

Published in accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

**This notice provides 28 days' notice of the date on which a key decision is to be taken (see note A below).**

Publication date: 8 December 2017

Issue reference: I50024569

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|---|---|
| <b>Title</b>  | Accommodation change programme  |
| <b>Purpose of decision</b>                            | To seek agreement to a new workplace strategy.  |
| <b>Decision maker(s)</b>                              | Cabinet member contracts and assets<br>Information about cabinet, including the names and contact details of the cabinet members, can be found here:<br><a href="http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251">http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251</a> |
| <b>Decision due (on or after)</b>                     | Thursday, 27 September 2018   |
| <b>Reason for being a key decision</b>                | Expenditure and strategic nature / impact on communities  |
| <b>Ward(s)</b>  | All Wards   |
| <b>Expected exemption class</b><br>(see note B below) | Part exempt<br>3<br>Information relating to the financial or business affairs of any particular person (including the authority holding that information).<br>Disclosure of some aspects of the report may be commercially sensitive.   |
| <b>Lead cabinet member(s)</b>                         | Cabinet member contracts and assets   |
| <b>Lead director(s)</b>                               | Director for economy, communities and corporate   |
| <b>Lead officer(s)</b>                                | Andrew Husband, Strategic property services manager<br>andrew.husband@herefordshire.gov.uk  |
| <b>Background papers</b><br>(see note C below)        |   |

#### Notes

A **Key decisions are defined as:-**

- (a) Any decision in relation to an executive function which results in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council's budget for the service or function concerned. A threshold of £500,000 is regarded as significant.
- (b) Any other decision which in the opinion of the monitoring officer is likely to be significant in terms of its effect on:
  - two or more wards or electoral divisions
  - one ward (unless the number of those affected is very small or it is impractical to treat this as a key decision)
 and having regard to:
  - the strategic nature of the decision
  - whether the outcome will have an impact, for a better or worse, on the amenity of the community or quality of service provided by the authority to a significant number of people living or working in the locality affected.
- (c) Any substantive decision made by the cabinet to bring forward proposals to council to amend the policy framework (not being subject to call-in).
- (d) Any substantive decision made by the cabinet to amend the policy framework where council has granted the cabinet power to do so (being subject to call-in).

**B Expected exemption class:-**

- a) For items identified as 'exempt', it is anticipated that the report will contain exempt (confidential) information. In these circumstances, notice is served in accordance with Part 2, Section 5(2) (Procedures prior to private meetings) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that consideration of this item may take place in private because the report may contain exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**C Background Papers are defined as:-**

Those documents (not including draft documents) other than published works, that:

- a. relate to the subject matter of the report or, as the case may be, the part of the report; and
- b. in the opinion of the proper officer:
  - (i) disclose any facts or matters on which the report or an important part of the report is based; and
  - (ii) were relied on to a material extent in preparing the report.

Copies of background papers may be inspected on the council's website and at the customer services centres, during their normal opening hours, at:

- Hereford: Blueschool House, Blueschool Street, Hereford HR1 2LX
- Bromyard: 1 Cruxwell Street, Bromyard, HR7 4EB
- Kington: 64 Bridge Street, Kington, HR5 3DJ
- Ledbury: The Master's House, St. Katherines, High Street, Ledbury, HR1 1EA
- Leominster: Leominster Library, 8 Buttercross, Leominster, HR6 8BN
- Ross-on-Wye: Ross Library, Cantilupe Road, HR9 7AN

Other documents relevant to the decision may be submitted to the decision maker. Copies of these may be inspected on the council's website and at the customer services centres

above. There may be a charge for posting, copying or other necessary charge for transmission in respect of any hard copies requested.