

## Record of officer decision

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| <b>Decision title:</b>   | <b>To purchase and install Perspex screens to allow the re-opening of Hereford, Leominster, Ledbury and Ross-On-Wye libraries for public access</b>  |
| <b>Date of decision:</b>   | 20 January 2021  |
| <b>Decision maker:</b>   | Director for Economy & Place   |
| <b>Authority for delegated decision:</b>                                     | In line with section 3.7.9, all necessary decisions in the case of emergencies of the constitution   |
| <b>Ward:</b>   | Sites in Central, Ledbury North, Leominster East and Ross East although the service is countywide  |
| <b>Consultation:</b>   | The following have been consulted and are content for this decision to be taken : Cabinet Member for Commissioning, Procurement and Assets, Legal Services, Procurement, Property Services and Finance   |
| <b>Decision made:</b>  | To authorize the purchase and installation of Perspex screens to allow the re-opening of Hereford, Leominster, Ledbury and Ross-On-Wye libraries for public access. This will allow for public browsing of stock and also for public access to computers   |
| <b>Reasons for decision:</b>   | Herefordshire libraries have been operating a limited, click and collect service, since the first Covid-19 related lockdown in March 2020. The installation of screens allows for a move towards allowing public access to buildings again when national and local circumstances allow   |
| <b>Highlight any associated risks/finance/legal/equality considerations:</b> | <p>A full COVID-19 secure risk assessment has been undertaken to ensure ways of working that will protect both staff and customers. This has been shared with and approved by both Herefordshire Council's Health &amp; Safety team and UNISON and has been signed off as being appropriate by the Acting Deputy Chief Executive and Solicitor to the Council.</p> <p>The service's revenue budget includes costs for staff to provide the service. The total cost of the procurement, delivery and installation of the screens across all four sites will be £26,044.73. Screens will be provided on customer facing desks at each of the four sites as well as in appropriate positions between public access computers and around self-service kiosks. The order for the screens has been handled by Property Services as part of the existing Cleaning and Building contract arrangement with BBLP as preferred provider with access to local specialist sub-contractors and suppliers. The contract was tendered in competition to ensure competitive management rates. Where possible, three quotes were provided for specific subcontracted elements of the works.</p> <p>Payment will be sourced from the corporate project code for Covid-19 related works.</p> <p>This work is preparatory to enable the re-opening of the four sites mentioned above when national and local conditions allow. A further Record of Officer Decision will be made when the appropriate decision to allow public access to the sites is made.</p> |
| <b>Details of any alternative options considered and rejected:</b>           | The option not to proceed with the purchase was considered. This was rejected as the relevant Covid-19 measures have been put in place to allow public access once the screens have been installed and legal restrictions permit.  |

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| <b>Details of any declarations of interest made:</b> | None |
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Signed

Richard Ball  
Director for Economy & Place

Date: 20 January 2021