funding Approval :</b>							
<b>Previous total Authority to Spend on this scheme</b>	<b>TOTAL</b> £000's	<b>TO MARCH</b> 2014 £000's	<b>FORECAST</b>				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)							
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
<b>TOTALS</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Authority to Spend required for this Approval</b>	<b>TOTAL</b> £000's	<b>TO MARCH</b> 2014 £000's	<b>FORECAST</b>				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LAND (1)	0.0						
CONSTRUCTION (3)	1000.0		250.0	250.0	250.0	250.0	
FURN & EQPT (5)	0.0						
DESIGN FEES (6)	0.0						
OTHER COSTS (7)	0.0						
<b>TOTALS</b>	<b>1000.0</b>	<b>0.0</b>	<b>250.0</b>	<b>250.0</b>	<b>250.0</b>	<b>250.0</b>	
<b>Total overall Funding (As per latest Capital Programme)</b>	<b>TOTAL</b> £000's	<b>TO MARCH</b> 2014 £000's	<b>FORECAST</b>				
			2014/15 £000's	2015/16 £000's	2016/17 £000's	2017/18 £000's	2018 on £000's
LCC Funded	1000.0		250.0	250.0	250.0	250.0	
Total Funding	1000.0		250.0	250.0	250.0	250.0	
<b>Balance / Shortfall =</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

Parent Scheme Number : 16995

Title : Design & Cost Report for Backlog Maintenance Work – Civic Hall, Leeds  
Period 2014 - 2018.

### Revenue Effects

There will be no additional revenue consequences following the implementation of this proposal.

### 4.5 Legal Implications, Access to Information and Call In

4.5.1 This decision is a key decision and is therefore subject to Call In.

### 4.6 Risk Management

4.6.1 **Risk Assessments** – All contractor risk assessments and method statements will be in place and are site specific where required.

- 4.6.2 **Financial Issues** – Prior to any works starting Leeds City Council CEL Property Maintenance (ISP) will provide accurate costs from themselves or from their framework sub-contractors.
- 4.6.3 **Service Delivery Issues** – All issues to be discussed and implemented by management and contractor to ensure continual safe delivery of services during the program of works.
- 4.6.4 **Programme Issues** – To be fully monitored by CEL ISP/CPM Management to ensure start on site and completion dates are on time.
- 4.6.5 **Other** - All work will be site specific risk assessed and carried out using approved methods of working, and will be programmed as far as possible to minimise Health & Safety risks.

## **5 Conclusions**

- 5.1 The Council has a responsibility and is required to maintain its building to ensure that they are both suitable and fit for purpose, they safe to use by both staff and public alike, this requires a commitment and funding where works such as these are identified.
- 5.2 The 2013 NPS condition survey has identified a number of works which require action and attention on a prioritised basis over the next four years.

## **6 Recommendations**

- 6.1 The Chief Asset Management and Regeneration Officer is recommended to give Authority to Spend £1M in order to undertake backlog maintenance works identified in the 2013 NPS Condition Survey for the Civic Hall, Leeds.

## **7 Background documents<sup>1</sup>**

- 7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.