

Record of officer decision

Decision title:	Award of contract for office planning for Plough Lane and Elgar House
Date of decision:	5 July 2021
Decision maker:	Assistant Director Corporate Support
Authority for delegated decision:	Herefordshire Council's Constitution Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions Chief Executive Scheme of Delegation – updated 7 June 2021 – SA67 Facilities management – Assistant director corporate support
Ward:	Countywide
Consultation:	Consultation carried out with internal consultees
Decision made:	Award a contract to Portsdown Office Limited in the sum of £21,324 (excluding VAT) for the delivery of office planning for the Plough Lane.
Reasons for decision:	In line with the contractual procedure rules a tender was issued to suppliers and responses were received on Wednesday 30 June 2021. Following evaluation of the response from Portsdown Office Limited it is agreed that this meets all the requirements stated within the tender document and, based on the information provided, the supplier will be able to deliver the requirements. The office planning work will enable Herefordshire Council to review the way the Plough Lane building has been used and how staff will want to use the building in future. It will respond to changing work practices and the use of office space post-Covid.
Highlight any associated risks/finance/legal/equality considerations:	The spend has been agreed by the s151 officer, and the work has been agreed by the Chief Executive and wider management board. Should the supplier not deliver on time this could impact the delivery of other aspects of the Flexible Futures project (formerly BWOW), contingency has been included in the project plan to mitigate against this. Once the office planning has taken place value for money will be considered prior to the next steps which will be subject to further decision in consultation with relevant cabinet members.
Details of any alternative options considered and rejected:	Internal office planning was considered however it is agreed that this work requires specialist skill and knowledge with an external view to deliver an appropriate solution.
Details of any declarations of interest made:	None

Signed..... Date: 5 July 2021