



ADUR & WORTHING
COUNCILS

**Record of Officer
Executive Decision**
Ref No. DforDS&R/011/21-22
Date of Decision: 21 October 2021

If you have any questions about this decision please contact Democratic Services on 01903 221006 or email democratic.services@adur-worthing.gov.uk

Record of Decision: DforDS&R/011/21-22 Window Replacement & Balcony Repairs to Portland House

Decision taken by: Director for Digital Sustainability & Resources

Declaration of Disclosable Pecuniary Interests:

I do not have a disclosable pecuniary interest, or conflict of interest.

Delegated authority: As agreed at the Joint Strategic Committee meeting held on the 9 February 2021, the Director for Digital Sustainability & Resources has delegated authority for the negotiation and letting of any contracts associated with this programme of works in consultation with the Executive Members for Resources providing the same were within the approved budget.

Decision:

To award the contract for window and external door replacement and balcony repairs at Portland House to A&F Pilbeam Construction Ltd at a value of £554,423.00 (Salix grant £286,985.40 and £265,637.60 capital investment) excluding disbursements, professional fees and VAT.

Key Decision: Yes

Reason For Decision:

As part of the Workspaces project the second floor and part of the ground floor of Portland House are being relinquished by the Council and we are leasing the office space to the NHS trust. These works are due to commence in the coming weeks.

As part of our net zero carbon commitment we are looking to replace the windows and balcony doors at Portland House with triple glazed, sustainable and operational units. The replacement was originally proposed as a capital investment due to the poor condition of the components, but the Strategic Sustainability team has secured a grant funded contribution to the costs. The works need to be completed before the end of March to draw down this funding and this will tie in with the refurbishment works.

Alternative Options Considered:

Do nothing, minimum or status quo: Windows and external doors are in a poor condition and will need to be replaced within the next 2-3 years regardless of any available

funding. The balcony repairs are critical and access has had to be prohibited until repairs are undertaken.

Proposed option: To replace all windows and external doors with triple glazed aluminium clad timber units and to use the principal contractor to manage the balcony repairs, soffit, fascia and rainwater good replacements required. A&F Pilbeam have also won the contract for the refurbishment works. There is added benefit to the project by utilising the same contractor, who can manage health and safety and programming as a whole.

Other Matters Considered:

Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health & Safety Issues	x		

Consultation:

Members were consulted on 9th September 2021 with regards to the window and door replacements. The balcony repairs are a health and safety issue which will be best managed by sharing the access scaffold for the window replacement project.

Background Papers:

- [Joint Strategic Committee - 9 February 2021](#)

Contact Officer:

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Call-in: The call-in deadline for this decision will be 5:00pm on 28 October 2021

Signed:



Dated: 21 October 2021

Name: Paul Brewer, Director for Digital Sustainability & Resources

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