

CLYDEBANK HOUSING ASSOCIATION LTD.

TO: Management Committee **DATE:** 24.01.2020

FROM: Chief Executive

SUBJECT: Office Refurbishment Item 17 (Update)

Purpose of Report

The purpose of the report is to update the Management Committee on our office refurbishment and to allow consideration of the information and any recommendations and arrive at decisions where required.

Potential impact on tenants and service users/Tenant Consultation requirements

There is no adverse impact on tenants and other service users as a result of information and decisions required in this report.

Potential impact to tenants and future service users for office relocation has already been reviewed and considered and appropriate action taken.

Value for Money

CHA considers Value for Money in all aspect of its business including: -

- Managing our resources to provide quality services and homes to meet the needs of customers and the local community.
- Delivering the right service at the right time at the right cost.
- Planning for and delivering year on year improvements on our services based on customer priorities.
- Getting the most out of our assets and staff by operating efficiently and effectively.

The office refurbishment has been appropriately procured via Public Contracts Scotland to ensure value for money is achieved.

Risk

A risk assessment will be carried out by the contractor while the works are on site. A notifiable event has been recorded on the SHR portal.

Legal/constitutional Implications (Reference to Model Rules)

Relevant legislation, e.g. Building Standards

There are no adverse legal implications as a result of this report and/or any decision required.

Relevant CHA Objectives:

- To provide quality, affordable housing that meets the changing needs of our customers and to ensure fair access to housing within our area.

- To work in partnership with others, supporting our tenants and other customers, to maximise opportunities for physical and socio-economic regeneration in Clydebank.
- To ensure local decision making and community control, we will encourage our tenants and other customers to influence our policy and participate in decisions, which may affect them.
- To ensure that our resources are adequate to deliver our objectives by investing in our people, demonstrating value for money and through robust procurement practices.
- To promote social inclusion by applying principles of equality and diversity to everything we do.

Relevant SHR Regulatory Standards of Governance and Financial Management

- The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.
- The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these objectives.
- The RSL manages its resources to ensure its financial well-being while maintaining rents at a level that tenants can afford to pay.
- The governing body bases its decision on good quality information and advice and identifies and mitigates risks to the organisation's purpose.
- The RSL conducts its affairs with honesty and integrity.
- The governing body and senior officers have the skills and knowledge they need to be effective.

The Management Committee will require confirming that the contents of this report and decisions required do not constitute a breach, material or otherwise, of the above Standards. A Notifiable Event was reported to the Regulator.

Equalities

No protected group is adversely affected by the proposals, recommendations or updates within this report. Our commitment to equal opportunities and fairness applies irrespective of factors such as race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation.

I can confirm that the staff have now relocated to the Association's offices at 63 Kilbowie Road. We also have a staff member located at one of the caretaker's offices at the multi-storey flats who is primarily dealing with our maintenance contractors to limit the footfall as much as possible as we are sharing the office accommodation with CAB and Community Links Scotland.

Per my email of 09 January below, I can confirm that I received responses from the following Management Committee members who agreed to accept the tender price: -

John Hillhouse
Cllr. Marie McNair
Doris Smith
Joe O'Donnell
Cllr. John Mooney
John Calderwood
Laura Breeze

The initial site start meeting has taken place and it is hoped that the project will be complete in less than the expected 16 weeks.

We have still to receive a programme from the contractor.

From: Sharon Keenan
Sent: 09 January 2020 11:20
To: committee <committee@clydebank-ha.org.uk>
Cc: Lynette Lees (Lynette@clydebank-ha.org.uk) <Lynette@clydebank-ha.org.uk>; Joe Farrell <Joe@clydebank-ha.org.uk>
Subject: OFFICE REFURB, CLYDEBANK HA - TENDER REPORT - DECISION REQUIRED
Importance: High

Hi everyone

We have finally received the tender report for the proposed office refurbishment from our consultants NBM and this is attached for your information and review.

As discussed at December's Management Committee meeting, **I now hereby request approval** to proceed with the works on the basis of the lowest tender submitted which is in line with the original feasibility study costings as follows: -

Contractor	Works Tender Price £	Feasibility Estimate £
JR Construction Exc VAT	211,575.84	211,900.00

The move to the temporary office at 63 Kilbowie Road will commence tomorrow and tenants and other customers have been informed.