

Record of officer decision

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| Decision title: | To approve expenditure of the two tier risk, contingency and FF&E allocation in the budget for the Expansion of Marlbrook Primary School |
| Date of decision: | 14 July 2020 |
| Decision maker: | Director for Children and Families |
| Authority delegated decision: | <p>The authority for the specified officer to take this decision is set out in the cabinet report approved on the 27th November 2019. http://hc-modgov:9070/ieDecisionDetails.aspx?ID=6457</p> <p>The Cabinet Decision approved</p> <p>a) the revised business case for the expansion of Marlbrook Primary School at Appendix 1 be approved;</p> <p>b) a revised scheme cost of up to £6.141m be approved (being an additional £1.006m to the previously approved cost); and</p> <p>c) the Director for Children and Families be authorised to take all operational decision necessary to implement the above recommendations within the agreed budget.</p> |
| Ward: | Redhill |
| Consultation: | Consultation has taken place with the Strategic Capital Finance Manager, the Assistant Director for Education, Development & Skills and the Chief Finance Officer and all are supportive of the decision. The senior project manager consulted with all senior officers at the project board and via email circulation. |

| Decision made: | <p>1) To delegate authority to the senior project manager to authorise spend and manage the Two tier risk allocation up to the value of £68,000</p> <p>2) To delegate authority to the senior project manager to authorise spend and manage the contingency allocation up to the value of £304,000</p> <p>3) To delegate authority to the senior project manager to authorise spend and manage the FF&E allocation up to the value of £150,000</p> <p><u>Budget information as set out in the decision:</u></p> <p>http://hc-modgov:9070/ieDecisionDetails.aspx?ID=6457</p> <p><u>In summary:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Item</th> <th style="text-align: left;">Budget</th> </tr> </thead> <tbody> <tr> <td>Contingency Allocation</td> <td>£ 304,000</td> </tr> <tr> <td>Two Tier Risk Allocation</td> <td>£ 68,000</td> </tr> <tr> <td>FF&E Allocation</td> <td>£ 150,000</td> </tr> </tbody> </table> | Item | Budget | Contingency Allocation | £ 304,000 | Two Tier Risk Allocation | £ 68,000 | FF&E Allocation | £ 150,000 |
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| Item | Budget | | | | | | | | |
| Contingency Allocation | £ 304,000 | | | | | | | | |
| Two Tier Risk Allocation | £ 68,000 | | | | | | | | |
| FF&E Allocation | £ 150,000 | | | | | | | | |
| Reasons for decision: | <p>1) To enable the senior project manager to make decisions with the externally appointed construction manager around daily occurrences relating to contract Early Warning works and compensation events.</p> <p>2) To significantly reduce the risk of project delay due to the council's internal procedures relating to having the ability to spend the identified budget lines relating to the project.</p> <p>3) To enable the senior project manager to issue instructions in a timely</p> | | | | | | | | |

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| | <p>manner around agreed risks that require financial mitigation with the contractor from the Two tier risk allocation</p> <p>4) To reduce the number off Record of Officer decisions required to enable spend which is having a negative impact on time and resources within the council</p> |
| <p>Highlight any associated risks/finance/legal/equality considerations:</p> | <p>1) There is a small risk that the tight budget controls may not be realised but this is mitigated by the project being managed through the council's corporate senior project management structure where budget monitoring is happening throughout the life of the project.</p> <p>2) If the council decides not to adopt this request then there is a medium chance of delay to the project's programme which may result in the council incurring additional cost for delay under the NEC 4 contract terms. Delay will be caused waiting for sign off to spend the risk, contingency and FF&E budgets for individual work packages.</p> <p>3) Council administrative resources required to complete the anticipated number of Record of Officer decisions will have a negative impact so this provides opportunity to reduce the impact on the council's resources internally.</p> |
| <p>Details of any alternative options considered and rejected:</p> | <p>1) To not adopt the recommendation and continue with producing weekly record of officer decisions which have to be signed off by the Director for Children and Families and taken through the council's administrative processes.</p> |
| <p>Details of any declarations of interest made:</p> | <p>None Recorded</p> |

Signed

Chris Baird
 Director for children and families

Date: 14/07/2020