

## Record of operational decision

<b>Decision title:</b>	To approve the expenditure of up to £8,350 from the Schools Capital Maintenance budget for ecological services required for Michaelchurch Escley Primary School.
<b>Date of decision:</b>	15 April 2021
<b>Decision maker:</b>	Assistant Director Education Development and Skills
<b>Authority for delegated decision:</b>	<p>The authority for the specified officer to take this decision as set out in the cabinet report, Local Authority School Buildings Maintenance Works, approved 17 December 2020.</p> <p>The school maintenance schemes as set out in appendix A be approved for implementation in 2021/22 and 2022/23;</p> <p>The Assistant Director Education Development and Skills be authorised to take all operational decisions necessary to implement the approved schemes, and any other urgent contingency schemes required, within the approved budget of £2.940m for maintenance;</p> <p>The Assistant Director Education Development and Skills be authorised to take all operational decisions necessary to vary the approved schemes should the amount of funding received from the Department for Education differ from that used to determine the proposed schemes.</p> <p><a href="http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7416">http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=7416</a></p>
<b>Ward:</b>	Golden Valley South
<b>Consultation:</b>	<p>Cabinet debated and approved on the 2021-2023 Local Authority School Buildings Maintenance Works, approved 17 December 2020.</p> <p>Consultation has already been done in respect of the overall programme with the Capital Strategy Consultative Group, comprising a number of Head Teachers and Council Officers, who agreed the programme as a constructive way forward for the use of the grant.</p> <p>Political groups were consulted on the programme with one comment received – The true Independents are supportive of the proposals subject to all works being closely monitored so that value for money is obtained and projects are delivered on time.</p>
<b>Decision made:</b>	<p>To award the contract to Udall-Martin Associates, following the Council's Contract Procedure Rules with an Invitation to Quote issued via email to at least three suppliers.</p> <p>To authorise the expenditure of up to £7,350 for the ecology surveys and preparation of derogation licence at Michaelchurch Escley Primary School, to include a contingency of up to £2,000.</p>

	<p>To authorise the expenditure of up to the value of £1,000 for professional fees.</p> <p>To add this emergency works scheme to the 2021-2023 maintenance programme.</p> <p>Responsibility for monitoring the project to be carried out by the Capital Project Manager within the spend budget.</p>
<b>Reasons for decision:</b>	<p>To complete ecological surveys and the derogation licence preparation required to enable further works to be carried out that are required at the school, to make the building fit for purpose and to address the school's Capital Maintenance request.</p> <p>To ensure all Council buildings are fit for purpose and maintained to the standards as set out in the condition survey to address suitability, sustainability and affordability.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>By not carrying out the ecology surveys and preparation of derogation licence works, further works that are required at the school cannot be carried out.</p> <p>There is risk that once on site, further work is identified when the ecologist surveys and the preparation of derogation licence commences that was not previously apparent.</p> <p>A contingency has been allowed to cover unforeseen elements once the Ecology surveys and preparation of the derogation licence commence. Should this contingency be insufficient then a further officer decision will be required.</p>
<b>Details of any alternative options considered and rejected:</b>	<p>Do nothing. This is not recommended as the risk of these works not being completed means no further works can be carried out at the school and the health and safety risk associated with the continued existence of the building remains.</p>
<b>Details of any declarations of interest made:</b>	<p>None</p>

Signed

Ceri Morgan  
Assistant director education, development and skills

Date: 15/04/2021