

Written statement of a key decision
Cabinet member commissioning, procurement and assets

Title	Property Services Planned and Reactive Maintenance Programme 2020/21
Decision maker	Cabinet member commissioning, procurement and assets 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	6 March 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	To agree the property services planned and reactive maintenance programme 2020/21 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 £2,397,790 is to be spent on the continuing upkeep, cleaning and maintenance of the council's 295 key property assets and also to allow the council to fulfil its obligations to carry out compliance checks and best practice inspections so as to maintain a safe environment for the users of the buildings and for the upkeep of the property.
Decision	That: (a) the 2020/21 cleaning, planned and reactive maintenance budget of £2,397,790 be allocated between maintenance undertakings as follows and as set out in appendix B:

	<ul style="list-style-type: none"> • £1,551,907 on cyclical, planned and reactive maintenance; • £243,803 on statutory compliance inspections; • £602,080 on cleaning; <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 including realigning budget between maintenance undertakings provided that individual budget allocations do not vary by more than 35%; and</p> <p>(c) the maintenance work is delivered through the authorised building maintenance and cleaning services provider at that time.</p>
Reason for the decision	<p>As set out in the report. Documents relating to this decision are available at</p> <p>http://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50031553</p>
Options considered	<ol style="list-style-type: none"> 1. Not undertake statutory checks, planned and reactive maintenance. This is not recommended as property assets will not then be compliant, are liable to deteriorate and potentially be in breach of legislation, which will have an impact on any services located in such properties, with particular reference to the safety of premises to the extent that they may have to be closed and service delivery would be severely impacted. 2. Reducing statutory checks, planned and reactive maintenance to property assets. This is not recommended as this will escalate the risk of increasing a maintenance back-log, contribute to the deterioration of property assets or impair the asset from being kept compliant and potentially be in breach of legislation. This will have an impact on any services located in such properties, to the extent that they may have to be closed. Service delivery would be severely impacted. 3. If reactive maintenance or statutory checks and subsequent planned remedial work is not carried out, or is reduced below required thresholds in buildings which house council employees, third parties and visitors due to inadequate funding; 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. 4. If premises are not cleaned or there is a reduction in the cleaning regime, operational property will become unsuitable, un-hygienic and not fit for use by staff, visitors and the public. Carrying out regular cleaning of council's key property assets is essential as it will ensure they will remain fit for use.

	5. If the council's estate assets are not subject to continuous maintenance so that they are held at an appropriate standard fit for their purpose, they will not be in a condition necessary for transferal to our communities under the community asset transfer process should a decision be made to convey the ownership of particular assets
Declarations of interest (see ▪ below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	12 February 2020

Councillor:	Date 6 March 2020
Cabinet member commissioning, procurement and assets (Councillor Gemma Davies)	

- 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.