

### Record of operational decision

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| <b>Decision title:</b>                   | High Needs Capital Grant – Improvements for Additional Educational Needs at Leominster Primary School, adapting an existing space to provide an additional classroom.   |
| <b>Date of decision:</b>                 | 30 June 2025  |
| <b>Decision maker:</b>                   | Service Director for Education, Skills and Learning   |
| <b>Authority for delegated decision:</b> | <p>The authority for the specified officer to take this decision as set out in the Cabinet report, High Needs Provision Capital Grant spend.</p> <p>The Service Director for Education, Learning and Skills all operational decisions necessary to deliver a programme of works including varying such programme.</p> <p><a href="#">Decision - High Needs Provision Capital Grant spend - Herefordshire Council</a></p>  |
| <b>Ward:</b>                             | Leominster South  |
| <b>Consultation:</b>                     | Consultation was carried out in respect of the Herefordshire Capital Investment Strategy 2021- 2030 for Specialist Settings Educating Children and Young People with Special Educational Needs and Disabilities (SEND).   |
| <b>Decision made:</b>                    | Award a contract to SC Joseph Ltd for £215,506.13 for the works, which includes a contingency of up to £15,792.18. SC Joseph have been appointed to adapt an existing space to provide an additional classroom at Leominster Primary School, following a successful tender on the council's procurement portal.   |
| <b>Reasons for decision:</b>             | <p>The need to offer more places to meet demand has resulted in the creation of additional autism hubs in four mainstream schools as well as the proposed expansion at Leominster Primary School.</p> <p>SC Joseph Ltd were the successful bidder following a tender via the council's procurement portal.</p> <p>The works are to construct a new external cavity wall to enclose an existing space. New insulation will be fitted to the existing floor and walls. New pupil toilets will be fitted with sanitary fittings. SC Joseph will also extend and adapt the existing service media into the newly created space. New finishes and fixtures including a teaching kitchen area, as well as safeguarding and external play improvements for the additional needs classroom.</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. Our providers will be made aware of their contractual requirements in regards to equality legislation.</p> <p>The proposed scheme have given due consideration to equality issues particularly in relation to disability.</p> |
| <b>Highlight any associated risks/finance/legal/equality considerations:</b> | <p>The costs for the extension will be funded from the High Needs Capital Grant received from the Department for Education.</p> <p>There is a risk that once on site, further works are identified that were not previously apparent. A contingency has been allowed to cover unforeseen elements. Should this contingency be insufficient then a further officer decision will be required.</p>   |
| <b>Details of any alternative options considered and rejected:</b>           | <p>There is an increasing need for spaces. The additional classroom will resolve the current capacity issues and provide new additional spaces.</p>  |
| <b>Details of any declarations of interest made:</b>                         | N/A  |

Signed L.Farr