

## Record of operational decision

<b>Decision title:</b>	Decision to award contract and approve the expenditure of up to £92,159.38 for Improvement Works to the external and internal fabric and sundry items at Churchill House, Venns Lane, Hereford, HR1 1DE
<b>Date of decision:</b>	
<b>Decision maker:</b>	Corporate Director, Economy and Environment
<b>Authority for delegated decision:</b>	<p>To agree the proposed programme of works as set out in appendix A, appendix B and appendix C, incorporating a series of planned project works to enable Council to deliver on its obligations to maintain buildings fit for purpose utilising £4,061k capital budget as approved at council budget meeting of 9 February 2024.</p> <p><a href="#">Decision - Property Services Estate Capital Building Improvement Programme 2024/2027 - Herefordshire Council</a></p>
<b>Ward:</b>	College
<b>Consultation:</b>	None
<b>Decision made:</b>	<p>Award a contract to SC Joseph Ltd for Improvement Works to the external and internal fabric and sundry items at Churchill House, following a successful tender on the Council's procurement portal.</p> <p>Approve the expenditure of up to £92,159.38 for the works, which includes a contingency of up to £7,492.12.</p> <p>Approve the expenditure of up to £9,746.06 for internal and external professional fees.</p> <p>Responsibility for monitoring the programme to be carried out by the Capital Project Manager within the spend budget.</p>
<b>Reasons for decision:</b>	<p>These works are included in the Property Services Estates Capital Programme 2024/27.</p> <p>SC Joseph Ltd were the successful bidder following a successful open tender process.</p> <p>The required improvement works have been assessed and prioritised based upon select criteria which covers health and safety, operational need, impact and lifecycle and value.</p>
<b>Equality Considerations</b>	<p>Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows: A public authority must, in the exercise of its functions, have due regard to the need to –</p> <p>(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</p> <p>(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</p>

	<p>(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</p> <p>The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services.</p> <p>Our providers will be made aware of their contractual requirements in regards to equality legislation.</p> <p>The proposed capital maintenance schemes have given due consideration to equality issues particularly in relation to disability.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>By not carrying out the Improvement Works, Churchill House is at risk of incurring further maintenance requirements, potentially costing the Council further money. There is also a health and safety risk associated with not carrying out these works.</p> <p>There is a risk that once on site, further works are identified that was not previously apparent.</p> <p>A contingency has been allowed to cover unforeseen elements once the works commence. Should this contingency be insufficient then a further officer decision will be required.</p> <p>The expenditure outlined in this officer decision exceeds the original budget, however, this will be sufficiently covered by underspends on other projects within the Capital programme.</p>
<b>Details of any alternative options considered and rejected:</b>	<p>Do nothing. This is not recommended as the risk of the works not being completed means that the health and safety risk associated with the continued existence of the building remains.</p> <p>Not to appoint. This is not recommended, SC Joseph Ltd, have been selected through a competitive tendering process.</p>
<b>Details of any declarations of interest made:</b>	None.

Signed..... Date: