

<b>Committee(s):</b> Members Privileges Sub Committee	<b>Date(s):</b> 18 February 2020
<b>Subject:</b> Annual Refurbishment and Replenishment of Chief Commoner's Flat	<b>Public</b>
<b>Report of:</b> City Surveyor	<b>For Decision</b>
<b>Report author:</b> Peter Ochser – Guildhall Complex Buildings and Hospitality Manager	

### Summary

This report sets out the scope, frequency, specifications and renewals of items ("furniture/fixtures/equipment/household items") to be considered as part of the annual refurbishment of the Chief Commoner's Flat. The report provides direction on what may be changed annually and the expectation for lifecycle replacement and costs for most aspects of the flat. It outlines the approach to the draft budget allocation - for 2020/21 - totalling £8,500; and if approved this will constitute the annual budget going forward.

It also provides a brief specification for all items within the flat, ensuring these are in general:- neutral in palette and style; good value; compliant to relevant standards and safety protocols; designed to last for the periods concerned.

The Policy Chair's Flat is intended to follow the same procedure, albeit over a five year cyclical period rather than annually.

### Recommendation(s)

That members endorse that the process, budget amount and planning tool detailed herein are adopted from April 2020 onwards.

### Main Report

#### Background and Current Position

1. Annually, in preparation for the new Chief Commoner ("Chief") to take possession of the grace and favour flat in the Guildhall, the Guildhall Facilities Management Team have redecorated and refurbished, plus purchased new household type items. To date this hasn't been completed via a clear methodology. The total value for the 2019 refurbishment of the Chief's Flat was circa £17,000. Although it needs to be noted this was an unusual year due to effect of pets previously being allowed in the flat which has meant more items were replaced than is typical.
2. Going forward it is recommended a clear methodology is set out regarding the frequency of change - and specification of items – within the flat. This to avoid

overspend year-on-year; and to ensure some consistency in refurbishment detail and budget. Items include both fixtures, fittings and freestanding items such as the beds.

3. At Mansion House the annual change of Lord Mayor does not warrant a refurbishment of their quarters, therefore it is important that a consistent approach is taken to all grace and favour apartments.

## Proposal

The items listed in table 1 are the budget lines for refurbishment and replacement: in general, the items in section one may be replaced every year; section two items replaced 3-5 years and section three more infrequently. Whilst we will not actively promote changing of items in section one if the overall budget is not exceeded then the Chief's preferences will be adhered to. However, a detailed inspection will be carried out annually. Items in section two/three will not be changed out of the cycle unless they are deemed unusable by the Guildhall Facilities Management Team. The total annual budget figure is circa £8,500, which includes the cyclical items in sections 2 and 3 "pro rata'd". The annual cost will come from City Surveyor's Local Risk, though the 3-7 year costs would be expected to come from the CWP (Cyclical Work Programme).

*Table 1 – Budget and Specification*

	Item	Budget	Specification
<b>Section 1 - Annually</b>			
1	Misc furniture	£450	Coffee table, magazine rack, shelving etc.
2	Kitchen	£100	Pots & pan, cutlery, cooking utensils, glasses, plates etc
3	Sofa	£1500	classic style; fabric; sofa bed preferable;
4	Armchair	£600	same model as sofa
5	Waste bins	£100	
6	Contingency	£500	tbc
7	Decorating	£600	Light filling and painting, walls and ceilings
8	Mattress protector cover	£100	2 sets- King size, cotton quilted or waterproof
<b>Section 2 - Every 3-5 years</b>			
1	Carpet	£1500	Neutral, thick pile, easy to vacuum type
2	Curtains	£3000	Readymade curtains, with cotton lining & fitting cost
3	Table, chairs x4	£2000	Wood, to be in keeping with the other furniture in the flat
4	Bed Frame	£200 - £600	Divan or frame to match furniture. Chief commoner choice
5	Kitchen flooring	£300	hard wearing vinyl flooring (existing tiles will need to be removed and floor levelled prior to fitting, price incl this)
6	Blinds	£1500 - £2000	Roller blind, daylight (not blackout), right hand chain, neutral colour (to include the kitchen blind)
7	Microwave	£500	Electric Built-in type fitted into the kitchen unit. Known make
8	Oven	£600	Electric Built-in type fitted into the kitchen unit. Known make
9	Full length mirror	£300	suite with bedroom furniture if possible, free standing or wall mounted
10	Iron & Ironing board	£160	Steam iron (corded), standard size board, replaceable cover
11	Voile / net curtain	£400	White plain, to match all the other bedrooms
12	Misc furniture	£500	bookcase, display cabinet, TV unit
13	Kitchen Fridge	£500	Integrated electric, with small freezer section, AAA rating

14	Mattress	£800	Furnishings fire standard, tags remain on the label. Open spring, medium tension
	<b>Item</b>	<b>Budget</b>	<b>Specification</b>
	<b>Section 3 - Every 5-7 years</b>		
1	Bathroom fixtures and fittings (x2)	£5000	<ul style="list-style-type: none"> <li>En-suite- New bath, sink, toilet, radiator, shower head, shower valves, new taps for sink &amp; bath, toilet roll holder, towel rail, hand towel holder, shelving, lighting, bathroom cabinet &amp; flooring</li> <li>Shower room- new shower enclosure, shower head &amp; valves, new toilet, sink, new flooring, new radiator, new taps for sink, toilet roll holder, towel rail, hand towel holder, shelving, lighting, bathroom cabinet &amp; flooring</li> </ul>
2	Kitchen fixtures and fittings	£4000	All appliances to be integrated, wipe clean gloss units, with integrated door handles, new worktop (laminated not wood), new taps, new sink, new hob, integrated dustbins, extractor hood
3	Trouser Press	£200	Corby, mid-range
4	TV	£500	32 or 40 inch; internet; HDR 4K; wall bracket; black;
5	Built in wardrobe x 2	£1000	New internal fit out and changing of the doors
	<b>All fabrics, furnishings and furniture to meet the relevant BS Standard</b>		

## Supporting Information

1. The annual budget figure is calculated by totalling the following:
  - Annual costs
  - 3-5 year costs, totalled and divided by an average of 4 years
  - 5-7 year costs, totalled and divided by an average of 6 years
  - No allowance for inflation has been made
2. The following principles will be adhered to:
  - I. The Chief Commoner at the time of a changeover would have a say in the selection of fixtures/fittings
  - II. Kitchen utensils, pots, kettle, cutlery, etc., to be visually inspected; and only items that need to be are changed, on an ad hoc basis
  - III. A decoration assessment will be completed every year and if the flat is a generic colour from the previous year, and in good condition, then we will not repaint automatically

## Policy Chair's Flat

1. Being as this is a five year occupancy the annual works would be expected to be low but the five year cyclical works would be higher
2. We propose an annual audit of furniture; light equipment; fixtures; locks; etc., during summer recess. Remedial works to be logged via Property Helpdesk, via FM team
3. Estimated annual works budget is £1500, 5 year cyclical works is £9,000
4. The annual budget for this refurbishment plan would be drawn from City Surveyor's Local Risk. The five year costs to refurbish the flat would come from the CWP. Decoration to be carried out by in-house handyman but if all the 4th floor bedrooms and flats were subject to a one-off works programme then this would be proposed under the CWP

## **Further recommended actions**

A pre-occupation checklist will be prepared to include, as a minimum: - smoke detector; hob extract filter; access panels; telephone; cupboard hangers; etc. The Guildhall Facilities Management Team will conduct the checks at least one month before new CC takes occupation to ensure the flat is fit for occupation

## **Corporate & Strategic Implications**

The proposals outlined within the report meet the CS Departmental Business Plans by being in line with the following except:

**“Property assets and facilities management:** We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies; this includes asset management and forward maintenance plans, provision of facilities management ...”

## **Implications**

There are no implications of a legal, property or HR nature; only the financial implication of the do-nothing option which would result in greater costs than adopting this proposal would mitigate.

## **Conclusion**

1. Members may note that a do nothing option will result in continuation of current position, whereby each incoming Chief is able to procure items they feel are necessary, without a framework structure to validate these purchases
2. It is therefore recommended to adopt the budget planning, specification and review timescales laid out in the main body of the report. This will allow the costs for the refurbishment and replenishment of the Chief's flat to be better managed and controlled and also allow all incoming Chief Commoner's to have similar opportunities around changes to the flat.

## **Appendices**

None

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