

## Record of operational decision

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| <b>Decision title:</b>                   | Decision to award the refurbishment work and boiler replacement work contract at The Ryefields Centre to Studio Fourteen Interiors Limited.   |
| <b>Date of decision:</b>                 | 14 September 2023   |
| <b>Decision maker:</b>                   | Director of Resources and Assurance   |
| <b>Authority for delegated decision:</b> | <p><u>Refurbishment Work</u><br/>           Director of Resources &amp; Assurance to be authorised to take all operational decisions necessary to implement within the approved budget<br/>           Link to decision;<br/> <a href="#">Decision - Reallocation of approved budget - Herefordshire Council</a></p> <p><u>Boiler Room Replacement</u><br/>           Director of Resources &amp; Assurance to be authorised to take all operational decisions necessary to implement within the approved budget<br/>           Link to decision;<br/> <a href="#">Decision - Property services estates capital programme 2022/25 and residual improvement works from the 2019 estates condition reports - Herefordshire Cou</a></p>   |
| <b>Ward:</b>                             | Ross East   |
| <b>Consultation:</b>                     | No external consultation required. Local ward member and cabinet member for Community Services and Assets briefed.<br>The Procurement process was supported by HC Commercial services.  |
| <b>Decision made:</b>                    | The decision is to award a contract to Studio Fourteen Interiors Limited for the provision of internal refurbishments and boiler room replacement at a total cost of £381,597.02. Works to be completed by 28 <sup>th</sup> February 2024.  |
| <b>Reasons for decision:</b>             | <p>The purpose is to secure Studio Fourteen Interiors Limited to carry out the internal refurbishment works and boiler room replacement at The Ryefields Centre.</p> <p><b>Refurbishment work and damp proofing</b><br/>           A Cabinet Decision was taken on the 23 July 2020 based on a report to review and recommend further delivery of the "better ways of working" (BWOW) initiative that enables employees to work flexibly and to consolidate use of premises. This decision reflects on the impact and implications of Covid-19 on the plans that were set out and agreed by Cabinet on 27 February 2020.</p> <p>The report specifically relates to the future occupancy of the Elgar House offices and the Nelson House building with a focus on Plough Lane as the key office location, along with maximising the potential of home working and use of multi-agency offices in the market towns. The report reviews the required financial investment and associated savings, along with work practices that will enable effective use of workspace in the long and short term.</p> <p>A key intention of BWOW is to reflect contemporary work practices that enable adaptable and flexible working arrangements that supports the workforce, aids staff morale and increases productivity. The proposed approach to BWOW also supports the council's ambitions to reduce carbon</p> |

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|                                       | <p>emissions with a decreased number of sites using utilities and staff having less travel to work.</p> <p>The recommendations are in place to approve the revised BWOW proposals. Particularly to give notice on the Elgar House lease in time to meet the break clause otherwise the tenancy would continue until July 2023.</p> <p>As set out in the report. Documents relating to this decision are available at</p> <p>27/02/2020- Original Decision Documents<br/> <a href="#">Decision - Better ways of working implementation - Herefordshire Council</a></p> <p>23/07/2020- Revised Decision Documents<br/> <a href="#">Decision - Better Ways of Working Revised Implementation - Herefordshire Council</a></p> <p>05/09/2022- Reallocation of approved budget<br/>       Since this decision was made a further decision was approved to reduce the total budget from 500k to 250k<br/> <a href="#">Issue details - Reallocation of approved budget - Herefordshire Council</a></p> <p><b>Boiler Room replacement</b><br/>       The proposed programme of works as set out in appendix A and appendix B, incorporates a series of planned project works that enables the council to deliver on its obligations to maintain buildings fit for purpose utilising £4,398,561 capital budget subject to approval at council budget meeting of 11 February 2022.</p> <p>18/03/2022- Cabinet member commissioning, procurement and assets<br/> <a href="#">Decision - Property services estates capital programme 2022/25 and residual improvement works from the 2019 estates condition reports - Herefordshire Council</a></p> |
| <p><b>Equality Considerations</b></p> | <p>This decision pays due regards to our public sector equality duty as set out below.</p> <p>Under section 149 of the Equality Act 2010, the ‘general duty’ on public authorities is set out as follows:<br/>       A public authority must, in the exercise of its functions, have due regard to the need to –</p> <ul style="list-style-type: none"> <li>a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</li> <li>b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</li> <li>c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</li> </ul> <p>22. 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>   |

23. Ensuring that improvement works are undertaken will safeguard that the council's equality responsibilities are met in so far as the physical built environment is managed in such a way as to comply with the Equality Act. The Equality Act 2010 established a positive obligation on local authorities to promote equality and to reduce discrimination in relation to any of the nine 'protected characteristics' (age; disability; gender reassignment; pregnancy and maternity; marriage and civil partnership; race; religion or belief; sex; and sexual orientation). In particular, the council must have 'due regard' to the public sector equality duty when taking any decisions on service changes.

**Highlight any associated risks/finance/legal/equality considerations:**

- The cost must not exceed the value of the contract £381,597.02
- A supplier to deliver the program of works has been procured via a compliant open tender process in accordance with council's contract procedure rules.
- The project is a capital investment and as such will be allocated unique budget codes that will be used for monitoring and reporting by the corporate project management team in discussions with Property Services
- Due to there being a deficit of £68,793.15 in the budget required to complete this phase of the works, the Strategic Assets Delivery Director has given approval to use the emergency capital fund budget to plug the deficit in the budget. Please see below for details.

| <b>Funding Stream</b>  | <b>Works</b>                | <b>Budget Allocated</b> |
|--|-----------------------------|-------------------------|
| Better Ways of Working   | Refurb works                | £80,162.71              |
| Better Ways of Working   | M&E                         | £58,473.12              |
| Property Services Estates Capital programme- Ryefield Centre Boiler Improvements | M&E- Inc boiler replacement | £174,168.04             |
| Property Services Estates Capital programme- Enhancement and Emergency Works     | Boiler replacement          | £68,793.15              |
| <b>TOTAL</b>   |                             | <b>£381,597.02</b>      |

**Details of any alternative options considered and rejected:**

- Not to proceed- A decision was made on 12 March 2018 to decommission the Ryefield Centre in Ross-on-Wye. As an alternative option this decision could still proceed creating a revenue saving and income from the sale of the property. However, within the new proposals the Ryefield Centre would become a strategically located base in the south of the county with extended office use as an MAO and meeting / collaboration space. The Ryefield centre costs in the region of £60k per annum to operate therefore to be viable the centre would need to share costs with another organisation or offset costs with a range of services using the site. Opportunities to share the building with another public sector organisation is being explored through the One Public Estate programme.

**Details of any declarations of interest made:**

No declarations of interest.

Signed

Date: 14 September 2023