

Written statement of a key decision
Cabinet

Title	Building maintenance, small works and cleaning services for Herefordshire Council
Decision maker	Cabinet 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
Date of decision	30 January 2020
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	The council building maintenance and cleansing services were amalgamated under a single contract, which was procured through an open market tender exercise and this contract is due to terminate on the 31 August 2020. This contract now needs to be procured for a period from 1 September 2020 to 30 June 2023.
Decision	That: (a) a property maintenance and cleaning service contract be procured for two years and nine months from 1 September 2020 – 30 June 2023 with provision for a one year extension; and (b) the director of economy and place be authorised, following consultation with the cabinet member for assets, contracts and procurement, to award a contract to the successful provider for each or both services following tender evaluation, with a contract value of up to £12m per annum.

Reason for the decision	As set out in the report. Documents relating to this decision are available at http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50032296
Options considered	<p>1. To procure a longer term contract; this option is not recommended as a strategic review of property services will be undertaken in 2020; this review will include recommendations which encompass the future delivery of maintenance and cleaning services, to ensure the council procure the most efficient and effective service going forward which accords with the new property services model.</p> <p>2. Not to procure the service; this option is not recommended as the council have outsourced this service and do not have an in-house management resource required to manage the service and deliver continuous service provision.</p> <p>3. To procure the service by way of two separate contracts (maintenance and cleaning); this option is not recommended as it would be a retrograde step and the efficiencies of single management i.e. not duplicating management structures, and delivery of services by a single provider which have achieved savings of £100k per annum, would be lost.</p> <p>4. To transfer the services into the public realm contract; this option is not recommended as the council are seeking to undertake a fundamental service review and may therefore need to extract the service from the public realm contract at a future date, to procure the service going forward and this would create unnecessary cost and work.</p>
Declarations of interest (see below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	5 February 2020

Councillor: Leader of the Council (Councillor David Hitchiner)	Date 30 January 2020
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- 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.