

Record of officer decision

Decision title:	To approve expenditure up to the value of £122,000 to complete stage 1 of the design process for the Shirehall and award MACE a professional services contract to complete stage 1 of the proposal
Date of decision:	10 May 2021
Decision maker:	Assistant Director Technical Services
Authority for delegated decision:	<p>The authority for the specified officer to take this decision is set out in the cabinet member report approved on the 31 March 2021</p> <p>http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?id=7736&LLL=0</p> <p>The Cabinet Member for Procurement and Assets approved</p> <p>That:</p> <p>a) the estate capital programme as set out in appendix A and B be approved at a total cost of not more than £2.067m; and</p> <p>b) the assistant director for technical services be authorised to take all operational decisions necessary to implement the above recommendation and spend within the approved overall budget of £2.067m for the projects as listed in appendix A and B, provided that the sum of individual project expenditure do not exceed the overall budget.</p> <p>At a meeting held on the 26 of April with the cabinet member, section 151 officer and the assistant director for technical services it was agreed that the section 151 officer would retain the budget for the Shirehall element of up to the value of £850,000 as set out in Appendix B of the report whilst the project completes RIBA stage 3.</p>
Ward:	Central Ward
Consultation:	Consultation has taken place with the Councils Section 151 officer, the Assistant Director for Technical Services and the cabinet member of Procurement and Assets and the cabinet member for Finance on the 26 April 2021 at a briefing meeting.
Decision made:	<p>1) To delegate authority to the senior project manager to authorise spend up to the value of £62,000 to appoint Mace Ltd via the North Western Hub Professional Services framework agreement to achieve stage 1 of the proposal.</p> <p>3) To delegate authority to the senior project manager to authorise spend up to the value of £60,000 for survey work. The council will procure the services using their own administration services based on the advice received from Mace in stage.</p> <p>4) A contingency value of £55,000 remains the authority of the Section 151 officer to authorise expenditure if required during stage 1 of the commission.</p>
Reasons for decision:	<p>1) To enable the senior project manager to award MACE a professional services contract to complete stage 1 of a full design process.</p> <p>2) The council is content with this decision as the framework that will be used has been through a fair and transparent tendering process whereby Mace Ltd have won the 1st place on the framework. Value for money was assessed as part of</p>

	<p>the tendering process in the establishment of the framework agreement.</p> <p>3) The Shirehall is in an unsafe state and is structurally unsafe and requires a technical team of architects, surveyors and technicians to review the state of the building and develop a design to ensure an accurate costing can be provided against the required works.</p> <p>There have been several discussion around the specialist Architects that are required including discussions with representatives from the CIVIC society and the heritage building conservation officer. It has been noted that there are no local architects with the specialist required.</p> <p>Timescales are short due to Health and Safety of the building and the council would like to be in a position to make an informed decision about the scheme as soon as possible.</p> <p>The resources required are extremely technical and specialist architects are required to design the works due to the specialist nature of the building.</p> <p>The building is a CIVIC building with high stakeholder interest and must be progressed in the correct compliant manner.</p> <p>4) To enable the senior project manager to commission survey work identified to complete stage 1 of the design process.</p> <p>5) To enable tight budget controls over expenditure the contingency value will be retained by the councils section 151 officer.</p> <p>6) To significantly reduce the risk of further delay to the Shirehall project and allow the council to fulfill its obligation to receive an accurately designed and fully costed scheme to inform future decision making on the building.</p> <p>7) To reduce the number of 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 as will experience further loss of income from occupants that cannot use the Shirehall due to it being unsafe.</p> <p>3) If this work is not commissioned then it will cause further delay and a negative reputation towards the council will occur as there is high stakeholder interest in this civic building with an obligation to make speedy decisions which can be communicated effectively to interested parties.</p> <p>4) 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>5) The Shirehall is an unsafe civic building that the council have a responsibility to maintain. There is currently loss of income from the courts, the hiring of facilities and the building is unsafe for the public and services that operate from the Shirehall. The council needs to be in a strong position to make evidence based decisions to move the Shirehall forward and make plans for one of Hereford iconic listed CIVIC buildings.</p>

Details of any alternative options considered and rejected:	<p>1) To not adopt the recommendation which will result in delay to the Programme and the Shirehall incurring even more significant structural problems resulting in the council incurring even more future unplanned costs and emergency work demands.</p> <p>2) The councils property services colleagues undertake this work. This is not an option due to lack of skills and expertise in conservation buildings and also the service do not have capacity to coordinate such a specialised area of work.</p>
Details of any declarations of interest made:	None Recorded

Signed:
Chris Jenner, Assistant Director Technical Services

Date: 10 May 2021