

OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date:	28 th August 2020	Ref No:	249
Type of Operational Decision:			
Executive Decision	<input checked="checked" type="checkbox"/>	Council Decision	<input type="checkbox"/>
Status: For Publication			
Title/Subject matter: Order for 'Hot Desks', chairs, COVID screens (where required) and remaining decorating for the Town Hall grounds floor offices.			
Budget/Strategy/Policy/Compliance – Is the decision:			
(i)	within an Approved Budget		Yes
(ii)	not in conflict with Council Policy		Yes
(iii)	not raising new issues of Policy		Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]			No

Details of Operational Decision Taken [with reasons]:



Approval to carry out the following works to be funded from a specific revenue budget assigned for this purpose. This is towards ensuring COVID safe office accommodation including increased circulation space. The ground floor is to be set up as 'Hot Desk' areas with standard space saving furniture throughout. 44 desk spaces are already completed on the ground floor to the new standard.

There is a total of 22 rooms on the Ground floor which will provide a total of 150 desks. This will provide circa 75 'hot desks' allowing for COVID restrictions at 50% occupancy. The following will be ordered.

- 66 desks, 94 chairs (allowing also for existing desks), 8 cupboards, 14 sets of lockers, 16 perspex screens. Total cost, **£60,700**. This is through the Councils approved supplier through an existing framework contract.
- Painting and decorating to 12 ground floor rooms **£8000**
- Removal of dilapidated furniture including large desks and old metal cupboards **£1,300**
- Completion of the window blinds to the ground floor offices **£2,200**
- Provisional sum for minor works to network and electrical connections **£2500**

This does not allow for IT screens and telephones which will be provided by using existing equipment and new equipment as required provided by IT services.

All of the above is within existing approved budget.

Decision taken by:	Signature:	Date:
Assistant Director (Operations)		28 th August 2020
Executive Director - Operations		28/08/2020
Members Consulted [see note 1 below]		
Cabinet Member/Chair		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**