

Record of Operational Decision

Decision title:	To award a contract for professional services in connection with the design of The Master's House Landscaping scheme
Date of decision:	10 October 2022
Decision maker:	Director of Resources and Assurance
	<p>On the 25 November 2021, the cabinet key decision was made for the purpose of obtaining approval of the procurement route, new delivery proposals and processes and to put in place appropriate delegation to approve the spend and resources required in connection with the delivery of the Section 106 schemes identified.</p> <p>https://hc-modgov.herefordshire.gov.uk/documents/d8385/Printed%20decision%20Section%20106%20Portfolio%20of%20Works%20-%20delivery%20proposals.pdf?T=5</p> <p>The authority for the specified officer to take this decision as set out in The Master's House Landscaping: Cabinet Portfolio Members Update dated 27th May 2022</p> <p>G:\C&CS\Programme Management\Masters House Landscaping\Meetings\Adhoc Meetings\20220527 Masters House Cabinet Portfolio meeting\20220527 Minutes MHL Cabinet Portfolio Mtg.docx</p> <p>At the meeting, it was agreed that:</p> <p>That the project is divided into two projects for governance reasons;</p> <p>Project One (Phase 1): referred to as The Masters House Landscaping project with the intent of spending existing secured funds.</p> <p>Project Two (Phase 2): referred to as The Masters House Accessibility and Landscaping improvement project. Funding is yet to be secured.</p> <p>To confirm that the team progress with the suggested scope of landscaping works for Project One for the Master's House Landscaping project, which is to be completed at a cost of not more than £164,860. This budget is to include the section 106 funding balance of £109,860 and the additional budget of £55,000 from the unspent capital estates budget within the estate capital programme 2019/22. Correspondence has been received from Philip Huggett confirming governance is in place for the fund to be included in the Masters House Landscaping Phase 1</p> <p>To agree that the Masters House project team seek governance approval in the form of an Executive Officer non-key decision for Project (Phase) One.</p> <p>To approve the scope of Project Two landscaping works and to approve that a full business case is completed to seek capital funding in February 2023.</p> <p>APPROVED: Members agreed phase one should be progressed using identified budget.</p> <p>APPROVED: Members agreed with the suggested objectives for Project One and Project Two</p>
Ward:	Ledbury North

<p>Consultation:</p>	<p>Political Consultation: In connection with the Cabinet decision to proceed with Project (Phase) 1, consultation was undertaken with the Cabinet Member for Finance, Corporate Services and Planning (also the ward member) to discuss design changes to the scope of works that are required to be carried out.</p> <p>Officer Consultation: Internal consultation has taken place to discuss the appointment of ONE Creative Environments Ltd. All were satisfied with the appointment of the designer, as they have previous knowledge and experience of the site.</p>
<p>Decision made:</p>	<p>To award a contract to ONE Creative Environments Ltd (ONE) for: Design of Phases 1&2 to RIBA Stage 4 within 6 – 8 weeks (This will be managed to prioritise critical elements) Management of Phase 1 from RIBA 5 to 7 The fee proposal from ONE for the above scope of works is £14,682.50.</p> <p>ONE be instructed to procure a topographic survey in the sum of £2110.00</p> <p>ONE be instructed to procure a services and drainage survey in the sum of £2650.00.</p> <p>A contingency of £4,000 is included to cover the cost of any reasonably unforeseeable event requiring further changes to the design when the services and drainage survey is completed.</p> <p>It is recommend that a Purchase Order be raised in the sum of £23,442.50 against which invoices can be charged.</p>

<p>Reasons for decision:</p>	<p>The Master’s House is surrounded by St Katherine’s car park. Clearly, this surface level car park does not form part of the original characteristic or setting of the prestigious Master’s House.</p> <p>The aim of this project is to take the austere car park and turn it into The Masters House garden with ample parking. The objective is to utilise scope within St Katherine’s to enhance the civic architecture and townscape. To provide a much more attractive public environment and better use of civic buildings. To ensure a better performing physical estate in Ledbury and more effective use of public assets.</p> <p>This project will deliver a destination public space for the local community and visitors, complementing recent investment by HC in the renovation of 16th Century Master’s House building.</p> <p>There is a need to engage an external provider in order to progress the design and statutory approvals, and to provide professional support through the construction phase.</p> <p>ONE having carried out the original outline design means that they have a design which only requires minor modification. With this pre-existing knowledge and experience of the site they are best placed to revise the design to HC’s new requirements and to provide detailed construction drawing more cost effectively than another organisation starting from scratch.</p> <p>For this reason ONE are best value and available to start as soon as instructed.</p>
<p>Equality Considerations</p>	<p>Equality duty</p> <p>Under section 149 of the Equality Act 2010, the ‘general duty’ on public authorities is set out as follows:</p> <p>A public authority must, in the exercise of its functions, have due regard to the need to -</p> <ul style="list-style-type: none"> a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. <p>The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying ‘due regard’ in our decision making in the design of policies and in the delivery of services. Our providers will be made aware of their contractual requirements in regards to equality legislation.</p> <p><i>Scheme specific statement below:</i> <i>The proposed improved paving will provide a safer accessibility for some members of the community with particular needs.</i></p>
<p>Highlight any associated risks/finance/legal considerations:</p>	<p>There is risk that when tenders are invited, due to current price escalation, the Phase 1 scope of works will exceed the available budget of £164,500. It is recommended that a Quantity Surveyor be appointed to undertake an independent pricing exercise based on current market conditions, to mitigate the potential of this occurring.</p>

Details of any alternatives considered and rejected:	Not to appoint. This option is not recommended. The preferred supplier has been identified following a cost benefit analysis. Not to appoint would prevent any further progress in defining the scheme and would lead to a failure to deliver the improvements which the Council has committed to.
Details of any declarations of interest made:	None declared.

Date: 10 October 2022

Print Name: Andrew Lovegrove
Director of Resources and Assurance