

Record of operational decision

Decision title:	Decision to appoint a Principle Designer and Principle Contractor for completion of improvements works to Plough Lane Office Reception, and to deliver installation of equipment to support flexible futures (formerly Better Ways of Working) within Ryefields Centre.
Date of decision:	6 th June 2024
Decision maker:	Andrew Lovegrove, Director Resources and Assurance (Section 151 Officer)
Authority for delegated decision:	<p>The authority for the specified officer to take this decision as set out in the Cabinet decision report “Better ways of working implementation” dated Thursday, 27 February 2020. Decision - Better ways of working implementation - Herefordshire Council</p> <p>That:</p> <p>(a) notice is served to vacate the Nelson building from 30 September 2020 making an annual saving of £155k;</p> <p>(b) approve spend of up to £850k to deliver the better ways of working project as detailed in this report through delegated authority to the chief finance officer in consultation with the cabinet member for commissioning, procurement and assets; and</p> <p>(c) the principles of better ways of working are adopted by Herefordshire Council (point 21).</p>
Ward:	Widemarsh Ross on Wye East
Consultation:	No external consultation
Decision made:	<ul style="list-style-type: none"> Award a contract to Bolts of Hereford for the provision of principle contractor service at Plough Lane for reconfiguration of the reception area works at a total cost of £69,257.32 Award a contract to Glazzards Architects for the provision of Principle Designer for Health and Safety and Building Regulations at Plough Lane for reconfiguration of the reception area works at a total cost of £1,462.50 Purchase and installation of IT Equipment at Ryefields Centre for relocation of staff a total cost of £4,209.32 <p>Total: £74,929.14</p>
Reasons for decision:	<p>Herefordshire Council has introduced changes to Plough Lane Offices and changed the working practices of staff through its ‘Better Ways of Working’, now known as ‘Flexible Futures’ project with the creation of a flexible and modern working environment. Continuing to support staff to work in this way requires the council to re-configure the Reception area of Plough Offices. This will result in a more secure working environment for reception staff, and for staff working within the atrium area, but will also lead to the creation of an ad hoc private interview room for council officers to meet with visitors who do not have a pre-arranged appointment.</p> <p>The decision also supports the use of offices in market towns with the installation of IT equipment at Ryefields Centre.</p>
Equality Considerations	<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>

	<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>
Highlight any associated risks/finance/legal/equality considerations:	<p>Not proceeding with the re-configuration of the Reception area of Plough Offices will result in a continuation of current processes, some of which have led to incidents where staff have felt unsafe.</p> <p>The works will result in changes to staff working processes with regards visitor management, and therefore a robust communications and engagement plan and a change in staff behavior will be required.</p>
Details of any alternative options considered and rejected:	<p>1. To retain the current layout and configuration of the Plough Lane reception area. This is not recommended on the basis that Herefordshire Council has identified that there have been a number of incidents involving aggrieved members of the public gaining access to staff members in the plough lane Atrium. These incidents have highlighted potential safety risks for staff including reception team members. In addition, having unsupervised access to Plough Lane Atrium, where council staff often undertake meetings and complete their work, presents a risk of members of public overhearing conversations relating to council business which are either confidential or not currently in the public domain.</p> <p>2. Alternative layout options have been considered. The final design has been agreed as the optimum solution in consultation with HC Senior Leadership Team.</p>
Details of any declarations of interest made:	N/A

Signed..... Date: 06/06/2024

Print Name: Andrew Lovegrove

Job Title: Director of Resources and Assurance