

Record of officer decision

Decision title:	Decision to spend from the Property Services Planned and Reactive Maintenance Programme 2021/22 on Condition Surveys to various Buildings.
Date of decision:	9 November 2021.
Decision maker:	Acting Head of Property
Authority for delegated decision:	This decision is to apply for the spend of the budget as agreed by the key decision made on 24 th March 2021 (Report Ref: Property Services Planned and Reactive Maintenance Programme 2021/22). Decision - Property Services Planned and Reactive Maintenance Programme 2021/22 (herefordshire.gov.uk)
Ward:	Various.
Consultation:	Section 151 Officer, Corporate, Legal and Financial Services.
Decision made:	That authorisation be given to implement the above recommendation in respect of the key decision dated 24 th March 2021 and enter into a Consultancy Agreement with Faithfull+Gould Ltd to carry out in depth Condition surveys on various buildings up to a value of £70k inclusive of professional fees, contingencies, etc. To approve the Waiver of standing orders and directly award to Faithfull+Gould Ltd.
Reasons for decision:	<p>There is an urgent unforeseen need arising from a request from councillors to obtain costed condition surveys of the buildings not surveyed in 2019. It was planned to undertake this work in 2022/23 but this information is now needed to support the Medium Term Financial Strategy (MTFS) that will be reported to the Council in November 2021. It is not possible to undertake the surveys in house due to the lack of capacity within Property Services and the need for the surveys to be completed in a short timeframe, Therefore an exemption was requested as the rules of the CPR cannot be fully complied with.</p> <p>The Condition Survey provider has been selected from a shortlist of three consultancies who have been approached in respect of the building condition surveys: One has responded on the basis that they don't have capacity, another has failed to respond and the selected provider has submitted a proposal confirming their ability to deliver 50% of the desired works by the November deadline (original dates now amended further due to procurement process). They are a consultancy whom the council has experience of working with so they are familiar with the estate and the council's working practices. Best value can also demonstrated by being able to support the urgent need to inform the MTFS through earlier conclusion of the condition surveys.</p> <p>Three quotations from the three providers have been sought as above two responded and one declined to submit. The approach to three</p>

	consultancies for the condition surveys will not meet all the criteria for CPR rules however this will seek to provide evidence of value for money and confirm capacity to deliver within the tight timeframe. The specification for the surveys has defined outcomes including quality of delivery and standards which the provider will be assessed against.
Highlight any associated risks/finance/legal/equality considerations:	<p>Risks: Challenge from providers who could offer similar services. However, this was mitigated by benchmarking against other consultancies on cost and resources available for an immediate start.</p> <p>This unbudgeted cost will result in an in year overspend (agreed by the CFO) to drive the correct allocation of funding in the MTFS refresh.</p> <p>Additional surveys have subsequently been identified over and above the Waiver limit and these will be funded from the revenue fee budget.</p>
Details of any alternative options considered and rejected:	<p>Do nothing – It will not be possible to provide accurate information to inform the council’s MTFS and budget for any works required.</p> <p>Due to the complexity and nature of these surveys there is a risk that the work will not complete by November however surveys completed at that time will inform the MTFS and updates will be provided as the schedule of surveys are completed.</p>
Details of any declarations of interest made:	None.

I am an officer delegated to make the decision

Signed:

Print Name: Sarah Jowett

Job Title: Acting Head of Property