

Record of operational decision

Decision title:	Decision to appoint SC Joseph Ltd to install a Changing Places toilet and refurbish the existing ground floor toilets, as per MDUK specification								
Date of decision:	12 October 2023								
Decision maker:	Strategic Assets Delivery Director								
Authority for delegated decision:	<p>Corporate Service Scheme of Delegation dated August 2023 (line 48) gives the Strategic Asset Delivery Director the authority to take this decision. Corporate Services Scheme of Delegation.pdf (herefordshire.gov.uk)</p> <p>a) To approve the implementation recommendation of full Council by Property Services with regards the estates capital building improvement programme 2023/25 as set out in appendix A and B at a combined total cost of not more than £3,707k; and</p> <p>b) the director for resources and assurance be authorised to take all operational decisions to deliver the projects detailed in the appendices and to spend within the approved overall budget of £3,707k and income to fund the works received</p> <p>Decision - Property services estates capital building improvement programme 2023/25 - Herefordshire Council</p> <p>a) The Changing Places Grant from the Department of Levelling Up , Housing and Communities is drawn down from the capital programme to deliver three new Changing Places Provisions; and</p> <p>b) The Strategic Assets Delivery Director is delegated responsibility to make all operational decisions to deliver these three schemes within the approved budget of £287k. Report Template Cabinet (herefordshire.gov.uk)</p>								
Ward:	Central								
Consultation:	Consultation was undertaken during the previous decision report including Finance, Property Services and Community Wellbeing and is relied upon as part of this operational decision.								
Decision made:	<p>To award SC Joseph Ltd a JCT Minor Works Contract following an evaluated open competitive tender process for the provision of construction and refurbishment works at the cost of:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Financial Summary:</td> </tr> <tr> <td style="width: 70%;">Changing Places installation</td> <td style="text-align: right;">£ 102,395.19</td> </tr> <tr> <td>Wider toilet refurbishment</td> <td style="text-align: right;">£ 138,395.20</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£ 240,790.39</td> </tr> </table>	Financial Summary:		Changing Places installation	£ 102,395.19	Wider toilet refurbishment	£ 138,395.20	Total	£ 240,790.39
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Reasons for decision:	<p>On 1 March 2023, a Key decision was agree to a programme of works as set out in Appendix A (item 2 on page 4), incorporating a series of planned project works to enable the Council to delivery on its obligations to maintain buildings fit for purpose utilising £3,707K of capital budget. Appendix A Details of projects included in the Building Improvement Works - RevB.xlsx (herefordshire.gov.uk)</p>								

	<p>This Capital Building Improvement Programme 2023/25 allocated £150K to refurbish the redundant public toilets that are accessed from the northern side of the Maylord Centre, close to the bus stop, and put them back into use so that they meet modern statutory requirements and have facilities that are available to use by all members of the community. Appendix A – Details of projects included in the Building Improvement Works 2023/25 as attached to the following decision link: Decision - Property services estates capital building improvement programme 2023/25 - Herefordshire Council</p> <p>On 24 February 2023, the Council accepted the Changing Places grant offered by the Department of Levelling Up, Housing and Communities (DLUHC) to support the installation of three Changing Places toilets in Hereford. This Record of Officer Decision was signed off by the Director of Resources and Assurance.</p> <p>DLUHC allocated £287,000.00 to support the installation. The Council agreed to spend the grant funding on 25 September 2023 and this granted delegated authority to the Strategic Assets Delivery Director to make all operational decisions: Issue details - To Spend Changing Places Grant Funding - Herefordshire Council</p> <p>The decision to award this will enable the works to commence at Venue 1, Maylord Orchards Shopping Centre, and will form part of the retail offer and will open up opportunities for people with disabilities to access, employment and leisure activities.</p> <p>This Changing Places toilet will enable people with specific needs, with equipment such as hoists, privacy screens, adults sized changing benches, peninsula toilets and space for carers at the Maylord Orchards.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>a) Financial risks are low. The two funding streams are secure and committed by both parties, and the contract amount falls below the overall budget available and so the risk of overspend is limited. Failure to award this contract will delay the works commencing and therefore a high chance of delay or incompleteness of the project's programme particularly when the Changing Places element is time sensitive. If this occurs, alternative funding may need to be secured to complete this part. As a result, the council may incur additional costs and reputational damage as the construction and refurbishment would not be delivered as originally proposed.</p> <p>b) There are no legal implications as all the procurement activity and contractual matters have been overseen by a Legal Officer to ensure all activity is in line with standard CPR processes.</p> <p>c) There is no negative impact on equality. By awarding this contract, and in turn progressing to the commencement of works enables the Council to advance equality of opportunity to people with specific needs so they can enjoy the same centre with dignity and respect, and open up wider toilet use in a public space that are currently not accessible.</p> <p>d) There is a risk that elements of the work will be abortive if the contract is not awarded.</p>

Details of any alternative options considered and rejected:	To not appoint SC Joseph Ltd would mean that Herefordshire Council would not be able to deliver the Changing Places Toilet in the location identified in accordance with the Grant Agreement dated 22 August 2023, and undertake refurbishment works as stated in the Property Services estates Capital Building Improvement programme 2023/25 at Maylord Orchards.
Details of any declarations of interest made:	There are no declarations of interest.

Signed..... Date:

Print Name: Sarah Jowett

Job Title: Strategic Assets Delivery Director