

**REQUEST FOR ASSISTANT DIRECTOR DECISION – ADD217**

**Capital Works Budget – London's Living Room Blind Installation**

**Executive Summary :**

This decision requests approval for capital expenditure of £31,000 for the purchase of blinds to London's Living Room windows on the 9<sup>th</sup> floor of City Hall

The installation of the blinds with the chosen screen fabric will improve the users experience in the London's Living Room; It will reduce the glare and visible light coming into the space and enable delegates to better observe AV screens used for conferences and events. Television camera recordings will also improve as the blinds will provide much more control to the room lighting levels.

So as not to disrupt the business of the Authority the installation works will take place out of hours, and on days when the London's Living Room is not being used.

**Decision:**

The Head of Facilities Management is asked to approve the purchase to London's Living Room Window Blinds, with a value of £31,000 from the capital budget.

**AUTHORISING ASSISTANT DIRECTOR/HEAD OF UNIT:**

I have reviewed the request and am satisfied it is correct and consistent with the Mayor's plans and priorities.

It has my approval.

**Name:** Simon Ginter

**Position:** Head of Facilities Management

**Signature:**

**Date:** 11 August 2014

## **1. Introduction & Background**

This decision requests approval for capital expenditure of £31,000 for the installation of blinds to London's Living Room windows on the 9<sup>th</sup> floor of City Hall

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- 1.1 The design brief was to reduce glare in the London's Living Room, as delegates at events were being dazzled by strong sunlight making it difficult to see the AV Screens used for presentations and improve lighting conditions for the use of television cameras but remain sympathetic to the building design, without cutting out the iconic view of London. Any decision would require Landlords approvals.
- 1.2 This proposal is for blinds to be installed in the London's Living Room, which will be a similar type to the style of blind currently in use inside the Chamber located on the 2nd floor.
- 1.3 The specific blind has a number of features where scenes can be set, the principle feature is the fact that they can operate in a synchronous manner where they all operate as one, and they are also silent in operation. This blind was demonstrated to the landlord and subsequently approved
- 1.4 Tests were conducted with television cameras to determine suitability. We also considered a permanent tinted film, however, following trials the window film did not meet the requirements, nor did it provide the flexibility that was needed in this prime City Hall space so the blinds were chosen.
- 1.5 Facilities Management propose to procure the works through the Norland Managed Services Infrastructure contract which was competitively sourced through OJEU and the requirements of the EU procurement Law and GLA's Contracts and funding code. The contract provision allows for additional works under condition 14 of Schedule 3 Scope of Works of the contract.

## **2. Other Considerations**

### Risk

- 2.1 All Health & Safety documents will be in place prior to the project commencing on site. Regular H&S inspections will be carried out by the dedicated Project Manager. The H&S file will be located onsite.
- 2.2 This project is not deemed to be CDM (Construction Design and Management) Notifiable however the contractor will complete these works under the current CDM Regulations, and risk assessments and method statements will be completed.
- 2.3 Payment will be in arrears, so there is little financial risk to the Authority if the contractor fails to deliver the project to satisfaction.
- 2.4 If the improvements are not undertaken, organisations who may consider hiring the London's Living Room may seek alternative venues, if the facility to reduce and control the light is not available.

Installing blinds will make the London's Living Room a more attractive venue thereby increasing income potential.

### **3. Equality Comments**

- 3.1 There is no impact on equalities with this installation work.

### **4 Impact Assessment & Consultation**

- 4.1 A single blind was installed and trialled on one of the windows located on the Southwest corner of London's Living Room facing the adjacent Building (Fulbright). This was assessed from distance and photographic images taken to confirm the appearance of the blinds.
- 4.2 Procurement and Finance teams will be consulted at the appropriate stages of the evaluation processes, as applicable to these services. It is not considered necessary or appropriate to consult within the meaning of Section 32 of the Greater London Authority Act 1999 as these arrangements relate to the Authority's procurement of support services.

### **5. Links to Strategies & Priorities**

- 5.1 The works are allied to the functions and profile of the Authority, in particular the focus and role of City Hall as a venue for Private hire, and GLA's meetings.
- 5.2 Facilities Management contracts support the operation of the GLA as an organisation and therefore support Mayoral strategy and degree of privacy afforded to the London living Room.

### **6. Financial Comments**

- 6.1 Approval is sought for the purchase of blinds for London's Living Room on the 9<sup>th</sup> Floor of City Hall.
- 6.2 The total estimated costs of this purchase is a value up to £31,000.00 and will be funded from the existing City Hall Capital Programme budget, held within the Facilities Management Team.

### **7. Legal Comments**

- 7.1 The Norland contract provides for their provision of the supplies in question and was procured in accordance with the Public Contracts Regulations 2006 (as indicated by the final paragraph of section 1 of the ADD)

**Appendices and Supporting Papers:** None

**Public access to information**

Information in this form is subject to the Freedom of Information Act 2000 (FOI Act) and other legislation. Part 1 of this form will be made available on the GLA website within 1 working day of approval.

**Part 1 deferral:** any fact or information whose release before a specific date would compromise the implementation of the decision may be included in Part 1, with Part 1 being deferred until after that date. Deferral periods should be kept to the shortest length strictly necessary.

**Is the publication of this approval to be deferred? NO**

If YES, for what reason:

Until what date:

**Part 2 confidentiality:** any fact and advice that should not be automatically made public should be in the separate Part 2 form, together with the rationale for confidentiality.

**Is there a part 2 form – No****ORIGINATING OFFICER DECLARATION:**

**Drafting officer: Matt Boyayanlar** has drafted this report in accordance with GLA procedures and confirms that the Finance and Legal teams have commented on this proposal, and this decision reflects their comments.

Tick indicates approval (✓)

✓

**HEAD OF GOVERNANCE AND RESILIENCE:**

I confirm that financial and legal implications have been appropriately considered in the preparation of this report.

**Signature:**

**Date:**