

	Cabinet 9 September 2024
	Report from the Corporate Director, Partnerships, Housing & Residents Services
	Lead Member - Leader and Cabinet Member for Housing (Councillor Muhammed Butt)
Community Space at Roy Smith House	

Wards Affected:	Stonebridge
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
No. of Appendices:	One Appendix 1: Stonebridge demographics and need
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Jon Cartwright, Head of Change and Customer Insight 020 8937 1742 Jonathan.cartwright@brent.gov.uk Marta Portalska, Change and Improvement Project Manager 020 8937 4354 Marta.portalska@brent.gov.uk

1.0 Executive Summary

- 1.1 This report concerns proposals for the use of the unoccupied ground floor commercial unit at Roy Smith House, 71 Hillside, London, NW10 8LN towards community initiatives.
- 1.2 This report requests Cabinet approval for use of Strategic Community Infrastructure Levy (SCIL) funding towards works to fit out the commercial

unit at Roy Smith House and to invite tenders for the fit out works as required by Contract Standing Orders 88 and 89.

2.0 Recommendation(s)

That Cabinet:

- 2.1 Approve the use of £624,000 of Strategic Community Infrastructure Levy for works to fit out the commercial unit at Roy Smith House.
- 2.2 Approve inviting tenders for a contract for works to fit out the commercial unit at Roy Smith House on the basis of the pre-tender considerations set out in paragraphs 3.2.14 of the report.
- 2.3 Approve Officers evaluating the tenders referred to in 2.2 above on the basis of the evaluation criteria set out in paragraphs 3.2.14 of the report.
- 2.4 Delegate authority to the Corporate Director of Partnerships Housing and Resident Services in consultation with the Leader and Cabinet Member for Housing to award the contract for works to fit out the commercial unit at Roy Smith House.

3.0 Detail

3.1 Cabinet Member Foreword

- 3.1.1 Proposals in this report align with the Council's commitment to create long lasting positive change to local areas, for the benefit of local communities and align with the Borough Plan 2023 - 2027 priorities of 'Thriving Communities', 'A Healthier Brent' and 'Prosperity and Stability in Brent'.
- 3.1.2 Fit out of the commercial unit at Roy Smith House will help to meet the outcomes of 'Thriving Communities' and 'Prosperity and Stability' in Brent by supporting the creation of community spaces, as well as helping to achieve objectives within Brent's Local Plan and Infrastructure Delivery Plan of providing community facilities for Brent's increasing population.

3.2 Background

- 3.2.1 The Brent Local Plan outlines proposals to accommodate development in the borough up to 2041. Over this time, the borough will continue to see a significant increase in its population, similar to levels seen over the last 20 years. This will require a substantial number of new homes, jobs and associated physical and social infrastructure to meet population increases.
- 3.2.2 Stonebridge is one of the most ethnically diverse wards in Brent, with 79% of residents coming from Black, Asian and Minority Ethnic

backgrounds, compared to the borough-wide figure of 65%. 26.3% of residents living in Stonebridge are Black African, a significant proportion of whom are from Somalian backgrounds. Stonebridge also has the highest proportion of residents from Black groups (43.5%) of any ward in Brent.

- 3.2.3 Census 2021 data shows that of all Brent wards, Stonebridge had the lowest employment rate among 16-64 year olds, standing at just 56%. Meanwhile, as of February 2024, 32% of the working age population in Stonebridge received Universal Credit, of which 67% were not in work. Of the Stonebridge households in receipt of Universal Credit payments, 31% were single parents and 10% were couple households with children. (Further details of local need and demographics included in Appendix).
- 3.2.4 In response to these findings, an Employment and Skills themed Outcome Based Review (OBR), focussing on delivering better employment outcomes for Stonebridge residents has been launched. OBR discovery work has included significant engagement of Stonebridge residents and Voluntary and Community Sector partners to develop a detailed understanding of the issues facing local people, including key barriers to employment and skills. These include a lack of awareness of local opportunities, childcare and care responsibilities, poor levels of English language proficiency, difficulties converting qualifications from abroad and lack of work experience opportunities.
- 3.2.5 In May 2024 an OBR Visioning Event, bringing together a range of internal and external partners to share learning and develop new solutions, was held in Stonebridge. The outputs from this event and the key findings of earlier discovery work has fed into the proposals for Roy Smith House, including development of the service specification which will be included as part of the marketing exercise to let the unit.
- 3.2.6 Brent Council's recently completed Milton and Hillside development provides modern, energy efficient homes and comprises of 51 one, two and three bedroom homes in the Roy Smith House block in Hillside, Stonebridge and 22 four-bedroom townhouses on Milton Avenue, delivering 73 new homes to Brent residents. The ground floor of Roy Smith House hosts an approx. 250m² Shell and Core only commercial unit, and is currently unoccupied.
- 3.2.7 It is proposed this unit is converted and fitted out to provide a community venue and flexible event space for use by the local community, in particular those living on the new Milton and Hillside development.
- 3.2.8 Design development includes a full fit-out for the venue to comprise of a commercial kitchen, café bar and servery area with seating, an event space, a training suite, toilets and a staff office with a kitchenette. Moveable partitions have formed part of the design to allow the space to be tailored to various community events or activities.

- 3.2.9 An indicative cost plan has been provided to Brent by an external surveyor, which estimates the refurbishment and fit out costs in the region of £624,000. SCIL funding of this amount is requested ahead of beginning a procurement exercise for these works.
- 3.2.10 A separate exercise will be undertaken to market the property and attract bids from suitable provider (s) to manage and deliver services for the local community. Brent's Property Team will support in carrying out a marketing exercise to publish the opportunity for letting the unit on the Council's "Commercial Council Properties" website page. This will include publication of details of the property, a specification for the Council's desired use of the space, the guide market rent and any social outcomes expected to be delivered by the successful bidder amongst other criteria. The provider(s) will be expected to deliver a range of activities for local communities including provision of advice and guidance, services for young people, employment and skills support, as well as other tailored and community offers.
- 3.2.11 Following Cabinet approval, procurement for the fit-out works and the marketing exercise to let the unit will commence - creative and tailored bids over and above the specification will be welcomed. The successful provider(s) will be expected to manage the fitted-out unit on a lease or license basis, with rent payable to the Council. The level of rent will reflect the fact that the organisation is likely to be a voluntary or community sector organisation which will be providing facilities for the local community.

Table 1: Indicative Timeline

Activity	Date
Cabinet approval of SCIL funding and procurement exercise	September 2024
Procurement exercise for refurbishment and fit-out works	September – November 2024
Marketing exercise to lease unit to a Lead Tenant(s) to manage space and deliver services	September – November 2024
Estimated completion date of fit out works	April 2025
Community unit ready for use	May 2025

SCIL considerations

- 3.2.12 The Strategic Community Infrastructure Levy (SCIL) is a charge which can be levied by local authorities on new development in their area and helps to deliver vital infrastructure. It can be used to fund a broad range of improvement or replacement of infrastructure projects including education, transport facilities, medical facilities, schools, parks and green spaces, cultural and sports facilities and other community facilities. This flexibility gives local authorities the opportunity to prioritise

what vital infrastructure is needed, supported by the Infrastructure Delivery Plan (IDP).

3.2.13 This project aligns with the Brent Local Plan Policy BP5 South¹ - Community and Cultural Facilities, which focuses on meeting social infrastructure requirements by securing provision for needs arising from new housing development, especially the provision of new education, health, cultural and community facilities. Community activities will be delivered by local organisations and for the local community, and will include use of the commercial kitchen to provide food support, advice and guidance as well as supporting local residents with skills and employment. Although the location of Roy Smith House is on Hillside, Stonebridge (within the South Place as outlined in the Local Plan) which is not determined as a growth area, it neighbours the Church End, Alperton and Wembley growth areas. Developments in the vicinity include the Grand Union development in the Alperton growth area, redevelopment of Bridge Park Leisure Centre, as well as Wembley Point. Local regeneration and growth areas can be found at: <https://www.brent.gov.uk/business/regeneration/growth-areas>

Pre-tender considerations: refurbishment and fit-out works

3.2.14 In accordance with Contract Standing Orders 88 and 89, pre-tender considerations for the procurement of the contract for the fit-out works have been set out below.

Ref.	Requirement	Response		
(i)	<i>The nature of the services / supplies / works.</i>	Works		
(ii)	The estimated value.	£624,000 + VAT		
(iii)	The contract term.	Works to be performed under the contract are estimated to take approximately 12 weeks.		
(iv)	The tender procedure to be adopted.	Single Stage Tender process		
(v)	The procurement timetable.	Stage in Procurement		Indicative dates
		Invite Tenders		7 th October 2024
		Deadline for submission of Tenders		4 th November 2024
		Evaluation of Tenders		4 th – 18 th November 2024
		Approval of award		18 th – 29 th November 2024

¹ Brent Local Plan 2019 – 2041, Available at: [legacy.brent.gov.uk/media/16420376/brent-local-plan-2019-2041.pdf?_ga=2.215832919.1958981786.1719909268-1677223408.1641832831](https://www.brent.gov.uk/media/16420376/brent-local-plan-2019-2041.pdf?_ga=2.215832919.1958981786.1719909268-1677223408.1641832831)

Ref.	Requirement	Response	
		Mobilisation period	2 nd December 2024
		Contract start date	6 th January 2025
(vi)	The evaluation criteria and process.	Evaluation Criteria	Weighting
		Price	60%
		Quality	30%
		Social Value	10%
(vii)	Any business risks associated with entering the contract.	No specific business risks are considered to be associated with entering into the proposed Contract.	
(viii)	The Council's Best Value duties.	The Council is procuring through a competitive procurement process in order to comply with the Council's Best Value duties.	
(ix)	Consideration of Public Services (Social Value) Act 2012	The Council is under duty pursuant to the Public Services (Social Value) Act 2012 ("the Social Value Act") to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. This duty does not strictly apply to the proposed Contract as it is not a services contract. Nevertheless, Officers have had regard to considerations contained in the Social Value Act in relation to the procurement and social value forms 10% of the evaluation score.	
(x)	Any staffing implications, including TUPE and pensions.	As detailed in Section 9 below.	
(xi)	The relevant financial, legal and other considerations	As detailed in Sections 5 and 6 below.	
(xii)	Sustainability	The contract will be procured in line with the Sustainable Procurement Policy.	
(xiii)	Key Performance Indicators / Outcomes	Appropriate Key Performance Indicators and Outcomes will be included in the contract.	
(xiv)	London Living Wage	The Contract will require the payment of the London Living Wage.	
(xv)	Contract Management	A contract manager will be appointed and appropriate contract management provisions will be included in the contract.	

4.0 Stakeholder and ward member consultation and engagement

4.1 The Employment and Skills Outcomes Based Review process included early stakeholder and community engagement, and co-development of prototype ideas with stakeholders. Ward members are regularly updated on actions the Council is taking regarding improving employment support, and activities available to our local communities and Council tenants.

5.0 Financial Considerations

5.1 The £624,000 funding required for the project will be disbursed through the Council's capital programme as it will enhance the value of the community space at Roy Smith for the benefit of the community over several years. The report therefore seeks cabinet approval for a capital budget to be created for this project funded from the SCIL allocation requested in this report.

5.2 No borrowing costs is assumed for this project given the planned use of SCIL income to fund the project.

6.0 Legal Considerations

6.1 As detailed in paragraph 3.2.11, SCIL is a charge which can be levied by local authorities on new development in their area that helps to deliver a wide range of infrastructure needed to support development. Officers consider that this project aligns with the Brent Local Plan Policy BP5 South - Community and Cultural Facilities, which focuses on meeting social infrastructure requirements by securing provision for needs arising from new housing development, especially the provision of new education, health, cultural and community facilities.

6.2 The estimated value of the proposed Contract falls below the threshold for Works under the Public Contracts Regulations 2015 (the "PCR 2015") and the procurement is therefore governed in part only by the PCR 2015.

6.3 The procurement is subject to the Council's own Standing Orders and Financial Regulations in respect of Medium Value Contracts given the procurement is valued at £624,000. For Medium Value Contracts, approval is required for the pre-tender considerations set out in paragraph 3.2.14 above (Standing Order 89) and the inviting of tenders (Standing Order 88).

6.4 Once the tendering process is undertaken, Officers will report back to the Corporate Director explaining the process undertaken in tendering the Contract and recommending award.

7.0 Equity, Diversity and Inclusion (EDI) Considerations

7.1 Pursuant to s149 Equality Act 2010 (the “Public Sector Equality Duty”), the Council must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,

7.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

7.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

7.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.

7.5 The proposals in this report are likely to result in positive implications. The proposed new community space will be located in Stonebridge - this is an ethnically diverse ward, with a large Black, Asian and Minority Ethnic population, but also an area with challenges around economic inactivity and deprivation.

7.6 The new community space will aim to help resolve the challenges in the areas. It will be delivered by local organisations and for the local community, including a commercial kitchen that will provide food support, advice and guidance as well as supporting local residents with skills and employment. Combined, this will all likely have a positive impact on the local community.

8.0 Climate Change and Environmental Considerations

8.1 This contract will be procured in line with the Sustainable Procurement Policy. In addition, there is scope for one of the Social Value KPIs to be

selected from the measures listed under the Cleaner, Greener Brent theme in the Social Value Pro Forma.

- 8.2 The specification for the services to be delivered will include requirements to support individual and collective climate action, in particular climate action that supports households with the cost of living.

9.0 Human Resources/Property Implications (if appropriate)

- 9.1 There are no implications for Council staff arising from the tendering of the contract for works or the contract for the management and delivery of services.

- 9.2 Any provider appointed for the management and delivery of services at at Roy Smith House will be required to enter into such lease or licence as the Director Property and Assets considers appropriate.

10.0 Communication Considerations

- 10.1 A marketing exercise will be undertaken to market the property and attract bids from suitable provider(s) to manage and deliver services for the local community, and will be published on the Council's ' Commercial Properties to let' webpage. The successful Provider(s) will be expected provide community activities, and to manage appropriate communications to local residents regarding the activities and opportunities available.

Report sign off:

Peter Gadsdon

Corporate Director, Partnerships,
Housing & Residents Services