

Record of operational decision

Decision title:	Award a contract to SC Joseph and approve the expenditure of up to £252,551.95 for the removal and replacement of the existing timber windows, timber external doors and roof lights at Gorsley Goffs Primary School and the removal and replacement of the existing windows, screens and doors at Bosbury CE Primary School.
Date of decision:	26.03.2026
Decision maker:	Service Director, Education, Skills and Learning, Children and Young People
Authority for delegated decision:	<p>The authority for the specified officer to take this decision as set out in the cabinet report, Local Authority School Building Maintenance Works 2026 – 2028, approved 25th February 2026.</p> <p>The Service Director for Education, Skills and Learning is authorised to take all operational decisions necessary to implement and, where required, vary the programme of works (including urgent contingency schemes), and to take all operational decisions relating to the award of contracts for the above programme of work.</p> <p>Decision - Local Authority school building maintenance works 2026 - 2028 (amended from 2030) - Herefordshire Council</p>
Ward:	Widemarsh
Consultation:	A political group consultation was conducted on 29 January 2026 in which 8 Councillors attended.
Decision made:	<p>Award a contract to SC Joseph for the removal and replacement of the existing timber windows, timber external doors and roof lights at Gorsley Goffs Primary School, Ross-on-wye, HR9 7SE as well as the removal and replacement of the existing windows, screens and doors at Bosbury CE Primary School, Bosbury, Near Ledbury, HR8 1PX.</p> <p>Approve the expenditure of up to £241,571.43, which includes a contingency.</p> <p>Approve the expenditure of up to £10,980.52 for external and internal fees.</p> <p>Responsibility for monitoring the programme to be carried out by the Capital Project Manager within the spend budget.</p>
Reasons for decision:	<p>The window, door and rooflight works are planned in the current school's capital maintenance Programme for capital upgrades.</p> <p>To deliver beneficial improvements in the condition of the Council's</p>

	<p>Educational building stock, improving the educational experience for pupils within the buildings.</p> <p>To reduce ongoing building maintenance costs by addressing known defects with high maintenance cost potential and preventing further deterioration.</p> <p>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.</p>
Equality Considerations	<p>The Public Sector Equality Duty requires the Council to consider how it can positively contribute to the advancement of equality and good relations, and demonstrate that it is paying 'due regard' in our decision making in the design of policies and in the delivery of services.</p> <p>The mandatory equality impact screening checklist has been completed for this programme, and it has been found to have no impact for equality.</p>
Highlight any associated risks/finance/legal/equality considerations	<p>By not carrying out the window, door and rooflight works the school is at 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 once the window, door and rooflight works start that was not previously apparent.</p> <p>A contingency has been allowed to cover unforeseen elements once the window, door and rooflight works commence. Should this contingency be insufficient then a further officer decision will be required.</p>
Details of any alternative options considered and rejected:	<p>Do nothing. This is not recommended as the risk of the window, door and rooflight 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 as SC Joseph have been selected through a competitive tendering process.</p>
Details of any declarations of interest made:	None.

Signed.....

Date: 26.01.26