

# **DELEGATED DECISIONS BY CABINET MEMBER FINANCE**

## **11 April 2025**

### **Fire Remedial Project Phase 2&3**

#### **Report by Director of Property & Assets**

#### **RECOMMENDATION**

1. **The Cabinet is RECOMMENDED to**
  - a) approve the entering into contract with Hughes & Associates to deliver the £3.7m capital funded Fire Compartmentation Programme (Phase 2&3), which will be included within the capital programme. This is funded from £2m & £1.7m identified within the Capital Priority Budget Setting process approved by Council in February 2024 and April 2025 respectively.

#### **Executive Summary**

2. This Full Business Case requests approval of the release of £2m for phase 2 to commence April 2025 and £1.7m for phase 3 to commence April 2026 to commence the completion of the fire remedial actions following the findings of the detailed compartmentation surveys carried out in 2023.

#### **Description & Objectives of the Proposal / Desired Outcomes & Business Benefits**

3. The objective is to complete the remedial actions identified in the fire compartmentation surveys; this is a statutory obligation in line with the Regulatory Reform order 2005 – Fire Safety Act.

#### **Project Delivery Timetable and procurement plan**

4. Phase 2 of the project is to be delivered over a 12-month period commencing April 2025 with completion of the 41 projects
5. Phase 3 of the project is to be delivered over a 12-month period commencing April 2026 with completion of the 43 projects.
6. The projects can be undertaken without significant disruption to the operation of each respective site and service.
7. The projects are driven by the findings of the fire compartmentation surveys carried out in 2023 identifying the remedial actions to comply with the RRO 2005 Fire Safety Act.

8. Due to the value of the contract, it was necessary to undertake a below threshold Works tender procurement (value above). An expression of interest was published to ensure the attention, interest, and competition of the specialist contractors required for the works, with eight positive responses received. Only one valid Tender was submitted before the Tender Deadline with the tender process running between 24 October 2024 and 22 November 2024. Conflict of Interest and Confidentiality forms were completed by the evaluation team and project manager with no conflicts of interests reported with Hughes & Associates.
9. The Principal Contractor will be Hughes & Associates Ltd.

## **Corporate Policies and Priorities**

10. This project aligns with OCC's policy to prioritise the health and wellbeing of residents by ensuring our buildings are safe and comply with all current building regulations.

## **Financial Implications**

11. As part of the annual capital budget priority setting process funds of £2m were identified in February 2024 with a further £1.7m identified in February 2025, a total of £3.7m. These are held in earmarked reserves pending the approval of the business case. The funding for the annual priorities is managed at the corporate level and could come from various sources. These are treated as corporate funds and could include recycle / unspent capital budgets and prudential borrowing & capital receipts.

Comments checked by: Graham Clare, Senior Planning reporting accountant,  
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## **Legal Implications**

12. Contract follows the process for phase 2&3 following on from the completion of phase 1 signed off by Bede Murtaugh and Mark Padbury of commercial team.

Comments checked by: Mark Padbury, Operations Manager – Cost management, email mark.padbury@oxfordshire.gov.uk

## **Staff Implications**

13. The project will be managed by the county fire safety engineer funded via the capital project and overseen by Head of property operations.

## Equality & Inclusion Implications

14. There are no equality or inclusion implications relating to this project.

## Sustainability Implications

15. There are no sustainability implications within this project.

## Risk Management

16. The key areas of risk are as follows:

Description of area or sources of risk and impact on project	Mitigation	Owner
Asbestos and potential effect on project cost and program.	Review of all asbestos surveys will be undertaken and following the compartmentation survey it was identified this was a minimal risk.	Project Manager
Implications on working within an operational vehicle depot.	The Contractor will have control of the area that they are working in. The details regarding working areas, isolation and disturbance to services will be agreed with the respective sites and detailed at the pre-contract meeting.	Project Manager
Interruptions to the Building electrical and Water supplies	This is not anticipated to be a considerable risk and will be mitigated on a site-by-site basis and communicated in pre contract start meetings.	Project Manager
Communication including stakeholder engagement to manage expectation	A minuted pre- contract meeting will be held prior to the commencement of the works with all stakeholders to determine the exact program. Minuted monitoring and progress meetings will ensure that there is close communication between project manager and all stakeholders.	Project Manager

## Consultations

17. There are no consultation considerations for this project.

Vic Kurzeja, Director of Property & Assets

Annex: NIL

Background papers: Fire Compartmentation survey 23/24

[Other Documents:] NIL

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