

Record of operational decision

Decision title:	Decision to award contract and approve the expenditure of up to £108,753 for the damp and window works at Broadlands Primary School, Herefordshire.
Date of decision:	28 April 2025
Decision maker:	Service Director, Education, Skills and Learning, Children and Young People
Authority for delegated decision:	The authority for the specified officer to take this decision as set out in the cabinet report, Local Authority School Buildings Maintenance Works, approved February 2023. The Corporate Director, Children and Young People be authorised to take all operational decisions relating to the award of contracts for the above programmes of work. https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=9341 Sub Delegation to Service Director to take all operational decisions relating to the award of contracts for the 2023-2026 School Capital Maintenance programme. https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=9474
Ward:	Aylestone Hill
Consultation:	New Cabinet Members, Cllr Powell (Children and Young People) and Cllr Bramer (Community Services and Assets) have been informed on the capital programme and the February 2023 Cabinet Report has been shared.
Decision made:	Award a contract to S C Joseph Ltd for the damp and window works at Broadlands Primary School, Herefordshire, following a successful tender on the Council's procurement portal. Approve the expenditure of up to £96,669.10 for the works, which includes a contingency of up to £8,788.10. Approve the expenditure of up to £12,083.64 for internal and external professional fees. Responsibility for monitoring the programme to be carried out by the Capital Senior Project Manager within the spend budget.
Reasons for decision:	The damp and window works at Broadlands Primary School are included in the Schools Capital Maintenance Programme. S C Joseph Ltd were the successful bidder following a successful tender via the Council's procurement portal.

	To deliver beneficial improvements in the condition of the Council's Educational building stock, improving the educational experience for pupils within the buildings. To reduce ongoing building maintenance costs by addressing known defects with high maintenance cost potential and preventing further deterioration. To ensure all Council buildings are fit for purpose and maintained to the standards as set out in the condition survey to address suitability, sustainability and affordability.
Equality Considerations	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 – (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. 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. The proposed capital maintenance schemes have given due consideration to equality issues particularly in relation to disability.
Highlight any associated risks/finance/legal/equality considerations:	By not carrying out the damp and window works the school is at risk of incurring further maintenance requirements, potentially costing the Council further money. There is a risk that once on site, further works are identified once the damp and window works start that was not previously apparent. A contingency has been allowed to cover unforeseen elements once the works commence. Should this contingency be insufficient then a further officer decision will be required.
Details of any alternative options considered and rejected:	Do nothing. This is not recommended as the risk of the damp and window works not being completed means that the health and safety risk associated with the continued existence of the building remains. Not to appoint. This is not recommended as S C Joseph Ltd have been selected through a competitive tendering process.

Details of any declarations of interest made:	None.
--	-------

Signed: Liz Farr Date: 28 April 2025