


## Record of operational decision

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| <b>Decision title:</b>                   | Decision to award contract and approve the expenditure of up to £87,220.33 for Roofing Works – Phase 2, at Maylord Orchard Centre in Hereford.   |
| <b>Date of decision:</b>                 | 14 <sup>th</sup> December 2023   |
| <b>Decision maker:</b>                   | Strategic Assets Delivery Director   |
| <b>Authority for delegated decision:</b> | <p>Initial decision is within the cabinet member commissioning, procurement and assets report dated 1<sup>st</sup> March 2023, it was the decision to agree the property services estates capital programme 2023/25.</p> <p><a href="#">Decision - Property services estates capital building improvement programme 2023/25 (herefordshire.gov.uk)</a></p> <ul style="list-style-type: none"> <li>• <a href="#">Appendix B Details of Improvement Works to Maylord Orchard</a>  PDF 430 KB</li> </ul> <p>The proposed programme of works as set out in 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 £3,707m capital budget which was approved at council budget meeting.</p> |
| <b>Ward:</b>                             | Central  |
| <b>Consultation:</b>                     | None   |
| <b>Decision made:</b>                    | <p>Award a contract to Central Roofing &amp; Building Services Ltd at Maylord Orchard in Hereford following a successful tender.</p> <p>Approve the expenditure of up to £87,220.33 of the works, which includes a 5% contingency of £3,792.19, and 10% internal and external professional fees of £7,584.38.</p> <p>Responsibility for delivering works to be carried out by the Capital Senior Project Manager within the spend budget of the Capital Building Improvement Programme.</p>  |
| <b>Reasons for decision:</b>             | <p>These works are included in the Property Services Estates Capital Programme 2023/25.</p> <p>Central Roofing &amp; Building Services Ltd were the successful bidder following a successful tender process.</p> <p>The required improvement works have been assessed and prioritised based upon select criteria which covers health and safety, operational need, impact and lifecycle and value.</p>   |
| <b>Equality Considerations</b>           | Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows: A public authority must, in the exercise of its functions, have due regard to the need to –  |

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|   | <p>(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</p> <p>(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</p> <p>(c) foster good relations between persons who share a relevant protected characteristic, and persons who do not share it.</p> <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.</p> <p>Our providers will be made aware of their contractual requirements in regard to equality legislation.</p> <p>The proposed capital maintenance schemes have given due consideration to equality issues particularly in relation to disability.</p> |
| <p><b>Highlight any associated risks/finance/legal/equality considerations:</b></p> | <p>By not carrying out the Roofing Works, there is a risk of incurring further maintenance requirements, potentially costing the Council further money</p> <p>There is a risk that once on site, further works are identified that were not previously apparent.</p> <p>A contingency has been allowed to cover unforeseen elements once the work commences. Should this contingency be insufficient then a further officer decision will be required.</p>   |
| <p><b>Details of any alternative options considered and rejected:</b></p>           | <p>Do nothing. This is not recommended as the risk of the works not being completed means that the health and safety risk associated with the continued existence of the building remains.</p> <p>Not to appoint. This is not recommended, Central Roofing &amp; Building Services Ltd have been selected through a competitive tendering process.</p>   |
| <p><b>Details of any declarations of interest made:</b></p>                         | <p>None.</p>   |

Signed..... Date: 14/12/23  
Sarah Jowett