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# HEREFORDSHIRE PUBLIC REALM CONTRACT 2024-25

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## ANNEX LMO – LOCAL MANAGEMENT OVERHEAD

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**ANNUAL PLAN FINAL APPROVAL**

BBLP: Anthony Agate

HC Commissioner: Ed Bradford

## SERVICE OVERVIEW

The Local Management Overhead (LMO) Annex sets out the key enabling functions and management resources that support the delivery of Herefordshire Council’s outcomes through the service Annexes. The functions can be categorised under three areas:

- Governance and Management Activities
- Enabling Functions
- Service Provision

## COMMISSIONED WORKS

The annex shall deliver all activities and works defined as Local Overhead Cost in accordance with the Core Clauses of the Contract that support the delivery of the Contract through the service Annexes 1 – 14 (excluding Annex 11)

## HIGH LEVEL SERVICE DELIVERY

SERVICE	RESOURCES	DIRECT/SUB CONTRACT	DELIVERY
SMT	Contract Director, Contract Manager	Direct	Contract and Service Governance to ensure effective delivery of outcomes Programme management to ensure timely delivery Budget management to ensure fiscal responsibility Issue management (risks and opportunities) to ensure value for money and protect the Council and BBLP from harm Recruitment and retention of a talented and engaged workforce Stakeholder management ensuring well informed and satisfied stakeholders
Finance, Accounts & Commercial	Head of Commercial, Managing QS, Senior QS, Contract Accountant	Direct	Provision of financial governance and reporting Provision of commercial governance and reporting Application preparation. Budget estimating
Procurement	Buyer	Direct	Purchase of materials, subcontractor and subconsultant services that ensures best value for Herefordshire Council Management of subcontractor and subconsultant relationship to ensure contractual and legal obligations are met

			BBLP Procurement policy and procedures are aligned to HC procurement policy
Contract Performance Management & Continuous Improvement	Business Performance Manager	Direct	Performance reporting including OPI and SPI collation and reporting Monthly service reporting Provision of best practice case studies
			Coordination and oversight of audit response Governance of continuous improvement Management of My Contribution process. Continuous Improvement register maintained by the performance manager.
Health & Safety Management	HS&E Advisor	Direct	Health and safety advice Weekly Observation and near miss reviews Provision of health and safety resources Provision of health and safety related equipment Audit of health and safety compliance
Operational Control Hub	OCH Manager, 3x OCH Operators, OCH Apprentice	Direct	Live data monitoring and control of reactive, routine and programmed works Control and maintenance of integrated works programme Focus on driving productivity and efficiency (BBLP to provide a proposal for reinvestment for any identified efficiency saving in year) Provision of information to internal and external stakeholders on service delivery
Business Support	Site Support Cost Supervisor	Direct	Completion of weekly payroll
Facilities Management, Depot & Offices	Fleet manager	Direct	Provision of a Safe working Yard Provision of a Working Office Space. Provision of Pool Vehicles Depots and Offices - Maintenance costs (non BBLP), Utility costs, Licences, Rent
Provision of Engaged Human Resources	Group level role and cost	Direct	Recruitment of talented staff Retention of talented staff through effective management processes. Staff engagement activities (including representative forum)

Effective Management of Insurance Claims	Claims Resource	Direct	Red insurance claims service. Green insurance claims service
Property Pass Through	N/A	N/A	Rent, Service Charges & Rates

### OUT OF SCOPE ACTIVITIES

The activities or works out of scope;

Service/Activity Removed	Reason
Effective Management of Insurance Claims	Red Claims <ul style="list-style-type: none"> <li>Any highway related claims that are correctly identified as Employer (HC) claims.</li> <li>Any claims received by BB that are for HC service areas not provided under contract.</li> </ul>

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## APPENDICES

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### APPENDIX A: RELEVANT PROCESS MAPS & SUPPORTING DOCUMENTS

Financial Handbook

Group Minimum Commercial Expectations

Procurement Flow Chart

Green Claims Process

Red Claims Process

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### APPENDIX B: PROGRAMME OF WORKS

N.A

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### APPENDIX C: BUDGET BREAKDOWN

<b>Local Management Overhead</b>	£1,587,203
<b>Property Pass Through</b>	£334,946
<b>TOTAL</b>	<b>£1,922,149</b>

For detailed breakdown refer to breakdown in Budget Master.

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### APPENDIX D: NOMINATED SUBCONTRACTORS

None