

New Item Notification (Incorporating the Forward Plan Notice (FP1))	 TOWER HAMLETS	v3.0
Final Destination & Date: Full Council, December 2023	Classification: Exempt	
Form Approved by Corporate Director: Lisa Fraser Director of Education – Children’s Services Date approved: Oct 2023		
Beatrice Tate School Expansion - 41 Southern Grove, London E3 4PX		

Description – or Summary of the Item:	<p>Approval is sought to award a contract to Alexander James Limited to complete the build out of an extension addition to the Beatrice Tate School main building.</p> <ol style="list-style-type: none"> 1. Approve the increase in budget as stated in the restricted Appendix 1 to enable the build contract to be awarded. 2. Approve of the contract award to Alexander James Limited for the construction of the extension for the tendered contract sum as stated in the restricted Appendix 1 3. Approve the use of £600,122.68 from the HNCPA budget. 4. Note the funding sources for this scheme. 5. Note the Employers Agent recommendation is to award the contract to Alexander James Limited as set out in the Commercial Price Evaluation Report in Appendix 1. 6. Note the Equalities Impact Assessment as set out in Paragraph 5 of this report.
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NOTES

- This form is to be completed when requesting a new item for CLT, MAB or any formal Council Committee (including Cabinet) – where relevant we will publish this information on the Council’s Forthcoming Decisions List (Forward Plan). Use this form for:
 - Formal Decision Reports (including Key Decisions)
 - Noting reports to Committees
 - Briefing Notes to MAB and CLT.
 - Set out the path the item is expected to take e.g. through MAB, CLT, 121s and Cabinet etc.
- Complete
 - **PART ONE – All Items**
 - **PART TWO – Urgent Key Decisions**
 - **PART THREE – ALL Cabinet items**
 - **INCOMPLETE/INCORRECT FORMS WILL NOT BE PUBLISHED AND WILL BE RETURNED**
- Return this form to your Directorate Lead who will set the process running. Ask them if you have any questions.

- This form MUST be received at least **60** days' before the formal decision date so that it can be successfully programmed for all the required meetings.
- For Cabinet decisions much of the information will be published on the website and/or in reports. Information entered into sections highlighted in blue will be published.
- Notes highlighted in green are for attention of Directorate Leads (DL) only.

SECTION 1 – AUDIT TRAIL AND TIMELINE

Proposed Decision Path (indicate) –

If you are unsure about the appropriate decision path please discuss with your directorate lead.

Tier		Step [Delete as applicable]	Date (or N/A)
1	DLT Level	DLT / CD	10 th Nov 23
2	CLT Level	CLT / CE	22 nd Nov 23
3	Internal Member Level	MAB / 121	
4	Decision and other formal meetings	IMD	
5	Call-in and re-consideration	Latest implementation date if called in (see details below)	

[Note for DL – please insert 2-5 above into ‘Selecting Report Author and Committee Dates’ section in online system as required]

<p>Reason for this item and the proposed process</p> <p><i>This information is for internal use only</i></p> <p>[Note for DL – not to be entered into the online system]</p>	<ol style="list-style-type: none"> 1. Approval is sought as the Contract Award exceeds the procurement approval threshold with the total value of the proposed contract award being £5,503,122.68. 2. To note the proposed contract award has been added to the Cabinet Contracts and Procurement Forward Plan. 3. A decision is required in this instance on the basis that works need to commence as a matter of urgency to ensure the construction programme can be delivered by Sept 2024 to ensure sufficient school places are available to meet increased demand and ensure potential disruption to school operations is minimised.
<p>Key Decision?</p> <p>[Note for DL – please select as relevant in the ‘Key decision?’ field of the online system]</p>	<p>Yes.</p>
<p>Key Decision Thresholds</p> <p><i>Delete any that do not apply</i></p> <p>[Note for DL – please select from the drop down options in the ‘Key decision?’ field of the online system]</p>	<p>(b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards.</p>
<p>Call-in anticipated? (Tier 4 items only)</p> <p><i>For items going to Executive decision makers is it likely the decision may be called in?⁵</i></p> <p>[Note for DL – not to be entered into the online system]</p>	<p>No</p>

Officers involved in the report process:

Lead Directorate:	Housing and Regeneration Directorate
Lead Service:	Capital Delivery
Other directorates or services that may be impacted	Children’s Services, Asset and Facilities Management.
Lead Officer:	
Contact officer(s): [Note for DL – please select each from ‘Report Author’ Field in online system. Include yourself and PAs of the key officers. If any not found, alert Dem Srvcs.]	Yasmin Ali - Head of Capital Delivery Nazim Rahman – Principal Project Manager Kenneth Rose - Project Manager
Cabinet Lead Member:	Cllr Bodrul Choudoury Scrutiny Lead for Children & Education

THE REST OF THIS FORM IS FOR FORMAL EXECUTIVE (CABINET, KING GEORGE’S FIELD BOARD, GRANTS DETERMINATION SUB-COMMITTEE ONLY)

SECTION 2 – URGENCY (for urgent Key Decisions)

[Note for DL – this section not to be entered into the online system]

Is this decision to be taken under urgency procedures?	Yes
Urgency Decision Type:	-
Reasons for Urgency:	The works need to commence as a matter of urgency to ensure the construction programme can be delivered by Nov 2024 and to ensure sufficient school places are available to meet increased demand and limit potential disruption to school operations.
Reason for urgently changing to an Exempt Report:	N/A
NOTES:	N/A

SECTION 3 – DECISION NOTICE INFORMATION (for reports to Executive Decision makers⁵)

Ward/s affected:	Mile End
<p>Strategic Plan Priority / Outcome: <i>(delete any which do not apply OR choose a TH Plan theme from below)</i></p> <p>[Note for DL – please select all listed from ‘Corporate Priority’ Field in online system.]</p>	<p>1. People are aspirational, independent and have equal access to opportunities;</p> <p>2. A borough that our residents are proud of and love to live in;</p>
<p>Tower Hamlets Plan Priority / Outcome: <i>(delete any which do not apply OR choose a Strategic Plan theme from above)</i></p> <p>[Note for DL – please select all listed from ‘Corporate Priority’ Field in online system.]</p>	<p>1. A better deal for children and young people: aspiration, education, and skills</p> <p>2. Strong, resilient, and safe communities</p> <p>3. Better health and wellbeing.</p>
<p>Will any part of the report or any of the appendices be exempt?¹:</p> <p>[Note for DL – if yes, select Exempt from the ‘Exempt Report’ Field in online system. If no, select ‘Open’]</p>	<p>Yes.</p>
<p>Explanation for exemption¹:</p>	<p>Woodley Coles Tender Report August 2023 is commercially sensitive information.</p>
<p>Will this decision require an Equalities Assessment to be carried out alongside development of the report, proposals or options? ⁴</p>	<p>No</p>
<p>What supporting documents or other information will be available to the decision maker?²</p>	<p>Woodley Coles Tender Report August 2023. FP1</p>
<p>Are there any Background Papers that should be made public in relation to this matter?⁶</p> <p>[Note for DL – if yes, upload the papers using the facility in the ‘Background Papers’ Field in online system.]</p>	<p>No</p>

Will this decision require consultation? [Note for DL – this section for internal use. <u>Not</u> to be copied into the upload issue screen.]	No
Consultation process	No
Consultees	None

NOTES:

The Council is required by law to publish the Forward Plan Notice a minimum of 28 days prior to the date the decision will be made.

Items submitted for inclusion in the Council's Forward Plan must have been discussed and agreed with the appropriate Cabinet Member and must be submitted with the authority of the relevant 1st tier officer i.e. Chief Executive/Corporate Director/ Corporate Director of Governance.

All amendments to the information contained within the Forward Plan must have been discussed and agreed with the appropriate Cabinet Member and must be submitted with the authority of the relevant 1st tier officer i.e. Chief Executive/Corporate Director/ Corporate Director Governance and submitted to Democratic Services on the amendment section above.

¹ If you are not sure if anything will be exempt then put 'possibly' and state the relevant Paragraph of Section 12A of the 1972 Act [****see list below**]. If the report will be public then say so but be aware that failure to declare an exempt item at this stage will mean that the Chair of Overview and Scrutiny will need to agree to any later decision to take a report/part of report under Part II (exempt) conditions.

² Please note that all Background Papers must be submitted to Democratic Services with the report for publication on the Council's website.

³ All consultation must be approved by your Divisional Director and the Head of External Communications. Please complete the consultation approval Form found as part of the guidance. If you need help after you have reviewed the guidance, please contact your Directorate SPP Team or Communications Officer.

⁴ If you require further information about Equality Analysis please see the guidance on the intranet.

⁵ Executive decision makers currently comprise: The Mayor (either in Cabinet OR via an Individual Mayoral Decision), Grants Determination Sub Committee, King George's Field Charity Board, and Officers (via a published officer decision).

⁶ It is a Statutory Requirement to list any background documents which have been relied upon to a material extent in the preparation of the report. If there are no background documents you must state None. The following need not/must not be included: Published works, References to minutes numbers or previous reports, Documents which disclose exempt/confidential information, References to files (if you only meant one item in the file). This information will be made public and the background document must be supplied to Committee Services for publication alongside the Cabinet agenda.

****In summary, those paragraphs refer to the following types of exempt information (more information is available in the Constitution):**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority handling the information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:-
 - a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

**IF YOU REQUIRE ANY ASSISTANCE IN COMPLETING THIS FORM PLEASE CONTACT
JOEL WEST EXT 4207**

Equalities screening tool

Please use this tool to inform your answer to the question on equalities assessment at Section 3 of the FP1 form.

<p>Is there a potential that the policy, proposal or activity covered by this FP1 disproportionately adversely impacts (directly or indirectly) on any of the groups of people listed below?</p> <p>Please consider the impact on overall communities, residents, service users and council employees. If you have answered Yes to one or more of the groups of people listed above, a full Equality Impact Analysis is required.</p> <p>This should include people of different:</p>	Yes	No
<ul style="list-style-type: none"> ▪ Sex 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Age 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Race 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Religion or Philosophical belief 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Sexual Orientation 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Gender re-assignment status 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ People who have a Disability (physical, learning difficulties, mental health and medical conditions) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ Marriage and Civil Partnerships status 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ▪ People who are Pregnant and on Maternity 	<input type="checkbox"/>	<input type="checkbox"/>
<p>You should also consider:</p> <ul style="list-style-type: none"> ▪ Parents and Carers ▪ Socio-economic status ▪ People with different Gender Identities e.g. Gender fluid, Non-binary etc. ▪ Other 	<input type="checkbox"/>	<input type="checkbox"/>