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REFERENCE

**ARRANGING URGENT REMEDIAL WORKS AND/OR  
TEMPORARY ACCOMMODATION FOLLOWING FIRE OR  
SIMILAR DAMAGE**

The procedures that are described below should be followed when Strategic Planning & Place are to arrange urgent remedial works and/or the provision of temporary portable building accommodation following fire or similar damage.

1. Important Rule

Monies expended within the above definition, including works, fees and any other costs, will invariably be closely scrutinised and assessed as potential claims for submission to the Council's insurers, or become charges to the Council's Insurance Fund managed by the Chief Monitoring Officer.

**For the reasons stated above, before costs of any nature are incurred, or commissions entered into for consultancy services, it is essential that liaison with, and the agreement of, the Council's Insurance and Risk Management Officer and/or where appropriate the Insurer's Loss Adjuster is obtained.**

**Liability by the Council for costs incurred as a result of failure to comply with this requirement will, unless mitigating circumstances exist, be rejected.**

2. Generally

Check with the Strategic Planning & Place Representative that the maintenance/ insurance responsibilities for reinstatement have been clarified, and that appropriate personnel within Legal Services have been kept suitably informed, and are aware of the proposed action.

Ensure that arrangements have been made for the electrical and mechanical systems in the building and where appropriate the structures have been made safe, that unauthorised entry is prevented and that any other health and safety measures required have been acted upon.

Where communications have been seriously affected, arrangements can be put into place by the Chief Monitoring Officer for a mobile emergency control unit vehicle to be taken to site with communications facilities.

Restoration work to an existing building would normally involve an identical replacement of that destroyed by fire, or otherwise damaged, but in compliance with current regulations. However, quite often Client Services will take the opportunity to incorporate improvements. Where this is the case the Client Service will need to arrange for the improvement aspect of the work to be separately financed.

The improvement works require separate costing in tender documents, and before any work proceeds the approval of the Council's Insurance and Risk Management Officer and/or the Loss Adjuster must be obtained in writing.

Where temporary accommodation is required ensure that the Client Service have precisely defined their requirements and that the Council's Insurance and Risk Management Officer and/or Loss Adjuster have agreed that

**NOTE:**

**THIS DIRECTIVE IS APPLICABLE TO THE MAJORITY OF SCHEMES BUT IT WILL NOT NECESSARILY BE APPROPRIATE TO ALL WORKS AND THEREFORE ON EACH SCHEME IT WILL BE NECESSARY TO CHECK THE SPECIFIC REQUIREMENTS**

it may be provided; including the full implications of bringing in temporary supplies and any other ancillary works associated with the provision. Hiring will normally be the most cost effective method of providing the accommodation unless the associated re-instatement work are major, whereby purchase and eventual sale may need to be investigated.

The location of the temporary accommodation will require the agreement of the Client Service and Service User, and the County Planning Officer will need to be consulted as to whether a formal planning consultation or submission is required. All decisions must be confirmed in writing and circulated to the various parties involved.

As soon as agreement on the works required has been obtained the programme will need to be finalised with dates of possession and practical completion identified.

### 3. Arranging Tenders

The obtaining of competitive tenders is usually required, particularly where part of an insurance claim, unless specific reasons to justify a single tender or other means of arranging the re-instatement work can be established, and prior agreement obtained.

Circumstances and timescales may give reason to justify a hand picked tender list, in consultation with Strategic Planning & Place.

The hand picked list could comprise of suitable Contractors that have confirmed that they have the capability to complete the works in the required timescale.

Framework or Select List Contractors will be the obvious choice where a suitable category exists.

Prepare a preliminary list of these contractors who, from their responses, appear suitable candidates for the tender list.

- (a) Agree a tender list with Strategic Planning & Place Procurement Manager, the County's Insurance and Risk Management Officer and/or the Loss Adjuster.
- (b) Obtain formal tenders in the normal manner.
- (c) Analyse the tender responses, prepare a tender report and obtain approval to the acceptance of the recommended tender from Strategic Planning & Place, the Council's Insurance and Risk Management Officer and/or Loss Adjuster.
- (d) Arrange via Strategic Planning & Place for the contract to be placed.

### 4. Work on Site

Closely monitor the progress of the work, keeping Strategic Planning & Place and the Client Service informed. Slippages must be reported as soon as it is obvious that they will occur.

Remember always:

Members of the County Council, the Client Service, the occupiers of the accommodation and others will expect everything to happen yesterday, BUT you will be criticised if 'short-cuts' and best intentions produce unsatisfactory accommodation and allegations of maladministration. Proceed therefore with all haste but with propriety.

## CONCLUSION