

Record of operational decision

Decision title:	Hereford Station Transport Hub – Delegation of Authority to make operational decisions within a contingency budget of £929,214
Date of decision:	July 2025
Decision maker:	Corporate Director Economy & Environment
Authority for delegated decision:	<p>The Cabinet decision dated 27 October 2022 Hereford Transport Hub – approval of outline design, specification and cost plan:</p> <p>a) Cabinet approves the cost plan for the Hereford Transport Hub design; and</p> <p>(b) Cabinet approves that the project proceeds from Planning and Design stage (stage 2) to Delivery stage (stage 3); [and]</p> <p>(d) All operational decisions to be delegated to the Corporate Director for Economy and Environment in consultation with the Cabinet Member for Infrastructure and Transport and Section 151 officer</p> <p>https://councillors.herefordshire.gov.uk/documents/s50104626/Update%20Decision%20on%20Hereford%20Transport%20Hub.pdf</p>
Ward:	All Wards
Consultation:	Consultation for this decision has taken place with the Council's Finance, Risk, Commercial and Procurement teams
Decision made:	To delegate all operational decisions concerning Compensation Events up to the value of £929,214 to the Delivery Director, Programme Manager and Project Manager
Reasons for decision:	<p>As construction begins and all the multi-disciplined tasks are in progress, the need for rapid decision making in the event of unforeseen circumstances becomes increasingly important.</p> <p>By delegating the decision-making authority to the day-to-day management team, delays can be minimised, and progress can continue unhindered.</p> <p>Compensation Events (CEs) must follow a prescribed process, and responses are expected within given timescales. By delegating authority to the wider team, a timely and considered response can be provided irrespective of individual availability.</p> <p>The contingency is calculated by deducting the purchase order amount from the approved capital: £9,614,960 - £8,685,746 = £929,214</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>Financial Implications</p> <p>The total budget for this project is an amalgamation of £6,328,000 LUF, £3,500,000 Herefordshire Council (HC) and £1,000,000 Hereford Active Travel Measure funds. Additionally, £5,882,000 is available from the additional LTG capital allocation received in December 2024. It is not intended to use any of these allocations as officers will work with the contractor to value engineer the scheme to deliver within budget.</p> <p>Expenditure of LUF funds has been in accordance with the HC policies and Memorandum of Understanding.</p>

	<p>The project team continues to work closely with the Transport service to ensure that all activity is in accordance with Council policies and procedures including governance, financial, legal and procurement regulations</p> <p>Risk Management This project has an up-to-date risk register, which is monitored at the monthly project board meetings. Key risks are highlighted and reported to the LUF Project Board where they are subject to additional scrutiny. In addition, quarterly monitoring submissions to the Department for Transport (DFT) include risk reporting.</p> <p>Legal Implications All aspects of contract, land and procurement processes have been supported by HC Legal.</p> <p>Equality considerations 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. The areas of investment will carry out equality impact assessments in design prior to delivery. The EIAs for each element will demonstrate they have considered the impact of the projects in change and improvements they are making.</p>
Details of any alternative options considered and rejected:	Not to authorize. This decision would hinder progress and place an unnecessary burden on the Corporate Director to authorize all CEs.
Details of any declarations of interest made:	None

Signed..... Date: 10 July 2025