

Record of operational decision

Decision title:	Award a contract to Melcon Hereford Ltd to carry out Electrical Infrastructure Upgrade work at Herefordshire Council Plough Lane Offices up to a value of £680,879
Date of decision:	21.07.25
Decision maker:	Interim Director of Commercial Services
Authority for delegated decision:	<p>A key decision was taken at the Cabinet meeting on the 18 March 2022 authorising the Officer and allocating the use of 500k from the Property Services Estate Capital Building Improvement Programme 2022/2025 on the electrical improvement works at Plough Lane</p> <p>The full report and decision notice can be found here; Decision - Decision - Property services estates capital programme 2022/25 and residual improvement works from the 2019 estates condition reports - Herefordshire Council</p> <p>Appendix - Appendix A Details of projects Estates Building Improvement Programme 2022-25 - Rev 140122.pdf</p> <p>Since decision has been made, property services have been transferred to Interim Director of Commercial Services to make decisions.</p>

Ward:	Widemarsh
Consultation:	Strategic Capital Finance Manager, Interim Director of Commercial Services
Decision made:	<p>To award a contract to Melcon Hereford Ltd to carry out Electrical Improvement works at Plough Lane Offices, Hereford, following the completion of a successful tender, evaluation and moderation process.</p> <p>Works are to be completed no later than February 2026.</p> <p>To approve the works expenditure of up to £610,879 and a contingency of £70k.</p> <p>The responsibility for monitoring the project to be carried out by the Senior Project Manager within the spend budget.</p>
Reasons for decision:	These works are part of the programme of Appendix A - Details of projects included in the Estates Building Improvement Programme 2022-25. The required improvements have been assessed and prioritised based upon select criteria which covers health and safety, operational need, impact and lifecycle and value.
Equality Considerations	Ensuring that improvement works are undertaken will safeguard that the council's equality responsibilities are met in so far as the physical built environment is managed in such a way as to comply with the Equality Act. The Equality Act 2010 established a positive obligation on local authorities to promote equality and to reduce discrimination in relation to any of the nine 'protected characteristics' (age; disability; gender reassignment; pregnancy and maternity; marriage and civil partnership; race; religion or belief; sex; and sexual orientation). In particular, the council must have 'due regard' to the

	<p>public sector equality duty when taking any decisions on service changes. In all our capital programmes, we will comply with the council's own Equality Policy, namely: a) When designing infrastructure schemes and redesigning the public realm in our city and town centres, we will work with user groups to ensure that the design improves access for all. b) In all our proposals, we will aim for the highest level of accessibility.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>There is a risk that once on site, further work is identified once the replacement works start that was not previously apparent. A contingency has been allowed to cover unforeseen elements once the works commence.</p> <p>Should this contingency be insufficient, then a further decision will be required.</p> <p>The current premises from which these services are delivered are part of the council's portfolio of properties and the council has responsibility for major works and significant repair. A programme of urgent remedial work and required investment has been identified to improve the conditions of these premises to support standards for safe and effective care.</p> <p>The original budget for these works was £500k, however there are sufficient underspends on other projects within this capital project budget for the Estates Building Improvement Programme 22-25 that the additional budget requirement for these electrical works can be carried out within the overall programme budget.</p>
<p>Details of any alternative options considered and rejected:</p>	<p>Do nothing. This is not recommended as the risk of the potential works required, could mean that the health and safety risk associated with the continued existence of the building remains</p>
<p>Details of any declarations of interest made:</p>	<p>None</p>

Signed

Date: 21 July 2025