

**Written statement of a key decision**  
**Cabinet member contracts and assets**

<b>Title</b>	<b>Property Services Planned and Reactive Maintenance Programme 2019/20</b>
Decision maker	Cabinet member contracts and assets 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>
Date of decision	25 March 2019
Report exemption class	Open
Reason for being a key decision	This is a key decision because it is likely to result 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.
A notice was served in accordance with Part 3 (Key decisions) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	
General exception or special urgency (as defined in the constitution)	No
Purpose	To agree the property services planned and reactive maintenance programme 2019/20 to ensure the continuing upkeep, improvements and maintenance of the council's property assets and also to allow the council to fulfil its obligations to carry out statutory compliance inspections and related remedial works.  The maintenance budget of £2.438m is to be spent on the continuing upkeep and maintenance of the council's 270 key property assets and also to allow the council to fulfil its obligations to carry out 47 various types of statutory compliance checks and best practice inspections so as to maintain a safe environment for the users of the buildings and the upkeep of the property.
<b>Decision</b>	<b>That:</b> <b>(a) the 2019/20 cleaning, planned and reactive maintenance budget of £2.438m be allocated as follows and as set out in appendix B:</b>

	<ul style="list-style-type: none"> <li>• £679,200 on cleaning;</li> <li>• £176,820 on statutory compliance inspections;</li> <li>• £354,800 on cyclical planned and reactive maintenance;</li> </ul> <p>(b) the assistant director for technical services be authorised to take all operational decisions necessary to implement the above recommendation and spend within the approved budgets.</p>
Reason for the decision	As set out in the report. Documents relating to this decision are available at <a href="http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?IId=50029609">http://councillors.herefordshire.gov.uk/mgIssueHistoryHome.aspx?IId=50029609</a>
Options considered	<ol style="list-style-type: none"> <li>1. If planned and reactive maintenance is not carried out or reduced below required thresholds due to inadequate funding, property assets will be liable to deteriorate and potentially be in breach of legislation which will have an impact on any services located in such properties, to the extent that they may have to be closed and service delivery would be severely impacted.</li> <li>2. If the council's key property assets are not cleaned regularly they will become unsuitable, un-hygienic and not fit for use by staff, visitors and the public.</li> <li>3. Should statutory checks and subsequent planned remedial work not be carried out in buildings which house council employees, third parties and visitors, the council may be liable should an individual be found to have been injured or suffered loss as a result of the council not carrying out its statutory obligations.</li> <li>4. Without adequate expenditure on a programme of maintenance work, property assets will deteriorate which will ultimately render them no longer fit for their intended purpose and will have a negative consequential impact on the value of the estate.</li> </ol>
Declarations of interest (see below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	29 March 2019

Councillor: .....	Date 25 March 2019
Cabinet member contracts and assets	

(Councillor H Bramer)

- a record of any conflict of interest declared by any executive member who is consulted by the member which relates to the decision;

and

- in respect of any declared conflict of interest, a note of dispensation granted by the relevant local authority's head of paid service.