

Record of officer decision

Decision title:	Makes sites Covid Secure																										
Date of decision:	05.06.2020																										
Decision maker:	Chief Executive																										
Authority for delegated decision:	Council constitution 3.7.9 all necessary decisions in the case of emergencies																										
Ward:	Countywide																										
Consultation:	BWOW (Better Way of Working) Review Group																										
Decision made:	To make Herefordshire Council sites Covid Secure in light of Government Guidance as part of first phase with a cost of up to £125k.																										
Reasons for decision:	<p>In the public interest the council continues to operate its services as much as possible during the Covid-19 pandemic. To support organisations operate Government Guidance has now been published on creating a Covid Secure work environments (link). For the most part employees will continue to work from home, but where that is difficult for network reasons or personal circumstances staff will be able to work from Plough Lane offices which lends itself well to being Covid Secure and includes measures the council wants to take over and above the guidance. Additionally the decision supports a range of other sites to have controlled opening based on staff needing to access equipment or files to conduct their work.</p> <p>Before the guidance was released sites operated in a Covid secure way (e.g. 2m distance and hygiene provision / guidance), however to meet the extra measures and allow more staff access to sites additional investment is needed. This includes:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>item</th> <th>£'000</th> </tr> </thead> <tbody> <tr> <td>Adjustment to doors including automating where there is regular use</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Purchase of heads sets (with the withdrawal of desk phones to use in-built telephone systems within IT devices – for both home working and at sites)</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Additional hand sanitisers (over and above previously decision made for Plough Lane officers: link)</td> <td style="text-align: center;">30</td> </tr> <tr> <td>Signage, shields and guards for sites</td> <td style="text-align: center;">10</td> </tr> <tr> <td>labour costs e.g. IT relocation and furniture</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Disposal including hire of skips and confidential waste collection</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Other minor expenditure e.g. tape, door handling devices</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Additional clean on IT equipment over period of time</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Arrangement for meeting rooms including use of conference calls and virtual meetings</td> <td style="text-align: center;">7</td> </tr> <tr> <td>Catering (see below)</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Contingency</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Total estimate</td> <td style="text-align: center;">125</td> </tr> </tbody> </table> <p>Linked to a previous decision (link) the Covid-19 emergency arrangement for canteen provision at Plough Lane is extend to 30th June 2020 at a cost of up to £5k. After which the original contractual terms are reinstated based on a Covid Secure model (outlined in the Government guidance). Based on these terms the contract is extended to 30th June 2021 which is at no cost to the council.</p> <p>Staff will be requirement to work in a particular way following strict guidance for their safety and the safety of others.</p>	item	£'000	Adjustment to doors including automating where there is regular use	30	Purchase of heads sets (with the withdrawal of desk phones to use in-built telephone systems within IT devices – for both home working and at sites)	3	Additional hand sanitisers (over and above previously decision made for Plough Lane officers: link)	30	Signage, shields and guards for sites	10	labour costs e.g. IT relocation and furniture	10	Disposal including hire of skips and confidential waste collection	5	Other minor expenditure e.g. tape, door handling devices	5	Additional clean on IT equipment over period of time	10	Arrangement for meeting rooms including use of conference calls and virtual meetings	7	Catering (see below)	5	Contingency	10	Total estimate	125
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	There is likely to be a further decision on additional expenditure as more public facing sites open to public use.
Highlight any associated risks/finance/legal/equality considerations:	With the exception of refilling hand sanitisers and cleaning the expenditure above is one off costs. Consideration will be given to staff with requirement based on equality / disability e.g. height adjustable desks, visual impairment. The decision to extend the catering contract at Plough Lane is in accordance with council's Procurement Guidance and Covid-19 CPR based on Procurement Policy note 2 (PPN 02/20) Regulation 72(1), issued by the cabinet office (link). The extended time scale allows for an understanding of the catering model based on the circumstances of the pandemic.
Details of any alternative options considered and rejected:	There are two alternative. 1. That all staff work from home without office sites being open – this is not possible as some staff do not have access to the network or because of home circumstances; also some sites are required when people need to access files to conduct their work e.g. Land Charges, Elections, Registrars. 2. That all buildings are reopened – this has not been agreed as some buildings are not capable of being adapted to become Covid-19 compliant, others would require very significant unplanned structural investment, and there is no necessity for this when most employees are able to work from home.
Details of any declarations of interest made:	None

Signed..... Date: 10.6.2020