



LONDON FIRE BRIGADE

Report title

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## Extension of Cleaning Provision across the London Fire Brigade Estate

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Report to	Date
Commissioner's Board	13 January 2021
Deputy Mayor's Fire and Resilience Board	19 January 2021
London Fire Commissioner	

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Report by	Report number
Assistant Director, Property	LFC-0471

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### Executive Summary

As a consequence of the serious health risks posed by COVID-19 there is a continued requirement for enhanced cleaning across the London Fire Brigade estate. This paper seeks a commitment of expenditure and delegated authority to the Assistant Director, Technical and Commercial Services to agree a variation to the relevant service contracts to provide the enhanced cleaning needed across the estate for a further 52 weeks (from 19 March 2021) in accordance with COVID SECURE guidelines for the workplace. The enhanced cleaning requirement was previously reported, and an increased spend agreed by the Deputy Mayor (LFC-0338 and LFC-0395).

### Recommended decisions

For the London Fire Commissioner

That the London Fire Commissioner

Agrees the commitment of expenditure of £2.1m to be funded from the additional budget as set out in November Budget Submission to the Mayor (LFC-0432-D) and

Agrees to delegate authority to the Assistant Director, Technical and Commercial Services to approve the variation to the relevant service contracts to allow the continuation of the enhanced cleaning provision across the estate for an approximate further 52 weeks from 19 March 2021.

Notes the above value is broken down into £1.88m for the additional daily cleaning plus £220k allowance for deep cleans where specific risks are identified.

## Introduction and Background

1. Since March 2020 there has been a requirement to increase the quantity of cleaning provision across the London Fire Brigade (LFB) estate to provide cleaning hours every weekday and weekend. This is an important part of the LFB's response to the COVID-19 pandemic and the health and safety of the operational workforce.
2. This enhanced level of cleaning is currently being delivered through an agreed contract variation to the existing service contracts that deliver the general cleaning services across the estate. This covers the estate wide soft services contract and the Private Finance Initiative (PFI) contract that delivers cleaning to the PFI stations. The cost for the enhanced services is based on contract rates within the contracts although for the PFI contract the services are being delivered by an additional subcontractor on a bespoke rate.
3. LFC-0338 secured approval for an additional spend for this enhanced cleaning for a period of 26 weeks that ended on 18<sup>th</sup> September 2020. A further report, LFC-0395, was submitted to secure approval for an additional 26 weeks which ends on 19<sup>th</sup> March 2021. The pandemic is an emerging situation which has required arrangements to be closely monitored, regularly reviewed in response to the current risk level so further funding has been requested for enhanced cleaning arrangements.
4. The Brigade's Health & Safety department has confirmed the enhanced cleaning is still anticipated to be required beyond March 2021. The COVID SECURE guidelines for workplaces have not yet changed and cleaning is still a critical control measure within them. This is particularly important on fire stations where building occupancy has not been reduced and where contractor activity on stations in terms of building works/maintenance is continuing. This report seeks approval for further spend on the enhanced cleaning needed for an approximate additional 52 weeks as it is now clear that the pandemic will long continue into 2021. In the event that COVID SECURE guidelines are relaxed and the risk level has reduced the Brigade will seek to return to the previous levels of cleaning.
5. The following actions are proposed to enable delivery of these enhanced services for a further 52 weeks:
  - a. PFI contract – this contract provides cleaning services to the PFI stations within the estate and a further variation of the contract will be agreed on the current rates.
  - b. Soft Services Contract – this contract provides cleaning services for the rest of the estate and a further variation of the contract will be agreed on the current rates.
6. The contracts have provisions for variations for change in service requirements which require agreement between both parties. The variations to the service contracts detailed above will include the Brigade's ability to cancel the enhanced cleaning provision with a four week notice period. This will be utilised to cease the enhanced cleaning if advice from Public Health England confirms the risk has reduced, COVID SECURE guidance is amended and enhanced cleaning is no longer required.
7. The full anticipated costs are detailed in Appendix 1. The estimated cost of the continued requirement of enhanced cleaning is £36k per week. This results in an overall spend of £1.88m for 52 weeks up to March 2022. An additional allowance of £220k is required to allow for further

on demand deep cleaning at premises where particular risk in relation to Covid19 is detected. This results in an overall spend of £2.1m.

8. The pandemic is a changing situation and further developments may be seen in the next twelve months which could impact on this service requirement. This report is therefore only requesting approval for an approximate further 52 weeks at this stage. The requirement for enhanced cleaning will be continually reviewed and amended at the appropriate time in line with Government guidelines.

### **Alternative Options Considered and Consultation**

9. Alternative options for this service requirement have been considered.
10. The PFI contract provides for all maintenance services for those stations and it is not commercially viable to procure these services from another provider. The option of varying the existing contract to provide the enhanced level of cleaning is therefore the only solution available.
11. The option of procuring these enhanced services for the rest of the estate as a new contract or seeking a separate collaboration opportunity was considered but would not offer best value. The soft services contract for the estate was procured in 2020 using the CCS framework and includes competitive rates for cleaning services. There are synergies with the general cleaning services delivered for the estate and the Brigade benefits from these in the delivery of the enhanced cleaning. The specification for the soft services contract includes the option to vary cleaning services in response to an increased risk from the pandemic and the current supplier has arrangements in place to deliver this efficiently.

### **Objectives and Expected Outcomes**

12. The objective of this report and the request for funding for enhanced cleaning services is to provide a safe working environment for staff during the pandemic. This service supports the delivery of emergency services and is a key control measure in the Brigade's response to the pandemic. The enhanced cleaning aims to reduce the spread of Covid19 within Brigade premises and provide COVID SECURE working environments.

### **Impacts**

13. The following impacts have been considered.

### **Equality impact**

14. The Public Sector Equality Duty applies to the London Fire Commissioner when they make decisions. The duty requires the LFC to have due regard to the need to:
  - a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act.
  - b) Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - c) Foster good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.

15. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
16. The proposals in this report will not have a disproportionately adverse effect on any persons with a particular characteristic.

### **Procurement and Sustainability**

17. The proposed variations in contracts as described can be made compliantly in accordance with the Public Contract Regulations 2015, paragraph 72 (8). Procurement Services have confirmed that in accordance with regulation 72(8) the proposed variation or modifications in each of the above contracts is not a substantial change requiring a new contract to be let, in that it is: not materially different from the service currently needed; there is no introduction of any new conditions that would have changed the outcome of the initial tender ; it does not change to the economic balance of the contract in favour of the supplier in a manner not provided for in the contract ; there has been no change to the initial scope of the contract and; there is no change to the contractor.

### **Strategic Drivers**

18. This report supports the Brigade's requirement to provide a COVID SECURE working environment. It also supports the Transformation Plan Strategic Pillar of the Best People and the Best Place to Work.

### **Workforce Impact**

19. Representative bodies have not been formally consulted in the development of this report. The proposal promotes the enhanced requirement of cleaning provision needed for the health and safety of all staff who are required to attend the estate as a result of the COVID-19 pandemic.

### **Finance comments**

20. The report recommends that delegated authority is provided to increase the cleaning provision across the LFB operational estate, at an estimated cost of £36k per week for a period of up to 52 weeks to the end of March 2022. An additional allowance of £220k is also requested for deep cleans which results in total requested spend of £2,100k.
21. The LFC's Budget Submission to the Mayor (LFC-0432-D) included an ongoing growth bid for additional cleaning of £2,200k, which will fund this additional cost in 2021/22. This will be updated to the revised reduced cost of £2,100k in the March budget report. It is no longer anticipated that this additional cleaning will be required in subsequent financial years so the future years forecast will be amended.

### **Legal comments**

22. Under section 9 of the Policing and Crime Act 2017, the London Fire Commissioner (the "Commissioner") is established as a corporation sole with the Mayor appointing the occupant of that office. Under section 327D of the GLA Act 1999, as amended by the Policing and Crime Act 2017, the Mayor may issue to the Commissioner specific or general directions as to the manner in which the holder of that office is to exercise his or her functions.
23. By direction dated 1 April 2018, the Mayor set out those matters, for which the Commissioner would require the prior approval of either the Mayor or the Deputy Mayor for Fire and Resilience (the "Deputy Mayor").

24. Paragraph (b) of Part 2 of the said direction requires the Commissioner to seek the prior approval of the Deputy Mayor before “[a] commitment to expenditure (capital or revenue) of £150,000 or above as identified in accordance with normal accounting practices...”. The decision to modify relevant service contracts for enhanced cleaning provision (at a value that exceeds £150,000), will accordingly require prior approval from the Deputy Mayor.
25. Under the Scheme of Governance (1 May 2020) ('the Scheme') the final decision to agree to a variation of an existing contract with a value over £0.5m is delegated to a Director, whereas variations under £0.5m can be agreed by the Assistant Director of Technical and Commercial Services. The proposed recommendation for the London Fire Commissioner to delegate authority to the Assistant Director of Technical and Commercial to deal with variations in respect of all relevant cleaning services contracts referred in this report is permitted under Part 4 of the Scheme.
26. The statutory basis for the actions proposed in this report is provided by sections 7 and 5A of the Fire and Rescue Services Act 2004 ("FRSA 2004"). Section 7 (2)(a) FRSA 2004 the Commissioner has the power to secure the provision of personnel, services and equipment necessary to efficiently meet all normal requirements for firefighting and section 5A allows the Commissioner to procure personnel, services and equipment they consider appropriate for purposes incidental or indirectly incidental to their functional purposes.
27. It is noted that the provision of the enhanced cleaning services will be requisitioned through a modification to existing contracts for services in compliance with the Public Contracts Regulations 2015, as the body of the report above refers. The report confirms the modification to the contracts (reflecting the increased price due to enhanced cleaning regime as a result of COVID19) are not considered to be so substantial requiring a new procurement to be conducted, and that regulation 72 of the Public Contract Regulations 2015 is relied upon.

### List of Appendices

<b>Appendix</b>	<b>Title</b>	<b>Protective Marking</b>
1.	Enhanced Cleaning Costs	None

## Appendix 1

### PFI Stations – Enhanced Cleaning Cost

Station	week day p/hr	Additional Hours	Total Weekday Cost per day	Sat	Sun	Total weekend cost
Shadwell	£13.96	2.00	£27.92	£78.75	£78.75	£157.50
Purley	£13.96	2.00	£27.92	£78.75	£78.75	£157.50
Plaistow (Station and Training)	£15.75	3.00	£47.25	£78.75	£78.75	£157.50
Orpington	£15.75	2.00	£31.50	£78.75	£78.75	£157.50
Old Kent Road	£15.75	2.00	£31.50	£78.75	£78.75	£157.50
Mitcham	£15.75	2.00	£31.50	£78.75	£78.75	£157.50
Leytonstone	£13.96	2.00	£27.92	£78.75	£78.75	£157.50
Dockhead	£15.75	2.00	£31.50	£78.75	£78.75	£157.50
Dagenham	£15.75	2.00	£31.50	£78.75	£78.75	£157.50
		w/d cost	£1442.55		w/e cost	£1417.50
<b>Total</b>						£2860.05
<b>Overhead</b>						£143
<b>Total per week</b>						<b>£3,003.05</b>

### Rest of Estate – Enhanced Cleaning Cost

Site or Client Name/ Location	Total cost per week
Acton	£ 391.53
Addington	£ 329.14
Barking	£ 391.54
Barnet	£ 297.94
Battersea	£ 347.86
Beckenham	£ 329.14
Bethnal Green	£ 266.74
Bexley	£ 329.14
Biggin Hill	£ 305.74
Brixton	£ 347.86
Bromley	£ 391.54
Chelsea	£ 329.14
Chingford	£ 282.34
Chiswick	£ 360.34
Clapham	£ 391.54
Croydon	£ 391.54
Deptford	£ 360.34
Dowgate	£ 347.86
Ealing	£ 297.94
East Greenwich	£ 329.14
East Ham	£ 391.54

Edmonton	£	391.54
Eltham	£	360.34
Enfield	£	266.74
Erith	£	347.86
Euston	£	360.34
Feltham	£	285.46
Finchley	£	391.54
Forest Hill	£	329.14
Fulham	£	391.54
Greenwich	£	329.14
Hainault	£	282.34
Hammersmith	£	391.54
Harold Hill	£	329.14
Harrow	£	297.94
Hayes	£	285.46
Heathrow	£	266.74
Hendon	£	297.94
Heston	£	329.14
Hillingdon	£	329.14
Holloway	£	266.74
Homerton	£	266.74
Hornchurch	£	360.34
Hornsey	£	266.74
HQ Union Street	£	147.21
Ilford	£	329.14
Islington	£	329.14
Kensington	£	360.34
Kentish Town	£	266.74
Kingston	£	329.14
Lambeth FS	£	862.60
Lambeth Pontoon	£	266.74
Lee Green	£	329.14
Lewisham	£	329.14
Leyton	£	297.94
Merton Loc	£	28.01
Mill Hill	£	282.34
Millwall	£	329.14
New Cross	£	329.14
New Malden	£	329.14
Norbury	£	329.14
North Kensington	£	329.14
Northolt	£	297.94
OSC	£	266.74
Paddington	£	422.74
Park Royal	£	321.34
Peckham	£	391.54
Plumstead	£	329.14

Poplar	£ 329.14
Richmond	£ 329.14
Romford	£ 297.94
Ruislip	£ 313.54
Shoreditch	£ 422.74
Sidcup	£ 329.14
Soho	£ 360.34
Southall	£ 297.94
Southgate	£ 282.34
Stanmore	£ 266.74
Stoke Newington	£ 297.94
Stratford	£ 1,391.78
Surbiton	£ 360.34
Sutton	£ 329.14
Tooting	£ 347.86
Tottenham	£ 329.14
Twickenham	£ 329.14
Wallington	£ 360.34
Walthamstow	£ 329.14
Wandsworth	£ 347.86
Wembley	£ 453.94
Wennington	£ 282.34
West Hampstead	£ 297.94
West Norwood	£ 391.54
Whitechapel	£ 329.14
Willesden	£ 297.94
Wimbledon	£ 391.54
Woodford	£ 282.34
Woodside	£ 329.14
<b>Total per Week</b>	<b>£ 33,173.39</b>