

Record of Officer Decision

Decision title:	To approve expenditure of up to £77,000 for professional fees and investigative surveys in order to define the project scope and commence design work for Project 2 at the Pembridge Gypsy and Traveller site.
Date of decision:	5 th January 2020
Decision maker:	Assistant Director for Regulatory, Environment and Waste
Authority delegated decision:	<p>The authority for the specified officer to take this decision is set out in the cabinet report approved on the 10th August 2020. http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?Id=7050</p> <p>The Cabinet Decision approved</p> <p>That:</p> <p>(a) expenditure up to the value of £911,000 is approved for the development of two traveller site pitches at Bromyard and one at the Grafton site and the modernisation of 6 traveller sites across the county as detailed in Appendix 1 (Project 1)</p> <p>(b) an NEC 3 contract is awarded to SC Joseph Limited up to the value of £752,000 (inclusive of contingency) (Project 1)</p> <p>(c) expenditure up to the value of £30,000 for professional fees is approved</p> <p>(d) expenditure up to the value of £937,000 to commence and complete four pitches at the Pembridge Site (Project 2) is approved; and</p> <p>(e) the Assistant Director for Regulatory, Environment and Waste be authorised to take all operational decisions to complete project 1 and project 2.</p>
Ward:	Arrow;
Consultation:	<p>Political Consultation: Consultation has taken place with the Cabinet Member for Commissioning, Procurement and Assets on several occasions and the decision was debated at a Cabinet Feeder Meeting prior to the cabinet member taking the decision.</p> <p>Officer Consultation: Consultation has taken place with the Strategic Capital Finance Manager, the Senior Solicitor for Major Projects and the Assistant Director for Regulatory, Environment and Waste Services. All are satisfied with the proposed delegation of Authority to spend.</p>
Decision made:	<p>The following decisions are taken In order to progress the design and project scoping of Project 2 at the Pembridge site as set out in recommendation (d) of the Cabinet Decision paper:</p> <p>1) To delegate authority to the senior project manager to authorise spend and manage the professional fees allocation (Property Services and Project Management Costs) of £57,000.</p> <p>2) To delegate authority to the senior project manager to authorise spend up to £13,000 for specialist site surveys to inform the design process and £2,000 for planning and building regulation fees to secure statutory approval.</p> <p>3) To delegate authority to the senior project manager to authorise spend and</p>

	<p>manage a £5,000 contingency allowance for any surveys or other specialist services which become necessary as a result of the investigation work already identified in order to progress the detailed design. Should the contingency be insufficient then a further officer decision will be required.</p> <table border="1"> <tr> <td>Property Services design & management fees</td><td>£45,000</td></tr> <tr> <td>Project Management fees</td><td>£12,000</td></tr> <tr> <td>Specialist surveys</td><td>£13,000</td></tr> <tr> <td>Planning & Building Regulation fees</td><td>£2,000</td></tr> <tr> <td>Contingency</td><td>£5,000</td></tr> <tr> <td>Total:</td><td>£77,000</td></tr> </table>	Property Services design & management fees	£45,000	Project Management fees	£12,000	Specialist surveys	£13,000	Planning & Building Regulation fees	£2,000	Contingency	£5,000	Total:	£77,000
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Reasons for decision:	<p>1) To enable the senior project manager to make decisions with the construction manager around expenditure necessary to properly define the project scope and to progress the design proposals with the benefit of accurate survey information.</p> <p>2) To enable a detailed and coherent proposal to be produced, which will lead to a more accurate procurement process and the receipt of tenders which are more competitive and have greater cost certainty.</p> <p>3) To significantly reduce the risk of project delay due to the Council's internal procedures relating to having the ability to spend the identified budget lines relating to the project.</p> <p>4) To enable the senior project manager to issue instructions in a timely manner around agreed spend.</p> <p>5) To enable the senior project manager to authorise timesheets for professional fees.</p>												
Highlight any associated risks/finance/legal/equality considerations:	<p>1) There is a small risk that the tight budget controls may not be realised but this is mitigated by the project being managed through the Council's corporate senior project management structure where budget monitoring is happening throughout the life of the project.</p> <p>2) If the council decides not to adopt this request then there is a high chance of delay to the projects programme as the design cannot be progressed, which will cause a consequential delay to procurement and construction.</p>												
Details of any alternative options considered and rejected:	<p>1) To not adopt the recommendation. This would prevent any further progress in defining the scheme and would lead to a failure to deliver the improvements which the Council has committed to.</p>												
Details of any declarations of interest made:	None Recorded												

Signed

Date: 5 January 2020