

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: 23 June 2020

Issue reference: I50034383

<b>Title</b>	Better Ways of Working Revised Implementation
<b>Purpose of decision</b>	<p>The report is to review and recommend further delivery of the "better ways of working" (BWOW) initiative that enables employees to work flexibly and to consolidate use of premises. This decision reflects on the impact and implications of Covid-19 on the plans that were set out and agreed by Cabinet on 27 February 2020.</p> <p>The report specifically relates to the future occupancy of the Elgar House offices and the Nelson House building with a focus on Plough Lane as the key office location along with maximising the potential of home working and use of multi-agency office in the market towns. The report reviews the required financial investment and associated savings, along with work practices that will enable effective use of workspace in the long and short term.</p> <p>A key intention of BWOW is to reflect contemporary work practice that enable adaptable and flexible working arrangement that supports the workforce, aids staff morale and increases productivity. The proposed approach to BWOW also supports the council's ambitions to reduce carbon emissions with decreased number of sites using utilities and staff having less travel to work.</p>
<b>Decision maker(s)</b>	<p>Cabinet</p> <p>Information about cabinet, including the names and contact details of the cabinet members, can be found here:  <a href="http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251">http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251</a> </p>
<b>Decision due (on or after)</b>	Thursday, 23 July 2020
<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> (see note B below)	Open
<b>Lead cabinet member(s)</b>	Cabinet member commissioning, procurement and assets
<b>Lead director(s)</b>	Assistant director Corporate Support

<b>Lead officer(s)</b>	Natalia Silver, Assistant Director Corporate Support nsilver@herefordshire.gov.uk
<b>Background papers</b> (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.