

Report of Head of Mechanical and Electrical

Report to Director of Resources and Housing

Date: 07th October 2019

Subject: Lift Replacement programme 2018/19-2020/21:- Year 3 delivery plan

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

1. Main issues

- A 3 year programme for passenger and goods Lift Replacement has been identified across multiple high and low rise blocks in several wards of the City – these works are required as the current installation of lifts are in need of significant repairs or replacement to ensure the continual service provided to residents and visitors
- A Key Decision was signed by the Director of Resources and Housing on 21st June 2018 that became effective from 7th July 2018. This gave approval to utilise the Term Partnering Contract for Passenger Lift Servicing with CHIC (Central Housing Investment Consortia) for the procurement of a new 3 year lift replacement work contract delivered by Lifts Engineering Services (LES). This mechanism has successfully been utilised previously to deliver works at Roxby Close, and years 1 and 2 of this 3 year programme.
- This report seeks to outline and obtain approval for the delivery of the lift replacement works for the final year 3 of the programme. The year 3 plan is to undertake works on 12 lifts servicing 6 blocks.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- This contract will support and enable the council to maintain safe and cost effective access to its residential and commercial properties.

3. Resource Implications

- The delivery of the new contracted works will be managed by Leeds Building Services (LBS) and overseen by the Mechanical and Electrical Team within the Property and Contracts division of Housing Leeds.

Recommendations

- a) The Director of Resources and Housing is requested to approve the delivery of the year 3 lift replacement programme by the issue of a task order in early November 2019 to instruct Lifts Engineering Services (LES) via the use of the CHIC (Central Housing Investment Consortia) Term Partnering Contract for Passenger Lifts. This will allow the delivery of an agreed programme of works for lift replacements in year 3 (2020/21) to the sum of £3.2m

1. Purpose of this report

- 1.1 The purpose of this report is to seek approval to issue a task order for the delivery of the year 3 programme to be able to place orders for the manufacture, supply and installation of new passenger and goods lifts.

2. Background information

- 2.1 A Key Decision was signed by the Director of Resources and Housing on 21st June 2018 that became effective from 7th July 2018, that approved the use of the Term Partnering Contract for Passenger Lift Servicing with CHIC (Central Housing Investment Consortia) for the procurement of three year agreement for Lifts Engineering Services (LES) to deliver lift replacement work.
- 2.2 Contained within the key decision report was reference to a £9.25m budget within the capital programme available for the refurbishment and replacement of domestic and non-domestic lift over the 3 year period 2018/19 to 2020/21
- 2.3 The estimated value of the works within year 3 is approximately £3.2m.

3. Main issues

- 3.1 In discussion with senior managers within LBS, Operational Managers within Property and Contracts, and the Procurement Team including Legal representatives, and in line with the Key Decision report effective from 7th July 2018, it is proposed to utilise Council's Participant/Client status on the Term Partnering Contract for Passenger Lift Servicing with CHIC (Central Housing Investment Consortia) for the duration of the three year the lift replacement work programme
- 3.2 Under the terms of this contract, the works will be delivered by Lift Engineering Services (LES). Each year of the programme has previously been subject to an individual Delegated Decision Report as a Significant Operational Decision (SOD) to outline costs and seek approval for proposed replacements in line with CPR 3.1.6.

3.3 Subsequent to approval of this Significant Operational Decision (SOD) individual Task Orders will be issued to the contract service provider (Lift Engineering Services) for the final year's programme in accordance with the terms of the CHIC Term Partnering Contract

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 All local ward members will be notified of upcoming work to properties in their relevant ward areas.

4.1.2 Procurement and legal officers have been consulted and involved during the procurement route recommendation. The Mechanical and Electrical team from Property and Contracts has been involved in the preparation of specification documents.

4.1.3 Consultation with the Head of Operations for LBS, the Senior Management Team and Chief Officer for Property and Contracts, Housing Leeds on this approach has taken place.

4.1.4 A compliant Leaseholder S20 consultation process was adhered to for Year 2 of the programme, and also applies to Year 3 of the programme thereby permitting recharge costs to be sought in excess of £250 per leaseholder.

4.2 Equality and diversity / cohesion and integration

4.2.1 An Equality Diversity, Cohesion and Integration Impact screening has been undertaken. This identifies positive impacts for customers and vulnerable tenant groups in terms of improving access to their homes through modern lifts complying with the Equality Act.

4.3 Council policies and the Best Council Plan

4.3.1 This contract will support and enable the council to maintain safe and cost effective access to its residential and commercial properties.

Climate Emergency

4.3.2 At Full Council on 27 March 2019, Leeds City Council passed a motion declaring a Climate Emergency. In addition, the Leeds Climate Commission have proposed a series of science based carbon reduction targets for the city so that Leeds can play its part in keeping global average surface temperatures to no more than 1.5°C.

4.3.3 It is not believed that the proposed lift replacements are likely to have an impact, either positive or negative in carbon emissions and the climate emergency.

4.4 Resources, procurement and value for money

- 4.4.1 An estimated provision of £3.2m is included in the approved £9.25m capital programme for the delivery of the 3rd year of the Lift Replacement Programme 2018/19 – 2020/21.
- 4.4.2 The delivery of the new contracted works will be managed by LBS and overseen by the Mechanical and Electrical Team within the Property and Contracts division of Housing Leeds.

4.5 Legal implications, access to information, and call-in

- 4.5.1 The decision to utilise the CHIC Contract was subject to call in as a Key Decision and was published on the Council's website in June 2018. There is no requirement for keeping the contents of this report confidential under the Access to Information Rules.
- 4.5.2 The yearly call offs will be dealt with as Significant Operational Decisions (SOD) and subsequently task orders will be placed by the Council with the Contractor (LES) for that particular years works as outlined in CPR 3.1.6. This report specifically relates to the works in year 3 and is the final report relating to the full programme for Lift Replacement programme 2018/19-2020/21.

4.6 Risk management

- 4.6.1 A risk register will be developed as part of the contract implementation which will highlight all risks and register how contract risks will be managed.
- 4.6.2 The main risks associated with this work relates to the manufacturing timescales on the actual delivery of the lift replacement works. These risks are deemed to medium risks but will be escalated to a higher level should there be any delays in the procurement timescales.
- 4.6.3 A contract management plan as required under CPRs will be put in place to ensure robust and proactive contract management of the works.

5. Conclusions

- 5.1 There is a requirement to follow a compliant procurement route in order to deliver year 3 or the lift replacement programme. There are no current LCC owned contracts in place to draw down from to undertake this work.
- 5.2 The use of the CHIC Lifts Term Partnering contract in place with LES, will allow Leeds City Council to put in place by the issue of a task order arrangements to replace 12 lifts in year 3 whilst evidencing value for money and managing contractor delivery and performance.
- 5.3 The proposed approach will enable full leaseholder consultation for year 3 and therefore ensuring that the Council will be able to achieve the maximum income under the leaseholder legislation and process.

6. Recommendations

6.1 The Director of Resources and Housing is requested to approve the delivery of the year 3 lift replacement programme by the issue of a task order in early November 2019 to instruct Lifts Engineering Services (LES) via the use of the CHIC (Central Housing Investment Consortia) Term Partnering Contract for Passenger Lifts. This will allow the delivery of an agreed programme of works for lift replacements in year 3 (2020/21) to the sum of £3.2m

7. Background documents¹

7.1 N/A

¹ 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.