

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

This item is subject to the special urgency procedure. It is proposed to take a key decision on the decision date shown below. It would be impracticable to defer the decision and it is not possible to proceed under the general exception procedure by virtue of the date by which it is proposed to take this decision. The chairman of the relevant scrutiny committee has agreed to the use of the special urgency procedure in this case.

Publication date: 3 February 2021

Issue reference: I50036731

Title	Building maintenance, small works and cleaning services - Service Continuity Plan
Purpose of decision	<p>Approval is being sought to enter into a new arrangement for the current Building Maintenance, Small Works and Cleaning contract is due to cease on the 31 March 2021. A procurement process for these services was therefore undertaken but interrupted by the Covid-19 pandemic. The procurement exercise has now concluded and been unsuccessful. This therefore presents a risk in respect of service continuity.</p> <p>A review of available options has been undertaken so that an urgent decision can be taken to mitigate the risk and ensure continuity of service.</p>
Decision maker(s)	<p>Cabinet member commissioning, procurement and assets</p> <p>Information about cabinet, including the names and contact details of the cabinet members, can be found here: http://councillors.herefordshire.gov.uk/mgCommitteeDetails.aspx?ID=251</p>
Decision due (on or after)	Friday, 05 February 2021
Reason why it is impractical to give 5 days' notice	Impractical to take the key decision under normal key decision provisions, due to Tupe implications for staff which require us to implement this process as the outgoing provider has stated they require 6 weeks to undertake this process
Reason for being a key decision	Expenditure
Ward(s)	All Wards
Expected exemption class (see note B below)	Open
Lead cabinet member(s)	Cabinet member commissioning, procurement and assets

Lead director(s)	Director of Economy and Place
Lead officer(s)	GianCarlo Paganuzzi, Architectural technologist gpaganuzzi@herefordshire.gov.uk
Background papers (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.