

Part A

Report to: Cabinet

Date of meeting: 12 November 2018

Report author: Head of Democracy and Governance

Title: Notification of Exemption to Contract Procedure Rules Re: Asbestos Removal Work

1.0 **Summary**

1.1 To note that the Head of Democracy and Governance and Managing Director approved an exemption to the Contract Procedure Rules relating to the procurement of a contractor to remove asbestos from the second floor corridor of the Town Hall

2.0 **Risks**

2.1 There are no identified risks as this report is for noting only.

3.0 **Recommendations**

3.1 That Cabinet notes the exemption has been given.

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4.0 **Detailed proposal**

4.1 Attached as an appendix is a report granting an exemption to compliance with the Contract Procedure Rules following works that were required to be undertaken to remove asbestos from cupboards on the second floor of the Town Hall.

4.2 These works were undertaken as part of the accommodation project works. A number of cupboards on the second floor of the Town Hall contained asbestos and the asbestos needed to be removed. The cupboards were restricting the width of the corridor so that it no longer complied with today's fire regulations, the opportunity was therefore taken to remove the cupboards at the same time as

removing the asbestos. To avoid undue disruption to nearby office users it was felt that the removal should take place over the August Bank Holiday weekend.

4.3 Due to staffing changes within Facilities Management a member of staff who had not previously been working on the project was tasked to procure the works at short notice in order to meet the Bank Holiday timetable. Whilst a number of quotes were obtained and an evaluation process was gone through in order to obtain the contractor the works were not procured strictly in accordance with the Contract Procedure Rules, in that there was not a fully open tender process. An exemption was therefore sought and granted as there was not time to go through a compliant process to meet the timescales of the project.

5.0 **Implications**

5.1 **Financial**

5.1.1 The Shared Director of Finance comments that there are no implications in this report.

5.2 **Legal Issues** (Monitoring Officer)

5.2.1 The Head of Democracy and Governance comments that training on the Contract Procedure Rules has been given to Facilities staff.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 There are no implications

5.4 **Staffing**

5.4.1 There are no implications

5.5 **Accommodation**

5.5.1 The width of second floor corridor now meets current standards.

5.6 **Community Safety/Crime and Disorder**

5.6.1 No implications

5.7 **Sustainability**

5.7.1 No implications

Appendices

Contract Exemption Report

Background papers

No papers were used in the preparation of this report.