

LONDON BOROUGH OF HAMMERSMITH & FULHAM

Report to: Sukvinder Kalsi, Executive Director of Finance and Corporate Services in consultation with Frances Umeh, Cabinet Member for Housing and Homelessness.

Date: 29/10/2025

Subject: Contract Award for Fire Risk Assessment Services

Report Author: Mara Akrivlelli, Commissioning and Contracts Lead

SUMMARY

Approval is sought, to progress with a compliant direct award using Lot 8: Fire Consultancy Service, of London Borough of Hammersmith and Fulham Council's (the "Council") Consultants Framework (the "Framework"), to deliver the Fire Risk Assessment Programme for a period of 36 months. These services are necessary in ensuring compliance with fire safety regulations and the Council's fire safety strategy to protect residents and providing assurance and transparency in managing fire safety risks.

RECOMMENDATIONS

1. Appendices 1 and 2 are not for publication on the basis that they contain information relating to the financial or business affairs of any particular person (including the authority holding that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. The Executive Director of Finance and Corporate Services in consultation with the Cabinet Member for Housing and Homelessness:
 - Approve the contract award to the Preferred Supplier, identified in Appendix 1 (the "Preferred Supplier") to deliver Fire Risk Assessment Services in relation to fire safety compliance for the Contract Award Value included in Appendix 1 (the "Contract Award Value") over a period of 36 months, using the Framework.
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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	This contract will ensure compliance with fire safety regulations and provide assurance to residents that their homes are safe from fire risks.

Our Values	Summary of how this report aligns to the H&F Corporate Plan and the H&F Values
	This is an important precondition for the wellbeing of all residents.
Creating a compassionate and inclusive council	The contract is necessary to ensure the safety of homes and health and wellbeing of residents in the knowledge that fire risks are monitored effectively. This builds trust and a better environment for all.
Doing things with local residents, not to them	The engagement of local residents is part of the Council's philosophy and value system in building strong relationships with residents, promoting transparency and trust and realising the benefits of works to be undertaken.
Being ruthlessly financially efficient	The Framework was procured competitively with the purpose of providing quality and value for money in sourcing a range of consultancy services.
Taking pride in H&F	The Council continuously seeks to perform its legal obligation of ensuring the safety of its residents and buildings and provide and maintain homes that people want to live in.
Rising to the challenge of the climate and ecological emergency	Managing the fire safety of the buildings for which the Council has responsibility is part of the wider aim of building a better, safer, greener environment for all.

Financial Impact

The cost of delivering the fire risk assessment programme will be funded from a combination of existing revenue and capital budgets. The majority of the cost of the fire risk assessments (up to 90%) is expected to be capitalised on the basis that they result in capital fire safety works, which will be subject to confirmation from the Fire Safety Compliance team.

The existing revenue Repairs and Maintenance budgets within the Housing Revenue Account (HRA) are sufficient to accommodate the expected revenue annual costs of this contract.

The programme will be for 36 months so the cost will cross financial years 2025/26 to 2028/29. Finance officers will work with service colleagues to monitor spend and ensure the spend remains within the approved budget envelopes.

Further details relevant to the financial impact and/or undertaken to provide financial assurance are included in Appendix 2.

Completed by: Anjeli Chadha, Principal Accountant – Housing Capital, 3rd October 2025 & Mark Collins, Principal Accountant – Revenue Resident and Building Safety 3rd October 2025

Verified by: James Newman, AD Finance, 22 October 2025

Legal Implications

The contract award is within the requirements of the Procurement Act 2023 and the Council's Contract Standing Orders (CSOs).

The appropriate decision maker is the Strategic Leadership Team (SLT) Member.

Angela Hogan, Chief Solicitor (Contracts and Procurement), 29th September 2025

Procurement Comments

Based on the details provided in this report, CSO 19.4. at Section D – High Value Contracts – Over the Services Threshold of the Council's CSOs has been complied with.

A Contract Award Notice must be published to Contracts Finder, to satisfy the requirements of the Public Contracts Regulations 2015 (under which the Framework was established) for contracts equal to and over £30,000 (including VAT). This must be completed using the Council's capitalEourcing eProcurement portal.

The contract must be added to the capitalEourcing eProcurement portal, to ensure it is published on the Council's Contract Register in line with the legislated transparency obligations, and all applicable legal notices must be published within their legislated deadlines.

A named contract manager must be allocated to the contract on the Council's capitalEourcing eProcurement portal.

Chris Everett, Category Lead – Procurement and Commercial, 15th October 2025

Background Papers Used in Preparing This Report

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report:

1. Procurement Strategy for Fire Risk Assessment Services

DETAILED ANALYSIS

Procurement Approach

1. The procurement process has been undertaken in accordance with the Procurement Strategy included at Annex 1 and Section D – High Value Contracts – Over the Services Threshold of the Council's CSOs, which defined the process to be followed.

Conflicts of Interest

2. All officers and decision makers are 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.
3. Approval of this Contract Award by the Strategic Leadership Team (SLT) member and elected member (as applicable) constitutes their declaration that they do not have any actual, potential, and/or perceived conflicts, relevant to this procurement, except where a specific Conflict of Interest Declaration form has been completed and provided, advising differently.
4. All members of the Evaluation Panel were required to complete and sign a Conflict of Interest and Confidentiality Undertaking Declaration. A completed and signed copy of this form was returned by all members of the Evaluation Panel, ahead of them reviewing Potential Supplier responses.

Procurement Outcome

5. The direct award route, using Lot 8: Fire Consultancy Services of the Framework was identified as the most advantageous option to meet the Council's requirements, due to the Framework having been compliantly and competitively procured, with lot 8 covering Type 1, 2, 3 and 4 Fire Risk Assessments.
6. The Framework permits direct award to the supplier assessed as being the most economically advantageous supplier based on their rank. The supplier rank is based on the highest final scores (Price and Quality) during the Invitation to Tender (ITT) stage to secure a place on the Framework.
7. On this occasion, the direct award is proposed to the Preferred Supplier, who is the third highest ranked supplier on Lot 8: Fire Consultancy Services, of the Framework. The reason for this is set out in Appendix 1.

People Based Considerations

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

Risk Assessment and Proposed Mitigations

9. The table below includes the key risks and proposed mitigations identified as being relevant to the contract award.

Identified Risk	Proposed Mitigations
1. Risk of fire resulting in properties in the absence of assessment of fire risk.	Agreement and implementation of a contract for the provision of fire risk assessments in the Council's properties.
2. Serious risk to life and injury.	Agreement and implementation of a contract for the provision of fire risk assessments in the Council's properties.
3. Reputational risk to the Council	Agreement and implementation of a contract for the provision of fire risk assessments in the Council's properties.
4. Financial risk to the Council	Agreement and implementation of a contract for the provision of fire risk assessments in the Council's properties.
5. Litigation risk to the Council	Agreement and implementation of a contract for the provision of fire risk assessments in the Council's properties.

Mobilisation Timetable

10. The table below provides an estimated timetable of the competition process through to contract commencing.

Action	Date
1. SLT Sign-Off (Award)	Tuesday, 4 November 2025
2. Contract Engrossment	Thursday, 6 November 2025
3. Contract Details Notice Published	Thursday, 6 November 2025
4. Contract Signed	Friday, 14 November 2025
5. Contract Start Date	Monday, 17 November 2025
6. Contract Mobilisation and Implementation	Monday, 17 November 2025
7. Service Start Date	Friday, 21 November 2025

Action	Date
8. Contract End Date (initial term, excluding extension periods)	Thursday, 16 November 2028
9. Contract End Date (including all extension periods)	Thursday, 16 November 2028

Contract Management

11. The client team will closely and proactively monitor the Preferred Supplier to ensure performance is delivered in line with the contract. The contract will include a requirement for regular reviews.
12. The contract will contain default and termination clauses in the event that the Preferred Supplier's performance drops below the required standard and cannot be remedied.
13. Appropriate clauses will be inserted in the contract that allow the Council to seek damages due to any losses incurred due to non-performance.

Conclusion

14. Following conclusion of the procurement process, it is recommended that the contract is awarded to the Preferred Supplier, identified following desktop evaluation by the Evaluation Panel.

Equality and Inclusion Implications

15. A full Equality Impact Analysis (EIA) has been completed and can be found in Appendix 3.
16. The EIA confirms that the proposed contract award is expected to have a positive impact across all protected characteristics under the Equality Act 2010.
17. The fire risk assessment programme will enhance the safety and wellbeing of all residents, with particular benefits for:
 - Older adults and those with mobility issues, who may be more vulnerable in the event of a fire.
 - Disabled residents, for whom tailored fire safety measures are essential.
 - Pregnant women and families with young children, who may face additional risks in emergency situations.
18. The service is designed to be universally accessible, and no adverse impacts have been identified for any protected groups, including those with less visible characteristics such as gender identity, sexual orientation, and care-experienced individuals.
19. Although no specific consultation or disaggregated data analysis was undertaken for this contract, the universal nature of the service and its

alignment with statutory fire safety obligations support the conclusion of positive impact. The Council remains mindful of intersectional inequalities and will continue to monitor delivery to ensure inclusive outcomes.

20. Monitoring and accountability will be embedded in contract management processes. The supplier will be required to demonstrate inclusive practice and equitable service delivery. Any concerns raised by residents or stakeholders will be addressed promptly, and equality outcomes will be reviewed periodically.

Verified by: Yvonne Okiyo, Strategic Lead for Equity, Diversity, and Inclusion (EDI), 9th October 2025

Risk Management Implications

21. There is a financial and programme risk that, as identified in the report that the Preferred Supplier may be unable or be unwilling to complete the contract due to financial constraints. This risk must be reduced. It is therefore recommended that the performance of the engagement is closely monitored and that terms are included in the contract including guarantees and possible payback clauses should the Preferred Supplier seek to back out of the engagement before completion. Furthermore, it is recommended that a comprehensive Service Level Agreement (SLA) is included as part of the contract and that performance is monitored throughout the engagement.
22. There is a Legal Risk that the policy itself is insufficiently detailed, and that either the Council or Preferred Supplier are unable to meet fire safety regulations (including the Regulatory Reform (Fire Safety) Order 2005) leading to prosecution, fines or enforcement action. This risk must be reduced. It is recommended that regular independent reviews (of not less than annual) are made of the policy and adherence to it to ensure compliance to regulations.
23. Further details relevant to the Risk Management Implications and/or undertaken to provide financial assurance are included in Appendix 1.

Jules Binney, Risk and Assurance Manager, 29th September 2025

Climate and Ecological Emergency Implications

24. The Preferred Supplier have achieved their environmental management system accredited to ISO 14001.
25. Compliance against this standard requires businesses to identify and manage the environmental aspects and impacts resulting from their operations, products and services. The standard assists organisations to manage ecological risks effectively and improve environmental performance.
26. Commitment to sustainability is a principal characteristic of their work and they carry out full risk assessments at each project initiation to identify potential

impacts and actions required to minimise them that are suitable to the particular project and end user.

Verified by: Charlotte Slaven, Head of Climate Strategy & Engagement, 30th September 2025.

Local Economy and Social Value Implications

27. It is a requirement that all contracts let by the Council with a value above £100,000 propose and commit to social value contributions that are additional to the core services required under the contract.
28. As part of the Framework agreement, the Preferred Supplier was required to submit a Social Value response. This response included commitments around work experience and training, volunteering and donations to VCSE groups.
29. It is recommended that the commissioner and Social Value officer work with the Preferred Supplier at contract commencement to ensure that the contributions committed by the Preferred Supplier are realistic and supported by a delivery plan.
30. It is recommended that the commissioner works closely with Legal Services to ensure appropriate social value clauses are included 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), 30th September 2025

Digital Services and Information Management Implications

31. **Information Technology (IT) Implications:** There are no IT implications resulting from this report as the only system in use is Geometra.
32. **Information Management (IM) Implications:** The contents of this proposal do not refer to any personal data being held therefore there are no implications under the requirements of United Kingdom General Data Protection Regulations (UK GDPR).

Vincen Arivannoor, Strategic Relationship Manager, 20th March 2025

LIST OF APPENDICES

Appendix 1 (Exempt) – Contract Award Details
Appendix 2 (Exempt) – Further Financial Assurance
Appendix 3 – Equality Impact Analysis
Annex 1 – Procurement Strategy

Equality Impact Analysis

Equality Impact Analysis

[EIA-FRA \(1\).docx](#)

Annexes

Annex 1 – Procurement Strategy

[Procurement approval - OneDrive](#)