

Record of operational decision

Decision title:	Decision to award contract and approve the expenditure of up to £750,398.47 for the single-story accessible extension and refurbishment to existing classrooms and ancillary accommodation at Lady Hawkins School, Hereford.
Date of decision:	23/06/2026
Decision maker:	Service Director, Education, Skills & Learning
Authority for delegated decision:	The authority for the specified officer to take this decision as set out in the cabinet report, Local Authority School Buildings Maintenance Works, approved February 2023. The Corporate Director, Children and Young People is authorised to take all operational decisions relating to the award of contracts for the above programmes of work. https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=9341
Ward:	Kington
Consultation:	New Cabinet Members, Cllr Powell (Children and Young People) and Cllr Bramer (Community Services and Assets) have been informed on the capital programme and the February 2023 Cabinet Report has been shared.
Decision made:	Award a contract to J. Harper & Sons for the works at Lady Hawkins School, Park View, Kington, Herefordshire, HR5 3AR, following a successful tender on the Council's procurement portal. The contract is for construction of a new single-story accessible extension with associated external access works, including internal and external platform lifts, together with internal alterations and refurbishment to existing classrooms and ancillary accommodation, including door widening and finishes upgrades. Approve the expenditure of up to £711,593.87 for the works, which includes a contingency of up to £46,552.87 Approve the expenditure of up to £38,804.60 for internal and external professional fees. Responsibility for monitoring the programme to be carried out by the Capital Project Manager within the spend budget.

Reasons for decision:	The single-story accessible extension and refurbishment to existing classrooms and ancillary accommodation works at Lady Hawkins School are included in the Schools Accessibility Programme. J. Harper & Sons was the successful bidder following a successful tender via the Council's procurement portal. The Special Educational Needs element of the works has been added to the Council's Schools' Accessibility Programme. The impact of the proposed works would mean that there would be more suitable placements for pupils with special needs within the local community, which in the long term would have a cost saving to the Council, if pupils with special needs can have their needs met within in their local schools as opposed to placing pupils in schools outside the area. The Principal Contractor are the successful bidder following a successful tender via the Trust's procurement portal.
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 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. 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. The proposed capital maintenance schemes have given due consideration to equality issues particularly in relation to disability.
Highlight any associated risks/finance/legal/equality considerations:	By not carrying out the works children at the school would have unsuitable facilities or no facilities to meet their needs. A contingency has been allowed to cover unforeseen elements once the work commences.
Details of any alternative options considered and rejected:	Do nothing. This is not recommended as the risk of the adaptation and improvement works not being completed means that the council would fail in its statutory duty to place children with special educational needs and / or disabilities in schools.
Details of any declarations of interest made:	None.