



Officer Key Decision

Report to the Corporate Director of Residents and Housing Services
Lead Member – Cabinet Member for Housing
(Councillor Fleur Donnelly-Jackson)

AUTHORITY TO AWARD CONTRACT FOR ROY SMITH HOUSE FIT OUT WORKS

Wards Affected:	Stonebridge
Key or Non-Key Decision:	Key
Open or Part/Fully Exempt: (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Part Exempt – Appendix 1 is exempt as it contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: “Information relating to the financial or business affairs of any particular person (including the authority holding that information)”
No. of Appendices:	Two Appendix 1: (exempt) Name of Tenderers Appendix 2: Tender Evaluation Grid
Background Papers:	Cabinet, September 2024 – Community Space at Roy Smith House
Contact Officer(s): (Name, Title, Contact Details)	Marta Portalska, Change and Improvement Project Manager 020 8937 4354 marta.portalska@brent.gov.uk

1.0 Executive Summary

- 1.1 This report concerns fit out works at the ground floor commercial unit at Roy Smith House, 71 Hillside, NW10 8LN, Stonebridge for community use. This report requests authority to award a contract as required by Contract Standing Order 88. This report summarises the process undertaken in procuring a contract and, following the completion of the evaluation of the bids, recommends to whom the contract should be awarded.

2.0 Recommendation(s)

That the Corporate Director of Residents and Housing Services in consultation with the Leader and Cabinet Member for Housing:

- 2.1 Approves the award of the contract for Works to Ash Special Works for fit out works at the ground floor commercial unit at Roy Smith House at a sum of £609,986.64 + vat.

3.0 Detail

Contribution to Borough Plan Priorities & Strategic Context

- 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.

Background

- 3.2 The Council requires fit out works to be carried out at the ground floor commercial unit at Roy Smith House ('the Works'). Council officers have undertaken a procurement exercise and identified a contractor providing the most economically advantageous offer in accordance with relevant evaluation criteria and therefore recommend award of a contract for the Works (the "Contract").
- 3.3 The works to be carried out includes conversion and fit out the currently shell and core only unit to provide a community venue and flexible space for use by the local community. The space will comprise of a café kitchen and servery area with seating, an event space and training suite. Moveable partitions have formed part of the design to allow the space to be tailored to various community events or activities, including provision of advice and guidance, services for young people and employment and skills support.

The Procurement Process

- 3.4 The Contract will be let using a JCT Intermediate Contract.
- 3.5 In September 2024, Cabinet approved the pre-tender considerations for this contract. The tendering instructions stated that the Contract would be awarded on the basis of the most economically advantageous offer to the Council and that in evaluating tenders, the Council would have regard to the following:
 - Price – 60%
 - Quality – 30%
 - Social Value – 10%

Evaluation process

- 3.6 The tender evaluation was carried out by a panel of Officers from Change and Customer Insight and a consultant from OCR Surveying Ltd and managed by officers in Procurement.
- 3.7 The tender was issued on 21st February 2025 to five suppliers. All tenders had to be submitted electronically no later than 28th March 2025. Tenders were opened on 28th March 2025, and 2 valid tenders were received. Each member of the evaluation panel read the tenders and carried out an initial evaluation of how well they considered each of the award criteria was addressed in the tender.
- 3.8 The panel met on 2nd April 2025, and each submission was marked by the whole panel against the award criteria, after individual evaluation had taken place.
- 3.9 The names of the tenderers are contained in Appendix 1 (classified as exempt information). The scores received by the tenderers are included in Appendix 2. It will be noted that Contractor A was the highest scoring tenderer. Officers therefore recommend the award of the Contract to Contractor A namely Ash Special Works.
- 3.10 The Contract will commence on or no later than 28th February 2026. The gap between tender submissions and contract commencement is due to delays in water connection works to the unit, which Thames Water completed in December 2025.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 This unit was marketed as part of a Market Rent Reduction exercise, through which Brent Voluntary and Community Sector organisations wishing to lease selected Brent Council premises may be eligible for reduced rent rates reflecting the value the proposed use of the premises may bring to the local

community. Ward members, council tenants and local VCS organisations were engaged as part of the Market Rent Reduction exercise. The services and activities delivered by the successful provider will be informed by ongoing engagement with the local community.

5.0 Financial Considerations

- 5.1 Cabinet in September 2024 delegated authority to the Corporate Director of Resident and Housing Services in consultation with the Cabinet Member for Housing to award the contract for works to fit out and convert the commercial unit at the ground floor of Roy Smith House. The estimated value of the contract is £609,986.64 excluding VAT.
- 5.2 There is sufficient budgetary provision for the contract as it will be funded from the £861,400 Roy Smith House capital budget financed from Strategic Community Infrastructure Levy (SCIL). The Infrastructure and Regeneration Board uplifted the £624,000 SCIL initially awarded by Cabinet in August 2025.
- 5.3 The spend under the contract is valid capital expenditure as it will enhance the value of the community space at Roy Smith for the benefit of the community over several years.
- 5.4 The property has been opted to tax, and the council will charge VAT on the rental income. Therefore, the VAT on the contract is recoverable.

6.0 Legal Considerations

- 6.1 The procurement of the Contract was commenced under the Public Contracts Regulations 2015 (the “PCR 2015”) and as the value over its lifetime is below the threshold for Works, the award of the Contract is therefore governed in part only by the PCR 2015. Section 3 of the report outlines how the Contract was procured in accordance with the PCR 2015.
- 6.2 The award of the Contract is subject to the Council’s own Standing Orders in respect of Medium Value Contracts. Under Part 3 of the Constitution, at paragraph 9.5 in section 3(a) of the table therein, relevant Corporate Directors have delegated to them authority to award Medium Value Contracts, so far as the contract relates to the service area which they are responsible for. However, Cabinet on 9th September 2024 delegated authority to the Corporate Director of Partnerships Housing and Resident Services (now Resident Director Residents & Housing) in consultation with the Leader and Cabinet Member for Housing to award the Contract.
- 6.3 The JCT Intermediate Contract will be utilised for the contract.

7.0 Equity, Diversity & 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 have been subject to screening and officers believe that there are no adverse equality implications.

8.0 Climate Change and Environmental Considerations

8.1 There is provision in the Social Value KPIs requiring the contract to be delivered in line with the cleaner, greener Brent theme and the sustainable procurement policy.

9.0 Human Resources/Property Considerations (if appropriate)

9.1 The works contract with the contractor and the provision of community services will be provided by external bodies and there is no implication for Council staff arising from the proposed arrangements.

10.0 Communication Considerations

10.1 A marketing exercise for this unit to attract bids from suitable provider(s) to manage and deliver services for the local community was completed in Spring 2025 through a Market Rent Reduction exercise. The successful provider will

be required to provide community activities, and to manage appropriate communications to residents regarding the activities and opportunities available.

- 10.2 Additional communications will be issued to residents informing them of the fit out works to the ground floor unit.

Report sign off:

Tom Cattermole

Corporate Director Residents and
Housing Services