

# **CAPITAL PROCUREMENT POLICY AND GUIDANCE FOR SCHOOLS AND COLLEGES WITHIN THE TRUSTEESHIP OF THE DIOCESE OF WESTMINSTER**

## **ROLES AND RESPONSIBILITIES OF HEAD TEACHERS AND GOVERNING BODIES AND ACCOUNTABILITIES OF LEAD GOVERNORS AND CHAIR**

### **1.0 INTRODUCTION**

**Note: ‘Governing Bodies’ refers to all education establishments (including Primary Schools and Academies)**

- 1.1 This policy document is for use by Governing Bodies in the trusteeship of the Diocese when planning capital development work. Such works might include new buildings, refurbishment or re-configuration works.
- 1.2 It is hoped that this policy will help Governing Bodies achieve positive project outcomes; projects that are built on time and within budget. More than that, it is hoped that the policy will assist Governors in building the right projects by proper consideration of the project requirements at the right time.
- 1.3 Capital procurement projects can be complex and have associated financial and operational risks for schools, the significance of which should not be underestimated. It is important to properly identify, assess and manage project risks to limit the exposure of the school and the Diocese.
- 1.4 Governing Bodies must properly understand their responsibilities in respect of the school buildings and capital procurement projects.
- 1.5 Governing Bodies can seek guidance on capital projects from the Diocese Education Service and are recommended to do so at the earliest possible opportunity.
- 1.6 All Consultants and Contractors must be in compliance with the Living Wage and the London Living Wage Foundation scheme. Within all appointment documents and tender documents/prelims and Contracts there must be a clear statement that all parties abide by the scheme and a Certificate/letter of Compliance is required to be issued to WRCDT from both the Consultants and the Contractors, this will be issued at appointment/Contract stage.
- 1.7 All Consultants and Contractors must be in compliance with the Diocese of Westminster statement of ‘modern slavery’. The statement must be incorporated in all appointment documents, tenders/quotation documents and prelims and Contracts, there must be a clear statement that all parties abide by the scheme and issue a letter/certificate of compliance will be required to be issued to WRCDT from both Consultants and the Contractors, this is to be issued at appointment/Contract stage. Please see Appendix D to refer to the statement.

### **2.0 LEGAL FRAMEWORK**

- 2.1 Governing Bodies are responsible for any overspend on a project.
- 2.2 The Diocesan Trustees are the Trustees of the School and normally own the buildings and the land on which the schools are constructed.

2.3 School Governing Bodies occupy the school premises on behalf of the Trustees for the purpose of conducting a Catholic School in accordance with the Trust Deed. See **Appendix A - Occupation of School Premises Guidance Document**.

2.4 For the purposes of capital projects the Diocese is the client for legal and financial reasons and it works in partnership with the school Governors. The Diocese can devolve aspects of the client role responsibility to the School Governing Body.

### 3.0 RESPONSIBILITIES

3.1 Governing Bodies must obtain the written consent of the Diocesan Trustee prior to undertaking any structural works or significant alterations to its schools. Such consent is only granted through the Diocesan Education Service subject to the agreement that schools observe the Diocese's protocols relating to:

- Responsibility for the CDM Regulations and appointment of a Principle Designer
- Project organization
- The development of the brief
- Formal design approval
- Appointment of consultants
- Appointment of contractors
- Change control
- Cost reporting

3.2 It is the responsibility of the Governing Body to ensure that projects are achieved within agreed budgets, scope and timescales and that proper project management of schemes is being undertaken. The Governing Body is accountable for the financial risk of the capital projects.

3.3 In respect of matters devolved to the Governing Body the Diocese reserves the right to step-in at any stage should it consider that any Governing Body is failing to properly organise, manage or execute any capital project.

3.4 Under the Construction (Design and Management) Regulations 2007 and subsequent changes/amendments to the Regulations including the 2015 changes, including appointment of a Principle Designer, certain legal responsibilities concerning health and safety are imposed upon the 'client'. The Governing Body is deemed to be the 'client' for the purpose of fulfilling the obligations under this legislation and this duty will be formally transferred by the Diocese on a project by project basis.

3.5 The Governing Body is responsible for ensuring compliance with all necessary legislative requirements.

3.6 The total project fees for Consultants appointments, Principle Designer (Project Manager, Architect, Building Surveyor, Quantity Surveyor, M&E Services Engineers) will not exceed 12% and will exclude Aedificabo (Diocesan wholly owned subsidiary) charges, 1% for fixed costs and 1% for statutory fees.

3.6.1 – The administrative and project overview charges from Aedificabo will apply according to the following schedule:

<b>Total project's costs</b>	<b>DOW/Aedificabo charges</b>
All projects	1% of the build cost

3.7 The Schools are liable for professional and statutory fees until funding has been approved.

#### **4.0 PROJECT ORGANISATION**

- 4.1 Governing Bodies must ensure that they have a suitable project organisation in place. This identifies the parties and their reporting responsibilities. Governing Bodies should understand that these projects can take up a lot of the time and resources and this should be considered and allowed for at the outset. Governing Bodies should also ensure that arrangements to change the scope are promptly approved.
- 4.2 The Diocese may ask for details concerning the project organisation that has been created and will expect Governing Bodies to evidence this requirement appropriately, depending upon the size and nature of the project.
- 4.3 For large and / or complex projects, the Diocese may require the 'Project Board Model' to be applied and will require direct representation.

#### **5.0 DEVELOPMENT OF THE BRIEF**

- 5.1 Early appointment of Diocesan approved consultants with sufficient resources to support the project is important. The cost of this must be met by the Governing Body.

##### **See Section 6.1**

- 5.2 Evidence indicates that by far the most significant period of any project is at the beginning, or pre-project planning stage. The Diocese requires that any Governing Body should properly consider the project requirements from the outset through sufficient discussion with the Diocesan Education Service, and seek formal agreement upon the project criteria.

##### **See Appendix B – RIBA Outline of Works and Stage Payments**

- 5.3 The aim of the pre-project planning process is to develop a scheme and funding strategy that can be formally approved prior to tendering and the commencement of any works.
- 5.4 The appointed consultants will assist the school project team in this process and are aware of the Diocesan requirement that school Governing Bodies be treated as 'lay clients' and be guided as to what is required of them.
- 5.5 It is the responsibility of the Lead Consultant to make sure that the Building Insurance is in place at least 14 days prior to the commencement of work. Insurance to be arranged through CCIA and the premium accounted for in the project's budget.
- 5.6 The Lead Consultant is responsible to seek formal VAT advice from a consultant approved by the Diocese, at the early stages of the project.

## **6.0 APPOINTMENT OF CONSULTANTS**

- 6.1 It is a mandatory requirement that Governing Bodies appoint consultants approved by the Diocese. See **Appendix C** for a **List of Approved Consultants**.
- 6.2 Governing Bodies are not permitted to use consultants who have not been formally approved by the Diocese. Schools can, should they wish, put forward the names of consultants that they would like to appoint but each consultant will be required to meet the Diocese's appointment criteria prior to their being available to work for any school.
- 6.3 Consultants are approved on the basis of their ability to adequately meet a number of criteria and this informs the Diocese as to their competence, the quality of the services that they provide and their value for money.
- 6.4 Part of this process is the development of a properly considered brief, design and specification. These are developed in association with the Governing Body and the Diocese expects that this process is managed effectively by the lead consultant, taking the position that the school is a 'lay client'.
- 6.5 Lead Consultants are permitted to engage a team of their choosing, with the exception of the QS (see below).
- 6.6 All Project Managers / Lead Consultants with projects of a value greater than £100,000 are required to submit monthly cost reports to the Diocese and the school governing body. All projects with a value greater than £500,000 must have an independent quantity surveyor appointed by the Diocese. Below this figure an independent QS may be appointed according to the type of work.
- 6.7 The School will not directly appoint –sub Consultants such as Mechanical, Electrical, Structural Engineering, Quantity Surveyor, Health and Safety Advisor, Project Manager or any other specialists Consultants.
- 6.8 Please refer to clause 1.6 regarding Living Wage and London Living Wage

## **7.0 DESIGN APPROVAL SIGN OFF AND POST DESIGN APPROVAL**

- 7.1 Governing Bodies should understand that following the formal design sign-off no changes should be made unless they are absolutely essential, and that the cost and programme risks of any proposed changes have been assessed and accepted using the project change control procedures that are in place.
- 7.2 The Governing Body should use the time prior to formal scheme design approval to consider its requirements and not take the view that it can make changes when any project starts on site. The consultants that the Diocese recommends understand the significance of late changes and are instructed to initiate change control procedures that any requested variations must satisfy prior to approval.
- 7.3 Once a scheme has been formally approved by the Governing Body, changes can be disproportionately expensive and affect the project programme.

## 8.0 APPOINTMENT OF BUILDING CONTRACTORS

- 8.1 The Diocese requires that all capital schemes are formally tendered. On schemes with a contract sum in excess of £500,000 for primary schools and £1M for secondary schools respectively, there are formal opening procedures.
- 8.2 For all projects with a contract sum in excess of £750K the contractor is to provide a Bond to the value of 10% of the contract sum, in a traditional ABI or similar form of contract.
- 8.3 The Diocese will approve contractors from tender lists as it considers appropriate (subject to the Standard Conflict of Interests Agreement).
- 8.4 The Diocese reserves the right to select the successful tender for all school projects, following discussion with the school and the project team, in order to ensure that the best use of public and charitable funds can be achieved.
- 8.5 The appointment of suitable contractors is very important in obtaining successful outcomes to projects. This may be through the OJEU process. Many projects have failed because the contractor selection was poor and it is therefore extremely important to think about the selection and appointment of contractors for any project.
- 8.6 The Diocese does not maintain a list of contractors that it approves for work on its schools. The appointed projects consultants should advise on contractors that are considered suitable and meet the minimum industry approved standards to permit their inclusion. The Diocese expects that any project can illustrate proper consideration of contractors prior to tender, in order to avoid issues once a scheme has started on site.
- 8.7 Should Governing Bodies wish to nominate a contractor to be included on any tender list details should be provided to the project team and the contractor will then be assessed for suitability using the same criteria as all the contractors under consideration. The Diocese's approved consultants are aware of the requirements placed upon them to select suitable contractors and they are required to provide justification for their contractor appointments.
- 8.8 The successful bid is generally considered to be the most economically advantageous bid following the consultant managed tendering process. Tenders are evaluated by the project quantity surveyor and any decisions concerning appointment are taken only after the tender report has been issued and reviewed. The least cost tender may not present the best value and this stage identifies issues, irregularities, and inconsistencies in any of the bids. For projects where tenders are returned centrally, a record of the tender acceptance will be kept.
- 8.9 Contracts over £1M for Secondary Schools and £500K for Primary should be signed by the Diocesan Financial Secretary. Copy of the Contract to be kept on file under the responsibility of the Education Department.
- 8.10 For contracts over £1M for Secondary Schools and £500K for Primary a letter of intent should be issued and signed by the Financial Secretary.
- 8.11 Please refer to clause 1.6 regarding Living Wage and London Living Wage

## **9.0 CHANGE CONTROL**

- 9.1 Governing Bodies are not permitted to instruct changes unless the changes can be shown to have no or little impact on cost and do not adversely affect the programme on scope, time or budget. The Governing Body is reminded that it is their responsibility to ensure that projects are achieved within agreed budgets, scope and timescales and proper project management of the scheme is undertaken.
- 9.2 All Consultant Project Teams are expected to introduce and manage appropriate change control procedures. These are procedures for the submission, assessment and response to requests for changes to the brief once a scheme has started on site. The objective is to control project changes, and thereby manage cost and programme overruns.
- 9.3 Requests for variations are published in the monthly project cost report. Consultants are required by the Diocese to illustrate that they are effectively managing requests for change and have obtained approval. The Diocese inspects projects to confirm this. Consultants who fail to do so are removed from the list of approved consultants and undertake no further work for the Diocese.

## **10.0 COST CONTROL**

- 10.1 It is the responsibility of the Governing Body advised by the professional project team to ensure that project costs do not exceed the budget, by using best practice project management techniques. The Diocese expects any project to have proper cost reporting measures in place that identify and manage cost issues throughout the project. The Diocese expects to be advised of any cost issues at a sufficiently early point that corrective action can mitigate the risk.
- 10.1.1 The Diocese expects that a contingency on the build costs is included in any contract. The percentage for contingency will depend on the size of the project and should follow the Diocese guidance.
- 10.2 An essential aspect of any successful project outcome is effective cost control. This means that a project should not be over budget. The Diocese reserves the right to step in at any time on any capital project that is not, in the opinion of the Diocese, properly controlling costs.

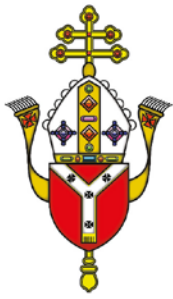
## **APPENDICES**

**Appendix A: Occupation of School Premises Guidance Document**

**Appendix B: RIBA Outline of Works and Stage Payments**

**Appendix C: Approved List of Consultants**

**Appendix D: Modern Slavery Statement**



# Diocese of Westminster

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## EDUCATION SERVICE

Director of Education: JP Morrison MA (Hons) MBA (Ed) NPQH

## APPENDIX A

### OCCUPATION OF SCHOOL PREMISES GUIDANCE DOCUMENT JULY 2006

#### Introduction

For some time, many schools and colleges in the Trusteeship of the Diocese have been asking us to clarify the basis upon which they occupy Diocesan land. In practice, there have been few practical problems, especially due to the way that major grant-aided projects have traditionally been handled through the Diocese. A number of current government initiatives, such as Building Schools for the Future, the Primary Capital Program and Extended Schools will, however, impact on the occupation of land and the traditional ways in which capital funding is handled. The time therefore seems right for the Trustees to clarify the position.

The primary responsibility of the Governing Body of a Catholic School is to occupy and conduct the School on behalf of its Trustees and under the supervision of the Diocesan Bishop<sup>1</sup>. Traditionally that encompasses the threefold responsibilities of the Governing Body as occupier of the premises, proprietor of the undertaking and employer of the staff. This document sets out in more detail the parameters of the first of those three responsibilities.

#### Ownership

Ownership of the School premises remains vested in the Diocese and is occupied by the Governing Body for the purpose of conducting a Catholic School on behalf of the Diocese in accordance with canon law and the trust deed of the Diocese<sup>2</sup>.

#### Delegation of Authority

Control of the occupation and use of the School premises is given by the Trustees to the Governing Body of the School subject to any direction given by the Trustees or the Archbishop as to the use of the premises of the School outside normal school hours.

The Governing Body shall not, without obtaining prior approval in writing, of the Trustees:

- Make any major structural changes or additions to any buildings to the School premises<sup>3</sup>;

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<sup>1</sup> *Guidance for Catholic Maintained Schools on the Roles of Trustees, Governing Bodies and Head Teachers*; Archdiocese of Westminster June 2001.

<sup>2</sup> For Schools in the Diocesan Trusteeship, the objects of the Trust are: *Advancing the Catholic religion by such means as the Archbishop may think fit and proper*. In one or two schools or pieces of land, slightly different Trusts may apply; Diocesan advice should be sought on an individual basis if this applies.

<sup>3</sup> Major structural changes include the addition or removal of buildings from the premises and any change in the footprint or envelope of any building. It also includes substantial alterations within the envelope of existing buildings which would permanently change the educational provision (eg: converting a hall into classrooms or vice-versa) but not smaller changes within the envelope (eg: reconfiguring toilets). If in doubt, advice should be sought from the Diocese.

- Let or give up or transfer possession or control of the School premises or any part of the School premises<sup>4</sup>;
- Use the School premises for any purpose other than conducting a Catholic School.

The Governing Body is to notify the Trustees in writing, if at any time the School no longer requires any part of the premises for the purposes of conducting a maintained School and, unless the Trustees determine otherwise, the part of the premises shall no longer form part of the School premises and shall no longer be occupied by the Governing Body but by the Trustees directly.

During its occupation, the Governing Body shall ensure that:

- The School premises are kept in good repair and condition;
- It engages a suitably qualified Building Professional to be responsible for advising the Governing Body in relation to their responsibilities for School premises<sup>5</sup>;
- Adequate insurance cover is maintained on the School premises, which can either be:
  - Insurance through the CCIA Insurance Scheme arranged by the Diocese, or
  - An Insurance Policy adequate to provide for full rebuilding costs of the buildings should they be totally destroyed.

A property authorised office of the Archbishop or of the Trustees shall have a right of access to the School premises at any time.

## Glossary

“Archbishop” means the Archbishop of Westminster

“School” means any School or College (not being an institute of higher studies), and includes any Sixth Form College.

“School premises” means the premises in the ownership of the Diocese and in the occupation of the Governing Body<sup>6</sup> for the purpose of conducting a Catholic School or as otherwise determined by the Trustees.

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<sup>4</sup> Letting or giving up possession of any part of the School premises only refers to the granting of a Lease or License which gives permanent and exclusive occupation of part of the premises to a third party. It **does not** refer to occasional or regular use of the premises by third parties on a non-permanent and non-exclusive basis (eg: allowing a Parish Group to use the School Hall on a weekday evening).

<sup>5</sup> *DfES “Blue Book”* (DfES/0276/2002) April 2002 – see [www.teachernet.gov.uk](http://www.teachernet.gov.uk) for the latest version, which is now only available online. See also *School Premises Policy Guidance*, Archdiocese of Westminster 2003, particularly Appendix 2: *Service Specification for School Building Consultants Supporting Schools*.

<sup>6</sup> Some Catholic Schools in Diocesan Trusteeship also occupy land which is not owned by the Diocese. This document does not apply to such land. This may include LEA owned land (typically playing fields). In ex-grant maintained schools, the same categories of land will be owned by the Governing Body. In a few cases (eg: ex-Religious Order Schools) some land may still belong to a Religious Order. In these cases, the Diocese will be able to advise on the particular arrangements on an individual basis.





# Diocese of Westminster

## EDUCATION SERVICE

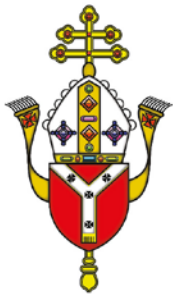
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### APPENDIX B

#### RIBA OUTLINE WORKS AND STAGE PAYMENTS

RIBA	RIBA's definition	DOW's definition	Architect/ PM/QS
0	Strategic Definition		
1	Preparation and Brief	DOW Stage 1 – Feasibility (2% of Total Fee)	2%
2	Concept Design	DOW Stage 2 – Detailed Outline Proposals – Including Income Assessments (13% of Total Fee)	15%
3	Developed Design	DOW Stage 3 – Securing Planning Consent (10% of Total Fee)	25%
4	Technical Design	DOW Stage 4 – Detailed Design (15% of Total Fee)	40%
		DOW Stage 4a – Securing Tender within Budget for Construction (20% of Fee Budget)	60%
5	Construction	DOW Stage 5 – Management and Control of Building Contract (25% of Fee Budget)	85%
6	Handover and Close out	DOW Stage 6 – Secure Practical Completion for Total Project – Contractors Offsite and School Fully Operational (10% of Total Fee)	95%
7	In Use	DOW Stage 7 – Final fees payable upon issuing of Final Certificate (5% of Total Fee)	100%

(\*) 60% - 85% of fees to be issued in equal stages during construction period - Table 1.0 Fee percentage payments stages



# Diocese of Westminster

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## EDUCATION SERVICE

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## APPENDIX C

### APPROVED LIST OF CONSULTANCY PRACTICES

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- **Multi-Disciplinary (continued)** **Page 3**
- **Architects** **Page 4**
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- **Quantity Surveyors (continued)** **Page 7**
- **Party Wall Surveyors** **Page 7**
- **Building Surveyors** **Page 8**

The following Practices are currently engaged in providing support and guidance to the Diocese's Schools. The companies listed have considerable experience operating within the voluntary aided sector and have been invited by the Diocese to support the development of a universal and equitable service to catholic schools and their trustees. The consultant practices are assessed for their suitability using a number of criteria: experience, competence, resources, application of best practice etc., and their performance is regularly reviewed to ensure that the highest standards of professional service are provided to the schools.

Diocese Schools are not permitted to use non-approved Consultant Practices. This is in order to ensure that the standards of service from professional consultants are maintained. Should any school wish to recommend a consultant practice for inclusion in the Approved List they should submit the details to the Diocese and the practice will then be assessed using the selection criteria.

All projects with a value greater than £500,000 must have an independent Quantity Surveyor and this appointment must be made by the Diocese.

Multi-disciplinary Practices offer a number of professional services including Building Surveying, Architectural, Cost Consultancy, Engineering Services etc.).

Updated January 2014



# Diocese of Westminster

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## APPENDIX D

### MODERN SLAVERY STATEMENT

#### **INTRODUCTION**

Human trafficking and modern slavery are, in the words of Pope Francis, “grievous wounds in the flesh of humanity....In the flesh of Christ himself”.

This statement sets out the Diocese of Westminster’s actions to understand all potential modern slavery risks related to our work. We are absolutely committed to putting in place steps to prevent slavery or human trafficking occurring in our diocese or our supply chains. As founder members of the Santa Marta Group, the Diocese recognises our responsibility to tackle this most ancient yet modern of criminal activities. We undertake a significant amount of work in this area and further details and examples of the initiatives we undertake such as Caritas Bakhita House and our Caritas Social Enterprise Ideas Development hub can be found in our annual report and on our website.

#### **OUR POLICY**

The Diocese has a responsibility to comply with all the principals of the Modern Slavery Act 2015 and will undertake due diligence and actions to ensure it is satisfied that there is no evidence of any act of modern day slavery or human trafficking within the organisation, its suppliers, sub-contractors and other partners.

The senior management team has been provided with training to better understand slavery and human trafficking and is required to ensure that the supply chains under its control comply with the law. Procedures are in place to evaluate and verify the practices of any new or existing supplier, sub-contractor or partner. Presentations have been provided to wider staff groups, clergy and parishes on our commitment to combating Modern Slavery and Human Trafficking and the role that each of us can play in this work.

The Board of Trustees of The Diocese and senior management take responsibility for implementing this policy and its objectives and will provide the necessary resources to ensure that its practices are effective in ensuring that modern day slavery is not taking place.

This policy will be reviewed annually by the Finance Committee and the Board of Trustees as part of the annual accounts procedures.

## Multi-Disciplinary Consultants

<b>Name</b>	<b>DHP</b>	<b>Name</b>	<b>Synergy</b>
<b>Address</b>	243 Brooklands Road Weybridge Surrey	<b>Address</b>	Unit 1, Grovelands Business Centre Boundary Way Hemel Hempstead
<b>Postcode</b>	KT13 0RH	<b>Postcode</b>	HP2 7TE
<b>Main Contact</b>	Andrew Etherington	<b>Main Contact</b>	Wendy Goodinson
<b>Telephone</b>	01932 850100	<b>Telephone</b>	01442 212755
<b>Email Address</b>	AndrewE@dhpuk.co.uk	<b>Email Address</b>	w.goodinson@synergylp.com
<b>Website</b>	www.dhpuk.co.uk	<b>Website</b>	www.synergylp.com
<b>Band</b>	E	<b>Band</b>	E

<b>Name</b>	<b>Wilby &amp; Burnett</b>	<b>Name</b>	<b>Hills</b>
<b>Address</b>	Provident House 123 Ashdon Road Saffron Walden	<b>Address</b>	Woolwich House 43 George Street Croydon
<b>Postcode</b>	CB10 2AJ	<b>Postcode</b>	CR10 1LB
<b>Main Contact</b>	Des Burnett	<b>Main Contact</b>	Geoff Hanna
<b>Telephone</b>	01799 513621	<b>Telephone</b>	0208 6817761
<b>Email Address</b>	desburnett@wilbyburnett.co.uk	<b>Email Address</b>	geoff.hanna@wthills.com
<b>Website</b>	www.wilbyburnett.co.uk	<b>Website</b>	www.wthills.com
<b>Band</b>	A,B,C	<b>Band</b>	E

<b>Name</b>	<b>Barker Associates LLP</b>	<b>Name</b>	<b>PCH Associates Ltd</b>
<b>Address</b>	Majesty House, Avenue West Skyline 120 Braintree, Essex	<b>Address</b>	Suite 8, Lyndon House, Kings Court Willie Snaith Road Newmarket
<b>Postcode</b>	CM77 7AA	<b>Postcode</b>	CB8 7SG
<b>Main Contact</b>	Chris Barker / Michael Merrill	<b>Main Contact</b>	Mark Hatley
<b>Telephone</b>	01279 647111	<b>Telephone</b>	01638 667 676
<b>Email Address</b>	cbarker@barker-associates.co.uk mmerrill@barker-associates.co.uk	<b>Email Address</b>	mark@pchassociates.co.uk
<b>Website</b>	www.barker-associates.co.uk	<b>Website</b>	www.pchassociates.co.uk
<b>Band</b>	A,B,C	<b>Band</b>	C

<b>Name</b>	<b>Bailey Garner</b>	<b>Name</b>	<b>Munday &amp; Cramer</b>
<b>Address</b>	146 - 158 Eltham Hill London	<b>Address</b>	39 Knight Street South Woodham Ferrers, Chelmsford, Essex
<b>Postcode</b>	SE9 5DY	<b>Postcode</b>	CM3 5ZL
<b>Main Contact</b>	Ian Maun	<b>Main Contact</b>	Rob Barr
<b>Telephone</b>	020 8294 1000	<b>Telephone</b>	01245 326200
<b>Email Address</b>	ian.maun@baileygarner.co.uk	<b>Email Address</b>	<a href="mailto:rob.b@mcessex.co.uk">rob.b@mcessex.co.uk</a>
<b>Website</b>	www.baileygarner.co.uk	<b>Website</b>	<a href="mailto:info@mcessex.co.uk">info@mcessex.co.uk</a>
<b>Band</b>	A	<b>Band</b>	A, B, C

**Multi-Disciplinary Consultants (Continued)**

<b>Name</b>	<b>Hunters</b>	<b>Name</b>	<b>John Burke Associates</b>
<b>Address</b>	26 – 28 Hammersmith Grove London	<b>Address</b>	60 Lombard Street London
<b>Postcode</b>	W6 7HU	<b>Postcode</b>	EC3V 9EA
<b>Main Contact</b>	John Chandler	<b>Main Contact</b>	Stephen Burke
<b>Telephone</b>	020 8237 8200	<b>Telephone</b>	020 7101 0577
<b>Email Address</b>	j.chandler@hunters.co.uk	<b>Email Address</b>	sburke@jba.uk.com
<b>Website</b>	www.hunters.co.uk	<b>Website</b>	www.jba.uk.com
<b>Band</b>	B,C	<b>Band</b>	A,B,C

<b>Name</b>	<b>Norman Rourke Pryme</b>	<b>Name</b>	<b>Kevin Stephenson Associates</b>
<b>Address</b>	95 Southwark Street London	<b>Address</b>	155 Abbs Cross Gardens Hornchurch Essex
<b>Postcode</b>	SE1 0HX	<b>Postcode</b>	RM12 4FS
<b>Main Contact</b>	Ray Evans	<b>Main Contact</b>	Kevin Stephenson
<b>Telephone</b>	020 7654 7280	<b>Telephone</b>	01708 203 922
<b>Email Address</b>	ray.evans@nrpcc.com	<b>Email Address</b>	
<b>Website</b>	www.nrpcc.com	<b>Website</b>	
<b>Band</b>	A,B	<b>Band</b>	A,B

<b>Name</b>	<b>Synergy (Guildford Office)</b>	<b>Name</b>	<b>Useful Studio</b>
<b>Address</b>	8 / 9 Faraday Road Guildford Surrey	<b>Address</b>	First, Floor, The Clove Building 4 Maguire Street London
<b>Postcode</b>	GU1 1EA	<b>Postcode</b>	SE1 2NQ
<b>Main Contact</b>	Tony Luff	<b>Main Contact</b>	Catherine Ramsden
<b>Telephone</b>	01483 468 666	<b>Telephone</b>	020 7307 6535
<b>Email Address</b>	<a href="mailto:a.luff@synergyllp.com">a.luff@synergyllp.com</a>	<b>Email Address</b>	<a href="mailto:catherine.r@usefulstudio.co.uk">catherine.r@usefulstudio.co.uk</a>
<b>Website</b>	<a href="http://www.synergyllp.com">www.synergyllp.com</a>	<b>Website</b>	<a href="http://www.usefulstudio.co.uk">www.usefulstudio.co.uk</a>
<b>Band</b>	E	<b>Band</b>	C

**Band =**

A = £0k - £500k  
 B = £501k - £1m  
 C = £1m - £5m  
 D = £5m Plus  
 E = all Band

## Architects

<b>Name</b>	<b>Green Tea Architects LLP</b>	<b>Name</b>	<b>Graham Ford Architects</b>
<b>Address</b>	The Tea Factory 104 Endwell Road London	<b>Address</b>	Britannia House 11 Glenthorne Road London
<b>Postcode</b>	SE4 2LX	<b>Postcode</b>	W6 0LH
<b>Main Contact</b>	Anne Dixon	<b>Main Contact</b>	Graham Ford
<b>Telephone</b>	020 8694 1759	<b>Telephone</b>	020 87482024
<b>Email Address</b>	info@greenteaarchitects.com	<b>Email Address</b>	
<b>Website</b>	www.greenteaarchitects.com	<b>Website</b>	<a href="http://www.grahamfordarchitects.com">www.grahamfordarchitects.com</a>
<b>Band</b>	E	<b>Band</b>	A, B

<b>Name</b>	<b>Curl La Tourelle</b>	<b>Name</b>	<b>Scabal</b>
<b>Address</b>	80 Lambie Street London	<b>Address</b>	57 – 60 Charlotte Road London
<b>Postcode</b>	NW5 4AB	<b>Postcode</b>	EC2A 3 QT
<b>Main Contact</b>	Sarah Curl	<b>Main Contact</b>	Dominic Cullinan & Jon Buck
<b>Telephone</b>	2072670055	<b>Telephone</b>	020 7033 8788
<b>Email Address</b>	mail@cltarchitects.co.uk	<b>Email Address</b>	dominic.cullinan@scabal.net jon.buck@scabal.net
<b>Website</b>	www.cltarchitects.co.uk	<b>Website</b>	www.scabal .net
<b>Band</b>	D	<b>Band</b>	C

<b>Name</b>	<b>Lytle Associates</b>	<b>Name</b>	<b>Kyle Smart Associates Ltd</b>
<b>Address</b>	The Fountain Head 20 Quarry Street Guildford	<b>Address</b>	The Barn Butchers Wick, Sewell Dunstable
<b>Postcode</b>	GU1 3UY	<b>Postcode</b>	LU6 1RP
<b>Main Contact</b>	Richard Wilkinson	<b>Main Contact</b>	Colin Smart
<b>Telephone</b>	01483 301661	<b>Telephone</b>	01582 690 222
<b>Email Address</b>	<a href="mailto:rwilkinson@lytle-associates.com">rwilkinson@lytle-associates.com</a>	<b>Email Address</b>	<a href="mailto:kylesmart@kylesmartassociates.co.uk">kylesmart@kylesmartassociates.co.uk</a>
<b>Website</b>		<b>Website</b>	<a href="http://www.kylesmartassociates.co.uk">www.kylesmartassociates.co.uk</a>
<b>Band</b>	C	<b>Band</b>	B,C

<b>Name</b>	<b>van Heyningen and Haward</b>
<b>Address</b>	Burghley Yard 106 Burghley Road London
<b>Postcode</b>	NW5 1AL
<b>Main Contact</b>	Chris Wilderspin, Partner
<b>Telephone</b>	020 7482 4454
<b>Email Address</b>	chris@vhh.co.uk
<b>Website</b>	www.vhh.co.uk
<b>Band</b>	C

**Band =**

A = £0k - £500k

B = £501k - £1m

C = £1m - £5m

D = £5m Plus

Band = all Band

**CDMA Consultants***(In accordance with CDM Regulations (2015) to work in conjunction with Principle Designers)*

<b>Name</b>	<b>Arnold Faulkner</b>	<b>Name</b>	<b>Ridge</b>
<b>Address</b>	The Pines Holly Green, Upton-Upon-Severn Worcester	<b>Address</b>	Property Construction Consultants 50 Southwark Street London
<b>Postcode</b>	WR8 0PD	<b>Postcode</b>	SE1 1UN
<b>Main Contact</b>	Chris Arnold	<b>Main Contact</b>	Neville Simpson
<b>Telephone</b>	01684 591 332	<b>Telephone</b>	020 7367 4250
<b>Email Address</b>	chris@chris-arnold.demon.co.uk	<b>Email Address</b>	nsimpson@ridge.co.uk
<b>Website</b>		<b>Website</b>	www.ridge.co.uk
<b>Band</b>	A	<b>Band</b>	E

<b>Name</b>	<b>Hills</b>	<b>Name</b>	<b>K Saint Associates Ltd</b>
<b>Address</b>	Woolwich House 43 George Street Croydon	<b>Address</b>	The Dell 11 Oakridge Way Stafford
<b>Postcode</b>	CR10 1LB	<b>Postcode</b>	ST17 0PS
<b>Main Contact</b>	Geoff Hanna	<b>Main Contact</b>	Ken Saint
<b>Telephone</b>	020 8681 7761	<b>Telephone</b>	01785 664 100
<b>Email Address</b>	geoff.hanna@wthills.com	<b>Email Address</b>	ksaintassociates@btconnect.com
<b>Website</b>	www.wthills.com	<b>Website</b>	
<b>Band</b>	E	<b>Band</b>	A,B

<b>Name</b>	<b>Barker &amp; Associates</b>	<b>Name</b>	<b>Norman Rourke Pryme</b>
<b>Address</b>	Waggoners Court The Street Manuden, Bishop's Stortford	<b>Address</b>	95 Southwark Street London
<b>Postcode</b>	CM23 1DW	<b>Postcode</b>	SE1 0HX
<b>Main Contact</b>	Chris Barker / Michael Merrill	<b>Main Contact</b>	Ray Evans
<b>Telephone</b>	01279 647111	<b>Telephone</b>	020 7654 7280
<b>Email Address</b>	cbarker@barker-associates.co.uk mmerrill@barker-associates.co.uk	<b>Email Address</b>	ray.evans@nrpcc.com
<b>Website</b>	www.barker-associates.co.uk	<b>Website</b>	www.nrpllp.com
<b>Band</b>	A,B,C	<b>Band</b>	A,B

<b>Name</b>	<b>Synergy</b>
<b>Address</b>	61 Southwark Street London
<b>Postcode</b>	SE1 0HL
<b>Main Contact</b>	Paul Hammond
<b>Telephone</b>	020 7928 1066
<b>Email Address</b>	<a href="mailto:phammond@synergylp.com">phammond@synergylp.com</a>
<b>Website</b>	<a href="http://www.synergylp.com">www.synergylp.com</a>
<b>Band</b>	E

**Band =**

A = £0k - £500k  
 B = £501k - £1m  
 C = £1m - £5m  
 D = £5m Plus  
 Band = all Band

## Quantity Surveyors

<b>Name</b>	<b>Ian Sayer &amp; Co.</b>	<b>Name</b>	<b>Ridge</b>
<b>Address</b>	167A York Way London	<b>Address</b>	Property Construction Consultants 50 Southwark Street London
<b>Postcode</b>	N7 9LN	<b>Postcode</b>	SE1 1UN
<b>Main Contact</b>	John Hallett / Alistair Russell	<b>Main Contact</b>	Neville Simpson
<b>Telephone</b>	020 7267 9688	<b>Telephone</b>	020 7367 4250
<b>Email Address</b>	jhallett@iansayer.co.uk	<b>Email Address</b>	nsimpson@ridge.co.uk
<b>Website</b>	www.iansayer.co.uk	<b>Website</b>	www.ridge.co.uk
<b>Band</b>	A,B,C	<b>Band</b>	E

<b>Name</b>	<b>Hills</b>	<b>Name</b>	<b>Synergy (Guildford Office)</b>
<b>Address</b>	Woolwich House 43 George Street Croydon	<b>Address</b>	8 / 9 Faraday Road Guildford
<b>Postcode</b>	CR10 1LB	<b>Postcode</b>	Surrey
<b>Main Contact</b>	Geoff Hanna	<b>Main Contact</b>	GU1 1EA
<b>Telephone</b>	020 8681 7761	<b>Telephone</b>	Tony Luff
<b>Email Address</b>	geoff.hanna@wthills.com	<b>Fax</b>	01483 468 666
<b>Website</b>	www.wthills.com	<b>Email Address</b>	a.luff@synergyllp.com
<b>Band</b>	E	<b>Website</b>	www.synergyllp.com
		<b>Band</b>	E

<b>Name</b>	<b>Cliff Duncan Associates</b>	<b>Name</b>	<b>The Beaumont Consultancy</b>
<b>Address</b>	16 Somerville Close Wokingham Berkshire	<b>Address</b>	Fourth Floor 150 Borough High Street London
<b>Postcode</b>	RG41 4SW	<b>Postcode</b>	SE1 1LB
<b>Main Contact</b>	Cliff Duncan Associates	<b>Main Contact</b>	William Dick
<b>Telephone</b>	0118 977 5885	<b>Telephone</b>	0203 432 3103
<b>Email Address</b>	cliffduncan@btconnect.com	<b>Email Address</b>	wdick@beaumontconsultancy.com
<b>Website</b>	www.cliffduncanassociates.co.uk	<b>Website</b>	www.beaumontconsultancy.com
<b>Band</b>	A,B,C	<b>Band</b>	C

<b>Name</b>	<b>John Burke Associates</b>	<b>Name</b>	<b>HDC Construction Cost Managers</b>
<b>Address</b>	60 Lombard Street London	<b>Address</b>	The Stables Wick Road Englefield Green, Egham
<b>Postcode</b>	EC3V 9EA	<b>Postcode</b>	Surrey, TW20 0JB
<b>Main Contact</b>	Stephen Burke	<b>Main Contact</b>	Martin Birch
<b>Telephone</b>	020 7101 0577	<b>Telephone</b>	01784 439 664
<b>Email Address</b>	sburke@jba.uk.com	<b>Email Address</b>	<a href="mailto:martinbirch@hdcqs.com">martinbirch@hdcqs.com</a>
<b>Website</b>	www.jba.uk.com	<b>Website</b>	<a href="http://www.hdcqs.com">www.hdcqs.com</a>
<b>Band</b>	A,B,C	<b>Band</b>	B,C,D



**Quantity Surveyors (continued)**

<b>Name</b>	<b>Thomas Sands</b>	<b>Name</b>	<b>Norman Rourke Pryme</b>
<b>Address</b>	Britannia House 16 High Street Burnham, Slough	<b>Address</b>	95 Southwark Street London
<b>Postcode</b>	SL1 7JH	<b>Postcode</b>	SE1 0HX
<b>Main Contact</b>	Mark Thomas	<b>Main Contact</b>	Ray Evans
<b>Telephone</b>	01628 667 974	<b>Telephone</b>	020 7654 7280
<b>Email Address</b>	mthomas@thomassands.co.uk	<b>Email Address</b>	<a href="mailto:ray.evans@nrpcc.com">ray.evans@nrpcc.com</a>
<b>Website</b>	www.thomassands.co.uk	<b>Website</b>	www.nrpllp.com
<b>Band</b>	A	<b>Band</b>	A,B

**Party Wall Surveyors**

<b>Name</b>	<b>Abbott &amp; Associates</b>	<b>Name</b>	<b>Simon Levy Associates</b>
<b>Address</b>	11 Cranmer Road Sevenoaks Kent	<b>Address</b>	Link House 49 Theobald Street Borehamwood
<b>Postcode</b>	TN13 2AT	<b>Postcode</b>	WD6 4RT
<b>Main Contact</b>	Paul Abbott	<b>Main Contact</b>	Simon Levy
<b>Telephone</b>	01732 465455	<b>Telephone</b>	020 8207 6100
<b>Email Address</b>	<a href="mailto:abbottassociates@btconnect.com">abbottassociates@btconnect.com</a>	<b>Email Address</b>	info@simonlevy.net
<b>Website</b>		<b>Website</b>	www.simonlevy.net
<b>Band</b>	A,B	<b>Band</b>	E

**Band =**

A = £0k - £500k

B = £501k - £1m

C = £1m - £5m

D = £5m Plus

Band = all Band

## Building Surveyors

<b>Name</b>	<b>Abbott &amp; Associates</b>	<b>Name</b>	<b>Kevin Stephenson Associates</b>
<b>Address</b>	11 Cranmer Road Sevenoaks Kent	<b>Address</b>	155 Abbs Cross Gardens Hornchurch Essex
<b>Postcode</b>	TN13 2AT	<b>Postcode</b>	RM12 4FS
<b>Main Contact</b>	Paul Abbott	<b>Main Contact</b>	Kevin Stephenson
<b>Telephone</b>	01732 465455	<b>Telephone</b>	01708 203 922
<b>Email Address</b>	<a href="mailto:abbottassociates@btconnect.com">abbottassociates@btconnect.com</a>	<b>Email Address</b>	
<b>Website</b>		<b>Website</b>	
<b>Band</b>	A,B	<b>Band</b>	A,B

<b>Name</b>	<b>John Burke Associates</b>	<b>Name</b>	<b>JFC Associates Ltd</b>
<b>Address</b>	60 Lombard Street London	<b>Address</b>	139 Dairsie Road London
<b>Postcode</b>	EC3V 9EA	<b>Postcode</b>	SE9 1XL
<b>Main Contact</b>	Stephen Burke	<b>Main Contact</b>	John Chandler
<b>Telephone</b>	020 7101 0577	<b>Telephone</b>	0777 585 7776
<b>Email Address</b>	<a href="mailto:sburke@jba.uk.com">sburke@jba.uk.com</a>	<b>Email Address</b>	<a href="mailto:john@jfcassociates.co.uk">john@jfcassociates.co.uk</a>
<b>Website</b>	<a href="http://www.jba.uk.com">www.jba.uk.com</a>	<b>Website</b>	
<b>Band</b>	A,B,C	<b>Band</b>	A
<b>Name</b>	<b>Norman Rourke Pryme</b>	<b>Name</b>	<b>Synergy (Guildford Office)</b>
<b>Address</b>	95 Southwark Street London	<b>Address</b>	8 / 9 Faraday Road Guildford Surrey
<b>Postcode</b>	SE1 0HX	<b>Postcode</b>	GU1 1EA
<b>Main Contact</b>	Ray Evans	<b>Main Contact</b>	Tony Luff
<b>Telephone</b>	020 7654 7280	<b>Telephone</b>	01483 468 666
<b>Email Address</b>	<a href="mailto:ray.evans@nrpcc.com">ray.evans@nrpcc.com</a>	<b>Email Address</b>	<a href="mailto:a.luff@synergyllp.com">a.luff@synergyllp.com</a>
<b>Website</b>	<a href="http://www.nrpllp.com">www.nrpllp.com</a>	<b>Website</b>	<a href="http://www.synergyllp.com">www.synergyllp.com</a>
<b>Band</b>	A,B	<b>Band</b>	E
<b>Name</b>	<b>Munday &amp; Cramer</b>	<b>Band =</b> A = £0k - £500k B = £501k - £1m C = £1m - £5m D = £5m Plus Band = all Band	
<b>Address</b>	39 Knight Street South Woodham Ferrers Chelmsford, Essex		
<b>Postcode</b>	CM3 5ZL		
<b>Main Contact</b>	Rob Barr		
<b>Telephone</b>	01245 326200		
<b>Email Address</b>	<a href="mailto:rob.b@mcessex.co.uk">rob.b@mcessex.co.uk</a>		
<b>Website</b>	<a href="mailto:info@mcessex.co.uk">info@mcessex.co.uk</a>		
<b>Band</b>	A, B, C		