

## Record of officer decision

<b>Decision title:</b>	Decision to enter into a Consultancy Agreement to carry out a localised condition survey along with recommendations for improvement works to external areas of Churchill House.
<b>Date of decision:</b>	17 June 2021.
<b>Decision maker:</b>	Assistant Director for Technical Services.
<b>Authority for delegated decision:</b>	This decision is to apply for the spend of the budget as agreed by the key decision made on 31st January 2020 (Report Ref: Property Services Estates Capital Programme 2020/21). <a href="http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=6593">http://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=6593</a>
<b>Ward:</b>	College.
<b>Consultation:</b>	None.
<b>Decision made:</b>	That authorisation be given to implement the above recommendation in respect of the key decision dated 31 <sup>st</sup> January 2020 and spend within the approved budget for Churchill House, Estate Capital Programme 2019/22 CAP916, of not more than £7k (inclusive of professional fees, contingencies, etc) and enter into a Consultancy Agreement with Mark Evans Architects Ltd to carry out a localised condition survey along with recommendations for improvement works.
<b>Reasons for decision:</b>	<p>Churchill House is a Grade II listed building and in recent years the front elevation has had issues with the fabric of the building, principally render to the front elevation and damp ingress through the lead lined porch. The Council requires recommendations for improvement works along with a detailed specification to invite tenders. Depending on the survey findings the works may also require Listed Building Consent.</p> <p>Mark Evans Architects Ltd have been identified as the bidder representing best value for money following a competitive tender and assessment process in accordance with Council procurement procedures. Quotations were invited from three prospective consultants and two returned valid quotations for consideration.</p> <p>The work to be awarded to Mark Evans Architects Ltd at a cost of £3,890 out of the £50,000 capital budget.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	None.
<b>Details of any alternative options considered and rejected:</b>	Do nothing – This was rejected because a lack of investment on building improvement works on council property estate assets could render them to deteriorate further which will ultimately make them no longer fit for their intended purpose.

<b>Details of any declarations of interest made:</b>	None.
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Signed:  
Chris Jenner, Assistant Director Technical Services

Date: 17 June 2021