

Mandate Proposal

Introduction and background

1. Why should a project be started, or growth bid considered now?

Under our DDA requirements we need to provide a safe and reliable lifts

2. What is the good idea or problem to be solved?

It is a problem solved. The present lifts with upgrade are nearly 40 years old. We now have lifts failing and they are in need of an upgrade.

3. What will be delivered? What are the success criteria? What is the purpose of the project?

The project will deliver new more reliable lifts. The success criteria and the purpose of the project is to provide safe and reliable lifts meeting our DDA obligation as well

4. What priority, corporate objective or strategy is fulfilled by this project?

This project will meet our requirement to provide safe and reliable lifts complying the DDA requirements.

5. What are the strategic options available to GBC to deliver a solution?

The option could be to try maintaining the existing lifts and repair them on as they fail. However, in the long run, it will cost more as lift industry is very expensive market for repairs.
Also, the failure of one lift also increases the workload on the second lift this could lead to both lift being out for a period of time.

6. Who are the lead Director and Service Manager and portfolio Holder (Cllr) who will lead and direct the project and use the products in live service

Service Lead is Chris Wheeler, Director is Ian Doyle. Lead Councillor is Cllr James Steel.

7. What impact assessments have been undertaken? What are the impacts on other service leaders or projects?

The impact of no lift working for a period of time could mean we are not complying our DDA requirements

8. What general approach will be taken to deliver?

Works will be tendered via the Councils normal procurement route using JCT form tender/contract. The successful contractor will renew the lifts as per specification.

9. When and why must the work/project start?

We propose the work on scheme is started in April 2022 with new lifts installed by end of March 2023, previous experience has shown that lift industry lead-in time are long.

10. What stakeholders will need to be involved?

Millmead House staff and members.
External tenants of Millmead house

11. What resources (internal and external) are needed to consider this mandate and to develop the business case or progress this request?

Capital growth bid funding
Review from Finance, Procurement, Legal and Assets teams

12. What are your best estimates for the Whole Life Costs of this request or investment proposed? Split by capital, revenue and income stream/savings for this and future years.

Year	Capital Total (£)	Revenue Total (£)	Income Total (£)
2022/23	200,000		

12a. For projects, what are the potential resource costs to progress to the next stage/gate?				
Electrical Engineers, procurement and legal team in producing procuring document for tender, plus other staff in put				
13. What are the strategic Issues, Assumptions, Constraints, Dependencies, Opportunities, Risks				
Issue – There is an issue that works will need to be arranged in a busy public office which provides all H & S risk that are associated with this. Proper H & S plan with comprehensive risk assessments and method statements will be required by the successful contractor				
Assumptions – There is an assumption that we will be able renew the lifts that help the council to meet its obligations to Millmead House staff.				
Dependencies – There is a dependency on successful external contractor performing and delivering, this can mitigate by being diligent at procurement stage				
Constraints – A constraint of working in a busy public office as already highlighted.				
Opportunities – There is an opportunity to improve our asset and provide safe reliable lifts				
Risks – There is a risk that present lifts failing leading to long lead-in time to arrange the lifts to be repaired at high costs.				
14. Reviewer List:				
Involved or sighted so far and to be updated on changes: <ul style="list-style-type: none"> • Operational and Technical Services • Finance • Strategy and Communications Next to be consulted <ul style="list-style-type: none"> • Legal • Procurement • Assets 				
15. CMT Direction				
Next steps: Capital Growth bud funding approval				