

Record of operational decision

Decision title:	Decision to award contract and approve the expenditure of up to £88,940.50 for the refurbishment of existing timber sash sliding windows at Churchill House, Venns Lane, HR1 1DE
Date of decision:	27.04.26
Decision maker:	Service Director, Economy and Growth
Authority for delegated decision:	<p>A key decision was taken at the Cabinet meeting on the 7 March 2024 authorising the Officer and allocating the use of the Property Services Estate Capital Building Improvement Programme 2024/2027 to enable the council to deliver on its obligations to maintain buildings fit for purpose utilising £4,061,000 capital budget as approved at council budget meeting on the 9 February 2024.</p> <p>The full report and decision notice can be found here; Decision - <u>Decision - Property Services Estate Capital Building Improvement Programme 2024/2027 - Herefordshire Council</u></p> <p>Appendix B- Appendix B - Details of works identified in the 2022 Condition Surveys - Version 8.pdf</p> <p>Sub Delegation to Service Director to take all operational decisions relating to the award of contracts for the 2024-2027 Capital Estates Programme.</p> <p>Decision - Gardner Hall Improvement Works - Herefordshire Council</p>
Ward:	College
Consultation:	None
Decision made:	<p>Decision to award contract to SC Joseph Ltd and approve the expenditure of up to £88,940.50 for the refurbishment of existing timber sash sliding windows at Churchill House, Venns Lane, HR1 1DE, following a successful tender on the Council's procurement portal.</p> <p>Approve the expenditure of up to £85,940.50 for the works delivered by S C Joseph Ltd, which includes a contingency of up to £7,585.50.</p> <p>Approve the expenditure of up to £3,000 for internal and external professional fees.</p> <p>Authority is delegated to the Capital Project Manager from the Service Director of Economy and Growth to act as spend manager for the project. Responsibility for monitoring the remaining works to be carried out by the Capital Project Manager within the spend budget.</p>
Reasons for decision:	These works are included in the Property Services Estates Capital Programme 2024/27.

	<p>SC Joseph Ltd were the successful bidder following a competitive tender process.</p> <p>The required improvement works have been assessed and prioritised based upon select criteria which covers health and safety, operational need, impact and lifecycle and value.</p>
<p>Equality Considerations</p>	<p>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 –</p> <ul style="list-style-type: none"> (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. <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> <p>Our providers will be made aware of their contractual requirements in regards to equality legislation.</p> <p>The proposed capital improvement schemes have given due consideration to equality issues particularly in relation to disability.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>By not carrying out the refurbishment window works, the windows at Churchill House are at risk of incurring further maintenance requirements, potentially costing the Council further money. There is also a health and safety risk associated with not carrying out these works.</p> <p>The project will be funded through utilising underspend from a project that has already completed under the approved budget.</p> <p>There is a risk that once on site, further works are identified that was not previously apparent.</p> <p>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.</p>
<p>Details of any alternative options considered and rejected:</p>	<p>Do nothing. This is not recommended as the risk of the 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 Ltd have been selected through a competitive tendering process.</p>

Details of any declarations of interest made:	None.
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Signed

Date: 27.04.26