

Record of officer decision

Decision title:	To delegate the expenditure, or awarding of contracts and sign off sub grant offers from the Director of Economy and Place to the Senior Project Manager
Date of decision:	4 November 2021
Decision maker:	Director of Economy and Place, following consultation with Section 151 Officer
Authority delegated decision:	<p>The following recommendations were presented in a Key decision paper which was agreed by Cabinet on 23 October 2021</p> <p>https://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50038686&Opt=0</p> <p>The Cabinet Decision approved</p> <ul style="list-style-type: none"> a) The Director for economy and place, following consultation with the Section 151 Officer, the Cabinet member for environment and economy and the Cabinet member for infrastructure and transport, be authorised to approve expenditure required to deliver the public realm projects which will be procured in line with the council's contracts procedures rules1; b) The Director for economy and place, following consultation with Section 151 Officer, in consultation with the Cabinet member for environment and economy and Cabinet member for infrastructure and transport, be authorised take all operational decisions necessary to deliver the balance of the programme, including grant schemes and information and engagement projects within the total project budget of £3.6m; and c) The Section 151 Officer be authorised to reduce the grant element of the overall budget to up to £1.8m from the £2m originally estimated and approved at Council so that the overall capital programme budget for this project is £3.6m.
Ward:	Leominster East
Consultation:	Consultation has taken place with the Strategic Capital Finance Manager, the Director of Economy and Place 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>The project manager be authorised to sign all grant agreements (for the building grants) to grant recipients and take day to day operational decisions, including any variations to any sub grant agreements.</p> <p>The Senior Project Manager is authorised to award contracts and approve expenditure required to deliver the Leominster Heritage Action Zone Programme following the successful completion of a tendering process up to the value of £70,000, in line with the approvals from the Director of Economy & Place. Any deviation to the agreed planned works will be approved first by the Director.</p> <p>The Senior Project Manager is authorised to spend up to the value of £85,000 on professional fees to deliver the project</p> <p><u>Budget information as set out in the decision:</u></p> <p>https://councillors.herefordshire.gov.uk/mglIssueHistoryHome.aspx?IId=50038686&Opt=0</p>
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	<p><u>In summary:</u></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Grant Schemes</td> <td>£1,364,000</td> </tr> <tr> <td>Corn Square Redesign & Public Realm improvement in the Conservation Area</td> <td>£2,078,000</td> </tr> <tr> <td>Wi-Fi & Footfall Counters</td> <td>£40,000</td> </tr> <tr> <td>Web-App</td> <td>£20,000</td> </tr> <tr> <td>Conservation area appraisal</td> <td>£10,000</td> </tr> <tr> <td>LHAZ Project Officer</td> <td>£85,000</td> </tr> <tr> <td>Listing Enhancements</td> <td>£3000</td> </tr> </tbody> </table>	Item	Budget	Grant Schemes	£1,364,000	Corn Square Redesign & Public Realm improvement in the Conservation Area	£2,078,000	Wi-Fi & Footfall Counters	£40,000	Web-App	£20,000	Conservation area appraisal	£10,000	LHAZ Project Officer	£85,000	Listing Enhancements	£3000
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Reasons for decision:	<p>1) To enable the delivery of the Leominster Heritage Action Zone Programme.</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 manner to ensure the successful delivery of the project</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>																
Highlight any associated risks/finance/legal/equality considerations:	<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 council standard contract terms. Delay will be caused waiting for sign off to spend and award contract.</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>																
Details of any alternative options considered and rejected:	<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 economy and place and taken through the council's administrative processes.</p>																
Details of any declarations of interest made:	None Recorded																

I am an officer delegated to make the decision

Signed:

Print Name: Neil Taylor

Job Title: Director for Economy and Place