



HOUSE OF LORDS SERVICES COMMITTEE

Agenda

The Committee will meet virtually on Thursday 24 September at 1pm on Microsoft Teams

1. Apologies
2. Matters arising from the minutes of the previous meeting (minutes previously agreed by correspondence)
3. Update from the Parliamentary Digital Service (S/19-21/36) [RESTRICTED]
4. Fire Safety Awareness Training completion figures (S/19-21/37) [RESTRICTED]
5. Estates Works update (S/19-21/38) [UNRESTRICTED]
6. Catering deficit update and initiatives for mitigating costs (S/19-21/39) [HIGHLY RESTRICTED]
7. Peers' Catering Account Scheme (S/19-21/40) [RESTRICTED]
8. Any other business

Papers circulated for information

9. Forward work plan (S/19-21/41) [UNRESTRICTED]

Members are reminded that they should declare any relevant interests.

Members are free to discuss the contents of papers with their colleagues, unless the paper is marked 'Highly Restricted'. Papers marked unrestricted are proactively published.

Gabby Longdin
Clerk

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Estates Works Update

Paper from Carl Woodall, Director of Facilities and Justin Hills, Head of Property and Office Services

*Paper prepared by David Middlehurst, David Johnstone, Phil McArdle
Senior Facilities Managers, Property and Office Services*

Purpose

1. This paper provides a summary of the progress of current building works, repairs, and projects in the Lords' parts of the Parliamentary Estate and provides an update on the impact of COVID-19 on key projects. In particular, this paper informs the Committee of those projects that have been able to restart.
2. All works are subject to the sitting of the Houses and projects are responding to changes to sitting patterns as required.

Action for the Committee

3. The Committee is invited to take note of this update.

Progress of works

4. A wide variety of works and projects have restarted or are continuing. This project work is coupled with a high volume of essential maintenance works, repairs and ongoing redecoration. This paper does not set out every item undertaken or completed but provides the Committee with an overview of the more significant projects and repairs. As mentioned in previous estates works updates, all Strategic Estates and PMST projects temporarily ceased activity in March 2020. As restrictions were relaxed, the Restart Group within Strategic Estates gradually approved projects restarting across the estate. Restarts are governed by PHE advice and consideration of maintaining the estate as COVID-19 secure. This means that not all projects have restarted and those which have are working at reduced staffing levels to maintain social distancing.

Encaustic Tiles

5. The encaustic tile panels in Peers' Lobby are completely restored. The temporary carpeted boards will be removed in the latter part of October, once the tiles have cured. This will bring the Peers' Lobby programme to a close. There are further works in Central Lobby that are expected to conclude in December 2020.

Westminster Hall

6. The Westminster Hall project team made excellent progress over the summer and the conservation work on the lantern was finished. With the lantern restored to its former glory and the crash deck removed, natural light is once more filtering through to the central part of the Hall. The west gutter scaffold was successfully taken down during the recess and works to remove the main scaffold are ongoing and progressing to plan.

7. The general working hours for the final phase of project works will be Friday to Sunday, 7.00 am to 5.00 pm. Seven parking spaces in Peers' Car Park are suspended on non-sitting Fridays and Saturdays, for the remainder of the scaffold removal works, to create an exclusion zone for the lorry that will lift the scaffold.

Fire Safety Improvement Works - Life Safety Work

8. The project works over the summer were successful, with installation works being completed in the following House of Lords locations:
 - Lower Norman Porch – wireless Automatic Fire Detection (AFD)
 - The Salisbury Room and Peers Writing Room – Emergency Lighting (EML)
 - The Library – aspirator fire detection
 - Peers' Guest Room – Voice Alarm System (VAS) speakers
 - Bishops' Corridor and adjacent areas – EML and VAS
 - Peers Dining Room – VAS
9. VAS speaker swaps and new installations in members' and staff offices in the Palace have resumed at night after the House rises.
10. A separate paper will be submitted to the Committee on disruptive fire system testing.

Cast Iron Roofs Programme

11. Works on site are progressing well with the team at near to full operational capacity. The programme review is underway to evaluate the original delivery schedule, as well as the associated costs, and how those will change as a consequence of the temporary cessation of works arising from COVID-19. Additionally, changes to the site working procedures to enable social distancing and other related safety measures will result in an extension of the project end date and an increase in costs.

Stonework Surveys and Protection

12. The majority of the scaffolding on the House of Lords Terrace has been removed. The remaining scaffold, installed on either side of the Churchill corridor tower, is to be retained to enable stone repair works which are being planned.
13. Stone condition surveys were completed under the Victoria Tower within Sovereign's Entrance, in the Spine Road link tunnels, in Black Rod's Garden around the South East Tower, Peers' Inner Court, and the Westminster Hall North Door. The survey of Peers' Court is in the final stages. The scope of remedial repair works will not be known until the survey reports are assessed by the Design Authority. The main items discovered thus far relate to natural ageing, water ingress (through joints or damaged, concealed pipework) and natural movement within the building.
14. A fabric condition survey was carried out on Central Lobby's interior during the summer recess. A Drone survey inside Central Spire and the upper levels of Boiler House Court is being procured, with a view to completing the surveys towards the end of October.

Law Lords' Corridor

15. The reinstatement of the replacement ceiling tiles, and the redecoration of the Law Lords' corridor was completed over the summer recess, repairing water damage that occurred last year.

COVID 19 Social Distancing Measures

16. Work continued over the summer recess period to improve and implement social distancing measures throughout the Palace. This included signage, one-way systems, installation of Perspex screens for customer facing teams, the creation of shared workspaces for members, and the provision of antibacterial wipes and gel in more locations. Where possible heritage furniture has been covered to minimise the risk of damage from additional cleaning. Social distancing measures will continue to be reviewed in line with the current Government advice.

Chamber Carpet Replacement

17. The remaining section of carpet under the Government benches in the Chamber was replaced during August. This now closes the Chamber carpet replacement programme.

Millbank House Flood Mitigation

18. During the lockdown period design work continued on the development of the flood mitigation works. It has been established that there are five separate drainage systems within the building each of which will require some degree of intervention. Further detailed surveys are required to be completed prior to finalisation of the design, however initial discussions have been held with Thames Water regarding making three new connections to the main sewer network. These initial discussions have highlighted that approval for these connections may take some months to be granted and therefore completion of the project is now not expected until April / May 2021. This is obviously extremely disappointing, but the team continue to push for an improvement on these dates and continue to maintain manual mitigation measures.

Millbank House Data Centre

19. Due to the impending end of the lease for 7 Millbank, the southern estate data centre needs to be relocated. After extensive work to find a location which meets the needs of PDS and wider stakeholders, an area in the basement in Millbank House has been agreed. Work on this facility will start early next year and is due to be completed by October 2021. Due to the proximity of these works and the flood mitigation works it has been decided to combine both projects under one senior project leader. Disruption is anticipated to be low as the majority of intrusive actions are planned for out of hours and weekends.

Millbank House Entry Upgrade

20. Forming part of the Security Upgrades Programme, a project has started to address the entrances to the Millbank Island. Whilst the building is safe and secure, the project is looking to improve overall levels of CCTV coverage and access control. The project is at an early stage of development and more details will be available in the future. This project will be completed in a phased approach during recesses to minimise disruption.

Fielden House Refurbishment

21. Work has been progressing with the completion of RIBA stage 3 (spatial concept) and the commencement of RIBA stage 4 (Technical Design). In tandem with this the team has been developing the Invitation to Tender for the phase 2 enabling works. It is expected that it will be in a position to be issued in October / November with a view to contracting and starting on site in early 2021. The Full Business Case is expected by March 2021. A separate paper will be presented to the Committee this autumn regarding the options for future proofing of the building.

Black Rod's Garden River Front Terrace Smoking Area

22. The first phase of the project to create a new terrace smoking area in Black Rod's Garden, along the river front (behind the Portakabins) was completed. Chairs and tables are available for use by smokers and the seating area is covered by two shelters. Weatherproof power sockets and lighting are due to be installed. Modifications to the river front wall security systems were implemented and an exclusion zone formed with the use of temporary Tensa barriers until a longer-term solution is agreed.

MEPFS Palace Flat Roofs Project Surveys

23. The Mechanical, Electrical, Public Health and Fabric Safety Programme (MEPFS) has instructed a project to selectively replace or repair flat roofs in the Palace through 2021/22 recesses. The project team will schedule a visual survey of the implicated areas in the House of Lords in September. The survey is to help the team prepare for intrusive surveys later and design the works. The visual survey is expected to require access to some members' offices. Local communications with the relevant Whips and members will be co-ordinated through the Department of Facilities in advance of the surveys.

Carl Woodall
Director of Facilities

Justin Hills
Head of Property and Office Services
September 2020



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Forward Work Programme

Please find attached the Committee's forward work programme. The programme consists of papers for decision, regular update papers, and those requested by the Committee.

Date	Agenda
24 September	• Update from the Parliamentary Digital Service • Fire Safety Awareness Training completion figures • Estates Works Update • CRS deficit update • Peers' Catering Account Scheme
29 October	• R&R Strategic Review • Parliamentary Health and Wellbeing Service update • Visitors Service tour prices update • FSIW programme update
26 November	• Fielden House update • Electric Vehicle Charging (TBC)
10 December	• Estates Works Update • Fire Safety Training completion rates

To be considered at a future meeting:

- Cast Iron Roofs Programme update
- CCTV on the Estate
- New Palace Yard Project

Gabby Longdin
Clerk
September 2020