

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Cllr Andrew Jones, Cabinet Member for the Economy

Date: 16/07/2025

Subject: Procurement Strategy for Civic Campus Furniture, Fixtures, and Equipment for Ground Floor to Floor 5

Report author: Dan Murray, Civic Campus Project Director

Responsible Director: Bram Kainth, Executive Director of Place

SUMMARY

The Civic Campus is an ambitious regeneration programme to transform London Borough of Hammersmith and Fulham Council's (the "Council") civic and democratic centre. Upgraded furniture and furnishings are needed across the workspace, public, civic, and event spaces in line with the vision. Unfortunately, the significant reuse of existing furniture stock (purchased during the Town Hall decant) is no longer feasible due in part to the age of items and their depreciation in quality, plus the fact that this stock has already been distributed and used across the Council estate.

This Procurement Strategy provides consideration of options to procure Furniture, Fixtures, and Equipment (FF&E) for the Civic Campus.

RECOMMENDATIONS

1. To agree that Appendix 1 is not for publication on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) as set out in paragraph 3 of Schedule 12A of the Local Government Act 1972 (as amended).
2. To ensure value for money in consideration of being ruthlessly financially efficient, the Council recommends the use of the three frameworks identified in this strategy, and to agree packages suited to each framework in terms of price and availability of suitable products, to deliver the Council's aspiration for the Civic Campus to be a centre of excellence.
3. To re-use and/or refurbish fit for purpose items that can be reasonably installed, largely those within the Council workspace, and items used to maintain the building's heritage.
4. To hire items that are used occasionally for ad-hoc events and by way of a trial arrangement before capital investment is made.
5. To approve procurement of furniture in line with this strategy, using a combination of the three frameworks identified in this strategy, purchasing options (i.e., mini competition and/or direct award), and Lots, for the estimated

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Total Cost included in exempt appendix 1 (the “Total Cost”), over a period of 1 to 5 years.

Wards Affected: All

Our Values	Summary of how this report aligns to the H&F Corporate Plan and the H&F Values
Building shared prosperity	<p>Creation of community spaces for residents and the public within the West King Street area. This enables additional job opportunities through the s106 agreement and as part of site operation; additional office space; and affordable homes.</p> <p>Furnishing the Civic Campus building in a way that maximises both the impact and income opportunities will be central to the success of the Campus and the London Borough of Hammersmith and Fulham (LBHF).</p>
Creating a compassionate and inclusive council	<p>The Civic Campus features world-class architecture and design for the future; its ‘Zero Harm’ design approach sets new benchmarks for accessibility. Collaboration has taken place with the Disabled Residents Team and Equity, Diversity and Inclusion Team to ensure the furniture procured under this strategy is of a high standard and fit for all.</p>
Doing things with local residents, not to them	<p>Creation of new public spaces to be enjoyed by all members of the local and wider community who have been engaged and consulted throughout the process the results of which are reflected in both the architecture and the specification of furniture.</p>
Being ruthlessly financially efficient	<p>Where appropriate existing furniture will be re-used and/or re-furnished in line with the requirement for accessibility. Choices for new furniture will focus on ensuring durability and function as the lowest cost.</p>
Taking pride in H&F	<p>The refurbishment of the former Town Hall will enable the delivery of the wider Civic Campus programme, creating a new and improved space for residents and the public within the West King Street area. The suitably furnished modern public and workplace environment will also help</p>

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Our Values	Summary of how this report aligns to the H&F Corporate Plan and the H&F Values
	engender a sense of pride in the workforce, that can be reflected in their work with residents.
Rising to the challenge of the climate and ecological emergency	Stipulations about sustainably sourced products, packaging and low carbon deliveries will be key to the procurement process and there is a commitment of zero to landfill on any required furniture disposal.

Financial Impact

The cabinet report 'Civic Campus Enhanced Investment' dated 6th February 2023 includes capital budget approval of £3m towards the Civic Campus furniture costs. The forecast capital costs arising from this procurement strategy are not projected to exceed the budget available. However, there are both capital and revenue implications which need to be considered within the strategy.

Hire of Furniture

Costs associated with the lease/hire of furniture are revenue by nature therefore cannot be met from within the existing capital budget for furniture costs.

Any costs for the hire of furniture are expected to be met from external income generated by the events held at the Civic Campus and will need to be built into the charging strategy for these events to ensure full cost recovery. Should a request for additional funding need to be considered this will need to be built into the Council's Medium Term Financial Strategy (MTFS) and future requirement to balance the budget.

Refurbishment of Existing Furniture

In general, the refurbishment costs for existing furniture can be capitalised only if it enhances the useful economic life of the furniture and the condition of the asset is as such that is unusable without refurbishment taking place (for example, replacing a non-functioning leg on a table/chair). If the criteria as stated is not met, then these will fall under revenue costs.

As part of the asset review, officers will need to ensure that any non-capital refurbishment works are clearly identified and reported as such.

Purchase of Furniture

One-off costs in respect to purchases of furniture items are deemed to be capital by nature and therefore can be considered as part of the Civic Campus capital programme budget.

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Implications completed by Bhavesh Thakker, Principal Accountant (Projects) – Strategic Planning & Investment, 30th June 2025.

Verified by Andre Mark, Head of Finance (Strategic planning and investment), 30th June 2025.

Legal Implications

To purchase required items under an existing framework with a call off agreement, such as Crown Commercial Service (CCS) - Furniture and Associated Services 2 framework and Yorkshire Purchasing Organisation (YPO) Supply, Delivery, & Installation of Furniture framework (001244 / 001281) would comply with Procurement Law and the Council's Contract Standing Orders (CSOs).

Joginder Bola, Senior Solicitor (Contracts & Procurement), 2nd July 2025

Procurement Comments

The procuring officer must continue to work with the Procurement and Commercial team to ensure procurement activities, including any call-off are undertaken compliantly and in accordance with the Public Contracts Regulations 2015, Procurement Act 2023, Procurement Regulations 2024, framework terms of use, and the Council's own CSOs.

The Yorkshire Purchasing Organisation (YPO) Fitted Furniture, Libraries, Residential and Outdoor Furniture framework (Reference No. 1244) proposed for use for part of this requirement has been subject to full diligence checks by the Procurement and Commercial team, which have not identified any issues of concern. The framework is therefore compliant for use by the Council in procuring this requirement.

The Procurement and Commercial team contacted YPO on Tuesday, 8th July 2025, to seek answers to several diligence questions to understand whether their newly awarded Office Solutions framework (Reference No. 1281), proposed for use for part of this requirement, is compliant for use by the Council in procuring this requirement. A response is currently awaited.

The CCS Furniture and Associated Services 2 framework (Reference No. RM6308) proposed for use for part of this requirement has been subject to full diligence checks by the Procurement and Commercial team, which have not identified any issues of concern. The framework is therefore compliant for use by the Council in procuring this requirement, noting the requirement to complete and return a Customer User Agreement (CUA) to receive a unique reference number, which must be included on all correspondence with framework suppliers.

The procurement project must be set up on and undertaken using the capitalEsourcing eProcurement portal. All associated details and documents must be attached to the project, and all applicable legal notices must be published within their legislated deadlines.

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It is noted that the timetable included in this strategy is achievable but very optimistic, so may need to be redefined during the procurement process.

Chris Everett, Category Lead – Procurement and Commercial, 11th July 2025

Background Papers Used in Preparing This Report

None.

DETAILED ANALYSIS

Background

1. The Council's original assumption was to reuse all the existing furniture purchased during the decant to Shortlands and Clockworks. Since the brief was first presented, requirements have had to evolve considerably in line with rapidly changing working environments in conjunction with the drive for all environments to be more inclusive.
2. The [February 2023 Civic Campus Enhanced Investment Cabinet paper](#) outlined a rationale for further investment for the project including furniture. The report accepted that several existing items were of poor quality and did not meet requirements for accessibility, health and safety standards and would limit the commercial value of event spaces. Additional budget was therefore agreed to provide new furniture required for public, events, and revenue generating areas.
3. The Civic Campus building will accommodate the following:
 - An inclusive and largely flexible staff working base, in line with current standards and workforce expectations.
 - Events/meeting spaces to be inclusive for all – mixed seating types/furniture flexibility/ergonomics.
 - Events spaces to generate more revenue – new multi-use/flexible furniture is more desirable and means less down time between event set ups.
 - FF&E that is easy to maintain and clean with a focus on fabrics that are antimicrobial or bleach cleanable for example.
 - Space planning that is inclusive and adaptable: making sure desks sizes are appropriate, furniture is compatible with Information Technology (IT) and Audio-Visual (AV) capabilities.
 - Addition of new Council Chamber which is Inclusive for all.
 - Addition of more collaboration spaces throughout to adapt to New Ways of Working and the ability to allow futureproofing of the building and ultimately provide many more additional working spaces.
 - Addition of technology driven seating zones throughout the building to ensure integration of increasing video conferencing requirements.

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4. Facilities Management have kept an inventory of furniture stock, which started with the decant from the Town Hall into the temporary space at Shortlands and the Clockwork building. Over time the stock has been depleted by redistribution across the estate and by enabling home-working during the Coronavirus pandemic. The remaining stock (including that in use) has also aged - items bought in 2019 will have exceeded their warranty, will be showing signs of wear and tear, and will not all meet the accessibility requirements. Therefore, re-use of furniture will likely be limited to desks.
5. For much of the older non-heritage furniture, specifically events furniture, it is not financially viable to reupholster seating or service the tables. New furniture will be more robust, easy to use and maintain and come with extended warranties. All new event furniture will be much more in keeping with the design of the refurbished building and will help generate more income accordingly.
6. Alongside this, several activities have taken place to understand workforce and resident and visitor needs in a future proofed building. This included:
 - Consultation with staff via all staff focus groups, Transformation Leads, surveys and individual feedback.
 - Workshops with the Disabled Residents Team and the Council's Equity, Disability, and Inclusion (EDI) team and the London Office of Technology and Innovation (LOTI).
 - Office visits (Local Authorities and private sector) to understand furniture usage and creative use of space and/or office layouts.
7. The due diligence undertaken to date that has identified:
 - Furniture will be critical to ensuring there is sufficient confidential meeting spaces.
 - Agility and choice are provided in the workspace so people can sit with teams, collaborate and work in a matrix way.
 - Touchdown space is key for those only in the office a short time.
 - Furniture must be comfortable, easy to clean and accessible.
 - Furniture, where possible, should be multi use/purpose and easy to move/stack/store. This type of furniture allows for ease of reconfiguration to accommodate different working set ups/requirements and will also allow maximum floor space usage.
 - Consultation with LOTI and other Local Authorities has also helped us understand what has and has not worked elsewhere, so that adjustments can be made so that it is right for us.
8. Objectives and benefits the contract is aiming to deliver:
 - **Carbon Net Zero:** The Council has ambitious plans to become carbon net zero by 2030. By reusing suitable available furniture, the lifecycle of the furniture is extended. Items which are not being reused at the Civic Campus may be reused at different offices or donated to charities or schools. In addition, some items will be cleaned, upcycled and repurposed.
 - **Social Value:** Where appropriate, considering and working with local suppliers can help create more opportunities for local Small and Medium-

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sized Enterprises (SMEs) and Voluntary, Community, and Social Enterprises (VCSEs).

- **Procurement:** The successful supplier(s) will need to commit to working with the Council's policies and strategic goals, particularly in the following areas:
 - Dementia Friendly Borough;
 - Equalities Plan;
 - Ethical Investment;
 - London Living Wage (or equivalent);
 - Reducing carbon impacts to tackle Climate Change; and
 - Tackling Modern Slavery.
9. Since 2019, Facilities Management have largely re-used stock where there have been requests for new furniture across the estate. Subsequently, there are no records of any similar spend for services as outlined within this procurement strategy document.
10. It is anticipated that there will be need to hire furniture and equipment as the Civic Campus is established as an event venue that calls for items the Council does not have in stock (or the quantity needed). As part of this procurement process opportunities will be sought to establish relationships and arrangements with hire companies able to meet the extraordinary needs. Other opportunities may arise where the Council chooses to 'try before buying', particularly on high-cost items such as banked seating in the Playfair Hall.
11. The schedule of furniture needed room by room, with detailed specification, proposed finishes and quantities thereof has been iteratively developed through the design process. The final version of this document is not available to be issued with this procurement strategy but a breakdown of furniture types needed has been provided in the Appendix. To meet the Re-occupancy timeframe the procurement strategy needs to be agreed ahead of this so that it can enable and support the complex and detailed work plan needed to obtain the right price for the right items, delivered at the right time.

Reasons for Decision

12. Reasons for **purchasing** furniture:
- To create an inviting, inclusive and dynamic environment for all.
 - To create the ambience of a fully functioning commercial space.
 - To support workforce productivity by providing areas which are suitable for evolving business needs. Providing confidentiality, large meeting rooms and creative comfortable environments utilised depending on work being completed.
 - To provide furniture which is accessible for an inclusive, professional and commercial offering to potential clients who choose H&F to host their events. Thereby enhancing the Council's market offering and growing the events and/or cultural programme to generate further income.
 - To provide items of furniture which benefit the wellbeing of those working and visiting the building. For example, soft and welcoming furnishings

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complimenting individual areas (i.e., multifaith room, family room, contemplation room and occupational health).

13. Reasons for **hiring** furniture:

- At the current time, there are no event or cultural activity bookings requiring purchases or hiring of any furniture with the Civic Campus.
- The Events / Cultural programme will be forecasting limited events for Years 1, 2, and 3 enabling the team to assess and forward plan requirements over time whilst being ruthlessly financially efficient. At this point an informed decision can be made on whether it would be beneficial to make a purchase or hire specific furniture.
- Should hiring be a more beneficial option, the hire of any furniture will be recharged to external hirers and offset against the budget cost. Events must reflect service model to cover any hire costs.

Contract Specifications Summary

14. This will be a purchase and supply contract of furniture types listed in appendix 2.

Furniture that:

- Has recycled materials
- Is durable and repairable
- Is lightweight (but durable)
- Is flexible to changes in office layout/needs

Procurement Route Analysis of Options

15. The service, works, and/or supplies being procured have been identified as falling within Common Procurement Vocabulary (CPV) codes 39000000 (Furniture (incl. office furniture), furnishings, domestic appliances (excl. lighting) and cleaning products (Main Activity)) and 45421153 (Installation of built-in furniture (Secondary Activity)) and the Total Value, assuming that any options to extend will be taken, means the procurement falls within the scope of the Procurement Act 2023, Procurement Regulations 2024, and the Councils CSOs as applicable.

16. **Option 1: Do nothing or decommissions the existing requirement – Not recommended**

The reuse of existing furniture stock (purchased during the Town Hall decant) is no longer feasible due in part to the age of items and their depreciation in quality, plus this stock has already been distributed and used across the Council estate.

17. **Option 2: Deliver the supplies, services, and/or works in-house (make/buy decision) – Not recommended**

This approach is not considered cost effective or operationally efficient, given the logistical demands and lack of internal capacity for handling assembly and installation. Outsourcing to a specialist supplier is likely to ensure better value for money, quality assurance, and timely delivery.

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18. Option 3: Undertake a fully regulated competitive and compliant procurement process, advertised to the market – Not recommended

It is recognised that a procurement process, advertised to the market would attract the widest competition, however, the disadvantage to this approach is the time it takes to procure, which can be upwards of 10 months. This is not a timeframe we have available to us on this occasion, so an alternative compliant route to procure needs to be used. The Council needs to secure an arrangement for supply as quickly as possible. Undertaking our own procurement exercise for this requirement does not guarantee that suppliers would bid for this contract. The Council would also not benefit from lower costs that can be achieved through the collective buying power associated with the use of a framework agreement.

19. Option 4: Procure using a compliant framework, Dynamic Purchasing System (DPS), or Dynamic Market established by a compliant framework provider – Recommended (Part)

As an alternative to Option 3, we propose purchasing required items under an existing framework, either using a mini competition or direct award as necessary to achieve the aims of this strategy, with a call off agreement, such as the CCS Furniture and Associated Services 2 framework (RM6308), YPO Supply, Delivery, & Installation of Furniture framework (001244) and YPO Office Solutions framework (001281). By using a combination of frameworks, buying options, and Lots it is understood this will ensure value for money for the Council. For bespoke or highly specialised items e.g., reception desks, multiple quotes will be obtained prior to proceeding with purchase. Competitive quotes and contract options will also be explored for hire agreements as needed, to ensure value for money for the Council. Where bespoke items are identified as costing above the supplies and services threshold, a separate report will be prepared for approval.

Market Analysis and Engagement

20. The Council are seeking to encourage enterprise and create opportunities for local businesses, working with relevant departments to identify services and works required that are suitable and appropriate in scope and scale for local business.
21. Due to the maturity of the market and recommendation to use frameworks to deliver the majority of this requirement, preliminary market engagement (PME) has not been identified as necessary for the contract(s) being procured.

Conflicts of Interest

22. All officers and decision makers, including elected members (where appropriate), have been required to complete a Conflict of Interest Declaration form to record any actual, potential, and/or perceived conflicts, along with appropriate mitigations (as appropriate), on the Conflicts Assessment.
23. Approval of, by way of signing, this Procurement Strategy by the elected member constitutes their declaration that they do not have any actual, potential,

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and/or perceived conflicts, relevant to this procurement, except where a specific Conflict of Interest Declaration form has been completed and provided, advising differently.

24. The Conflicts Assessment will be kept under review and updated throughout the life of the project (from project inception to contract termination).

Local Economy and Social/Added Value

25. Through the Council's Local Supply Chain Project, opportunities to engage local businesses that can meet the requirements should be identified encouraged to express an interest.
26. As directed in the Sourcing Strategy, the Council will improve how goods are sourced, securing the best outcomes for residents, securing exceptional value for money, and operating as an efficient, modern, and compliant organisation

Lot Considerations

27. Where financially advantageous and economically suitable, items will be grouped and procured in lots from existing Framework Agreements. In doing so, the Council will make sure full advantage of economies of scale is taken.
28. The suppliers on each Lot will be provided with appropriate product specifications, quantities, and required finishes, to enable them to price the Council's requirement. Delivery and installation will also be a key factor, which is intended to form part of the technical (quality) evaluation process.

People Based Considerations

29. The Transfer of Undertakings (Protection of Employment) Regulation 2006 (UKSI 2006/246) (TUPE) is not applicable to this contract.

Risk Assessment and Proposed Mitigations

30. **Risks:** Key risks are outlined below:
 - **Supplier Reliability:** Late deliveries can delay project timelines. In addition, failure to meet specifications can lead to further delays.
 - **Supply Chain Disruptions:** Global sourcing introduces risks from geopolitical instability, shipping delays or custom issues. As well as single source dependence increases vulnerability if supplier fails.
 - **Storage and Logistics:** Lack of storage space or poor coordination can lead to damage or loss of furniture during transit. Poor installation sequencing can also disrupt broader construction fit out works.
 - **Condition of reuse items:** Due to the poor quality of items currently in storage or in use, it may be necessary to purchase additional furniture.
31. **Mitigation:** Robust supplier due diligence will be undertaken, and a diversified supplier base will be used. Quality assurance checks will take place at multiple stages e.g., pre shipment, delivery and post installation.

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Contract Duration Considerations

32. The Contract will run for a maximum of 60 (sixty) months.

Timetable

33. An estimated timetable is included below.

Activity	Date
1. Key Decision Entry (Strategy)	Wednesday, 6 September 2023
2. Contracts Assurance Board (Strategy)	Wednesday, 16 July 2025
3. SLT/Cabinet Member/Cabinet Sign off (Strategy)	Wednesday, 23 July 2025
4. Procurement Go Live	Monday, 28 July 2025
5. Closing Date for Clarifications	17:00 on Wednesday, 30 July 2025
6. Closing Date for Procurement Responses	12:00 noon on Friday, 8 August 2025
7. Evaluation of Procurement Responses	Friday, 8 August 2025
8. Moderation	Wednesday, 13 August 2025
9. Award Recommendation Report	Wednesday, 20 August 2025
10. CAB (Award)	Wednesday, 27 August 2025
11. SLT/Cabinet Member (Award)	Wednesday, 3 September 2025
12. Key Decision Entry (Award)	Wednesday, 3 September 2025
13. Notification of Award Sent to Suppliers	Monday, 8 September 2025
14. Standstill Period Starts	Wednesday, 10 September 2025
15. Standstill Period Ends	Monday, 22 September 2025
16. Contract Engrossment	Tuesday, 23 September 2025
17. Contract Award Notice	Monday, 22 September 2025
18. Contract Mobilisation and Implementation	Friday, 3 October 2025
19. Contract Commencement Date	Monday, 6 October 2025

Selection and Award Criteria

34. An evaluation panel will be identified to assess quality and price. The exact evaluation criteria are still being defined but will broadly be based on the following.

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35. **Quality** – Assessed against responses to several method statements, that will also cover social value requirements. The following evaluation criteria will be used.

Criteria	Weighting	
Quality , including Social Value (60%)	Quality	Social Value
	50%	10%
Price (40%)	40%	
Total (100%)	100%	

36. **Price** – The potential supplier with the lowest overall compliant Commercial (Price) Offer will be awarded the full Commercial (Price) Score (40%). All other procurement responses will be scored in accordance with the following calculation:

$$= \left(\frac{\text{Lowest Submitted Commercial (Price) Offer}}{\text{Potential Supplier's Submitted Commercial (Price) Offer}} \right) \times \text{Commercial (Price) Envelope Weighting}$$

37. Each potential supplier's overall combined score for price and quality will be used to identify the preferred supplier, who provided the Most Economically Advantageous Tender (MEAT) (for items procured using the framework), and Most Advantageous Tender (MAT) (for bespoke items procured without using the framework), that being those with the highest overall score(s), being recommended for a contract award.

Contract Management

38. With the exception of procurement of any specialist or bespoke items, the contracts will be established using call-off contracts from framework arrangement for the delivery of goods, warranty on products and support service that relates to the products delivered. Key Performance Indicators (KPIs) will be established to ensure the products procured meet the specification identified by the Council and that they are delivered and installed on site in line with pre-agreed (at order) floor layouts and schedule.

Equality and Inclusion Implications

39. There are no negative equality implications identified to date for groups that share protected characteristics. The procurement process will actively incorporate inclusive design principles, including the Council's 'Zero Harm' approach, to ensure that all furniture procured is accessible, safe, and suitable for a diverse workforce and community.
40. Engagement has taken place with the Disabled Residents Team and the Council's EDI team to inform specifications. Further collaboration will continue throughout the procurement and implementation phases to identify and mitigate any potential negative impacts.

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41. An Equality Impact Assessment (EqIA) will be undertaken if required, to ensure compliance with the Public Sector Equality Duty and to support equitable outcomes for all users of the Civic Campus.

Yvonne Okiyo, Strategic Lead for Equity, Diversity, and Inclusion (EDI), 8th July 2025

Risk Management Implications

42. In addition to the risks described above, there is a reputational risk that residents and local press will view the expenditure on furniture as excessive, that the council is 'looking after 'itself at the expense of residents' and that the wastage contravenes environmental aims.
43. This risk must be reduced. It is recommended that the benefits to the community are communicated to residents, as is the environmental advantages.

Jules Binney, Risk and Assurance Manager, 7th July 2025

Climate and Ecological Emergency Implications

44. The procurement of furniture will be in line with the Council's H&F 2030: Climate and Ecology Strategy, with a focus on reducing emissions from the "things we use" i.e., what we buy, use and dispose of. Where possible circular economy principles will be adopted increasing the reuse, repurposing and resharing of furniture.
45. Many furniture companies are making commitments to sustainability by focusing on responsible sourcing, reducing their environmental impact, and ethical production practices. These initiatives include using eco-friendly recycled or recyclable materials, sourcing wood from sustainable forests, minimising waste, and lowering carbon emissions. In addition, manufacturers are also prioritising durable design, fair labour standards, and thoughtful end-of-life product management to help build a more sustainable and ethical furniture industry.

Hinesh Mehta, Assistant Director Climate and Transport, 7th July 2025

Local Economy and Social Value Implications

46. Any Social Value element of this contract will be subject to the conditions laid out in the framework in the first instance.
47. In line with the Council's Added Value Policy and Sourcing Strategy, any mini competitions from the framework should dedicate 10% of the overall weighting to Added Value.

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48. Any Social Value received should be in addition to the core requirements of the contract.
49. It is recommended that the commissioner and Social Value Officer will work with the successful supplier, upon contract commencement, to finalise any Social Value commitments to ensure they are supported by a delivery plan and aligned to the priorities of LBHF.
50. In line with the agreed corporate procurement approach, it is recommended that any commitments around Social Value are uploaded and monitored via Social Value Portal.
51. It is recommended that the commissioner works closely with Legal Services to ensure any social value commitments are reflected in the contract, so that the council can enforce its right to remedies if social value commitments are not delivered.

Harry Buck, Social Value Officer (Procurement), 8th July 2025

Consultation

52. Regular engagement with the following to update and/or collaborate on design ideas and layouts.
 - The Council's Workforce
 - Union members
 - Disabled Residents Team
 - The Council's Equity, Disability and Inclusion team
 - Design Board commissioners
 - Proudlock Associates Ltd.
 - Co-existence Ltd.
 - RSHP LLP
 - LOTI

Digital Services and Information Management Implications

53. There are no IT or Information Management implications arising from this report.

Cinar Altun, Strategy Lead – Digital Services, 8th July 2025

LIST OF APPENDICES

- Appendix 1 (Exempt) – Project Financial Details
- Appendix 2 – List of Furniture Types Required

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Appendix 2

Civic Campus Building - Outline Furniture Schedule

Note: This is not an exhaustive list of furniture, fixtures and equipment

Public Spaces

Register office space - including waiting area, consultation rooms and ceremony spaces

New items include:

Lounge Chair
Floor Lamp
Coffee Table
Side Table
Shelving Unit
Ceremony chair

Re-used items include:

Desks In
Storage units consultation
Printers rooms
Ceremony chairs
Floral arrangements

Special items include:

Reception desk - bespoke joinery item

Event spaces - including the Small Hall, Assembly Hall, Bar and Marble Gallery, Piano lounge

New items include:

Meeting Table
Chair
Banquet table
Circular table
Stacking trolley
Credenza

Re-used items include:

Lounge chair
Coffee table
Poseur table
Stool
Table linens
Lectern / Podium

Special items include:

Modular, mobile, banquette seating

Public Meeting rooms

New items include:

Meeting room Table
Table with power/data connection
Chair
Small portable AV Credenza
Podium

Re-used items include:

AV equipment

Special items include:

Height adjustable kiosk / reception

Welfare space - including Family room, Quiet Room and Multi-faith space

New items include:

3-seater sofa
Lounge chair
Play Area
Coffee Table
Chair

Re-used items include:

Storage unit
Prayer mats
Shoe rack and bench
Day Bed
Floor Lamp

Special items include:

None

Heritage and High impact spaces - including Chamber, Mayor's Parlour and Foyer, Courtyard and Shared workspace

New items include:

Lounge Chair
Coffee Table
Ceremony chair
Chair for Chamber

Re-used items include:

AV equipment

Digital signage
Side table
Collaboration table
Bench seating

Special items include:

Gallery seating

Welfare space - including Family room, Quiet Room and Multi-faith space

New items include:

3-seater sofa
Lounge chair
Play Area
Coffee Table
Chair

Re-used items include:

Storage unit
Prayer mats
Shoe rack and bench
Day Bed
Floor Lamp

Special items include:

None

Staff only spaces

Support space - including Events Kitchen, changing facilities, Back of House areas etc

New items include:

Changing bench
Storage cabinet
Worktop bench

Re-used items include:

Racking
Lockers

Workspace - including all settings throughout the building for generic, specialised and confidential workspace

New items include:

Task chair
Monitor arm
Desk divider

Re-used items include:

Storage cabinets
Plants
Bench system desking
Sit / Stand desks
Lockers

Breakout space - including teapoints and 4th floor space

New items include:

2 Seater Sofa
Lounge Chair
Breakout chair
Microwave
Bin & Recycling station

Re-used items include:

Coffee Table
Shelving unit
Round table
None

Formal and informal meeting space - including meeting rooms, booths, meeting pods and open collaboration space

New items include:

Meeting Table
Credenza
Meeting room Chair
Free standing meeting pod
Table with power / data

Re-used items include:

AV Equipment
Collaboration table
Task chair
Meeting booths