

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

Title	Building maintenance, small works and cleaning services - Service Continuity Plan
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	10 February 2021
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)	Special Urgency
Purpose	Approval is being sought to enter into a new arrangement for the current Building Maintenance, Small Works and Cleaning contract which is due to cease on 31 March 2021. A procurement process for these services was undertaken but interrupted by the Covid-19 pandemic in 2020. The procurement exercise was relaunched in the autumn of 2020 that has now concluded and been unsuccessful. This therefore presents a risk in respect of service continuity. 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.
Decision	That: a) the cabinet member for commissioning, procurement and assets in consultation with the s.151 officer agrees to the transfer of the building maintenance, small works

	and cleaning service to Hoople Ltd.
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?Id=50036731
Options considered	<ol style="list-style-type: none"> 1. To procure a contract; this option is not possible due to the time scale remaining with the current contract. The earlier procurement exercise was disrupted by Covid and the latter procurement process demonstrated there was an insufficient level of interest in the contract due to the way in which the services have been packaged together. The services could be separated and re-tendered, however there is insufficient time to do this now with the current contract ending in March 2021. 2. Not to provide the service: this option is not recommended as council buildings need to be cleaned, maintained and fit for purpose. 3. To take up a short term contract extension with BBLP for service continuity purposes whilst a procurement process is undertaken to procure two separate contracts (one for building cleaning and one for building maintenance and minor work). This was discounted as BBLP did not want to extend the contract under the same terms and conditions, which would have seen an increase in costs. 4. To deliver the services through the public realm contract. This would have resulted in an increase in costs and there was insufficient time to undertake a detailed best value review. 5. A further option considered was to bring the service in-house. There is insufficient in-house resource to manage the service without additional investment being made, which would not be achievable within the budget and insufficient time to undertake a detailed review of the full impact.
Declarations of interest (see ▪ below)	
Call-in expiry date (decisions are not subject to call-in where special urgency provisions apply)	This decision is to be taken under the special urgency provisions as set out in paragraphs 4.2.52-54 of the constitution of Herefordshire Council. It will not be subject to call in.

Councillor:	Date 10 February 2021
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.