

# EXECUTIVE COUNCIL

## PUBLIC

**Title of Report:** Renovations to Falkland House basement level to improve facilities  
**Paper No:** 84/16  
**Date:** 13 April 2016  
**Report of:** Falkland Islands Government Representative/Deputy Representative

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### 1.0 Purpose

1.1 To provide Honourable Members with details and costs associated with renovating and enhancing the current Falkland Islands Government Office (FIGO) basement floor, and facilities, located at 14 Broadway, Westminster, London.

### 2.0 Recommendations

- 2.1 It is recommended that members approve the proposed renovations as summarised in 5.1
- 2.2 It is recommended that Honourable Members refer the request for £42,000 to Budget Select Committee for approval in 2016/17 financial year.
- 2.3 It is recommended that this paper be published.

### 3.0 Additional Budgetary Implications

	2016/17
	£
<u>Capital Programme</u>	42,000

### 4.0 Background

4.1 The Falkland Islands Government Office has two conference rooms located on the basement floor level of the building. One conference room is large, the other, located at the front of the building and including an 'under street' section, is small. The small conference room in particular has suffered from issues relating to damp over the years and is thus not a pleasant environment to work in, particularly given the combination of the lack of natural light and olfactory after effects of damp. These factors, among others, have meant that the smaller conference room is rarely used, which is clearly not an effective use of the resources available. Were this room to be effectively damp proofed it could potentially provide additional office space in the building.

- 4.2 The larger conference room is used frequently by FIG and various external Falklands related groups, including a number of charitable organisations. Interviews for positions within the Islands take place in this larger conference room. Relatively recently installed and updated communications and tele-conference equipment allows for skype interviews and other such means of communication to take place, aided by the large television screen in the room.
- 4.3 It has been eight years since either of the conference rooms were decorated, and both rooms could be described as being considerably dated and in need of some attention. Improved lighting in both areas would help to create a more pleasant environment to work in, particularly for anyone who is located in the basement level for considerable periods of time, such as anyone holding days of interviews for example.
- 4.4 Separate male and female toilet facilities, as well as a kitchen area, adjacent to the main conference area, are also in need of work and have not been renovated or decorated in more than two decades.
- 4.5 Quotes have been sought from various companies for work relating to this area of the building. The focus and priority for these initial discussions was placed upon ensuring that effective damp proofing or ‘tanking’ of the small conference room area, and in particular to the section of the property which goes under the street in front of the building, which is where the damp issue arises from. Our suggestion from the start of this process has been that damp proofing should take place before any potential decorating, to ensure that no future issues arise.

## **5.0 Key Details of the Proposed Work**

5.1 A summarised proposal of the work will include:

- 5.1.1 A considerable amount of internal work to ensure the elimination of the previous damp issue, initially involving stripping out the room, followed by installation of various membranes and Ecobreath carpets.
- 5.1.2 New decorations, including plastering and painting throughout.
- 5.1.3 New lighting to improve working conditions and measures implemented to improve air flow throughout the ground floor
- 5.1.4 Kitchen, bathroom and boiler areas have all been given little or no attention, due to budgetary constraints, in terms of decorating or modernising for more than two decades.

## **6.0 Financial Implications**

6.1 The following is requested from the capital budget below, there are no additional operating budget requests for this work.

	<b>2016/17</b>
	£
<u>Capital Programme</u>	42,000

## **7.0 Legal Implications**

7.1 There are no direct legal implications arising from this paper. FIG policies and procedures shall be followed for the award of the contract for this work.

7.2 UK Health & Safety Standards will also be adhered to.

## **8.0 Human Resources Implications**

8.1 There are no direct FIG human resource implications arising from this paper.