

Record of operational decision

Decision title:	Decision to award contract and approve the expenditure of up to £54,674.12 to carry out localised improvements to form a new reception and replace an existing timber frame bay window at Hillside Care Centre.
Date of decision:	16.10.25
Decision maker:	Interim Director of Commercial Services
Authority for delegated decision:	<p>A key decision was taken at the Cabinet meeting on the 22 April 2025 authorising the Officer and allocating the use of 604k from the Property Services Estate Capital Building Improvement Programme 2025/2028 on the care facility emergency programme of works.</p> <p>The full report and decision notice can be found here; Decision - Decision - Property Services Estate Capital Building Improvement Programme 2025/28 - Herefordshire Council</p> <p>Appendix 3- Appendix 3 for Property Services Estate Capital Building Improvement Programme 202528.pdf</p>
Ward:	Red Hill
Consultation:	None
Decision made:	<p>To instruct S C Joseph Ltd to carry out provision of localised improvements to form a new reception and replace an existing timber frame bay window new at Hillside Care Home up to a total value of £52,674.12 following the completion of a successful tender, evaluation and moderation process. Works are to be completed no later than 31 March 2026.</p> <p>Approve the expenditure of up to £52,674.12 for the works, which includes a contingency of up to £3,924.92.</p> <p>Approve the expenditure of up to £2,000 for any internal and external professional fees.</p> <p>Authority is delegated to the Senior Project Manager from the Interim Director of Commercial Services as spend manager for the project.</p>
Reasons for decision:	<p>These works are part of the emergency works for council owned care homes programme.</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>
Equality Considerations	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 – a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; b) advance equality of opportunity between persons who

	<p>share a relevant protected characteristic and persons who do not share it; 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. Our providers will be made aware of their contractual requirements in regards to equality legislation.</p> <p>Ensuring that improvement works are undertaken will safeguard that the council's equality responsibilities are met in so far as the physical built environment is managed in such a way as to comply with the Equality Act. The Equality Act 2010 established a positive obligation on local authorities to promote equality and to reduce discrimination in relation to any of the nine 'protected characteristics' (age; disability; gender reassignment; pregnancy and maternity; marriage and civil partnership; race; religion or belief; sex; and sexual orientation). In particular, the council must have 'due regard' to the public sector equality duty when taking any decisions on service changes.</p> <p>In all our capital programmes, we will comply with the council's own Equality Policy, namely: a) When designing infrastructure schemes and redesigning the public realm in our city and town centres, we will work with user groups to ensure that the design improves access for all. b) In all our proposals, we will aim for the highest level of accessibility.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>Local Authorities have a legal duty under the Care Act 2014 to meet assessed eligible care and support needs. The Act also places a duty on the council to shape the local provider market and enable a sustainable and diverse range of care provision that is innovative and cost effective and that promotes the wellbeing of people who need care and support.</p> <p>Herefordshire Council's arrangements for the provision of care includes a contractual agreement with Hoople Limited to provide both long term and short term support to individuals with Learning Disabilities in a residential care setting (Southbank in Hereford and Ridgemoor Road in Leominster) and the provision of short term residential care to support the discharge of adults from hospital (Hillside in Hereford). The current premises from which these services are delivered are part of the council's portfolio of properties and the council has responsibility for major works and significant repair. A programme of urgent remedial work and required investment has been identified to improve the conditions of these premises to support standards for safe and effective care. This includes work in relation to fire safety measures, and to address issues raised during a recent inspection by the care quality commission.</p> <p>£604k has been identified within the 2025/26 capital budget to fund the works that need to be completed as a matter of urgency.</p> <p>A contingency has been allowed to cover any unforeseen elements once the works commence. Should this contingency be insufficient then a further officer decision will be required.</p>

Details of any alternative options considered and rejected:	<p>The alternative option would be to not carry out the proposed emergency works. This was rejected as cabinet approved the series of planned project works to enable Council to deliver on its obligations to maintain buildings fit for purpose utilising £604k capital budget as approved at council budget meeting of 7 February 2025.</p> <p>Lack of investment into care facilities owned by Herefordshire Council and operated by Hoople Limited may lead to implications over the required Registrations and ability to operate these facilities.</p>
Details of any declarations of interest made:	None

Signed..... Date: 16.10.25