

Record of operational decision

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| Decision title: | Decision to extend, by means of a variation, contract for Lead Local Flood Authority consultancy services in Herefordshire. |
| Date of decision: | 19 March 2026 |
| Decision maker: | John Hobbs, Corporate Director, Economy and Environment |
| Authority for delegated decision: | <p>Directorate scheme of delegation: Paragraph 77, updated 06/10/2025 Directorate: Economy and Environment, section 77.</p> <p>This is an exercise of the delivery of a duty under the Flood and Water Management Act 2010.</p> <p>The authorisation limit is within the financial procedure rules and is sufficient for the decision and that the officer has authority under the contract procedure rules.</p> <p>A Cabinet Member decision was taken on 24 September 2025 relating to how the £2,055,000 additional budget allocated in the Capital Programme for flood risk mitigation across 2025/26 and 2026/27 is proposed to be spent and to seek the necessary approvals to do so.</p> <p>Full details of the decision taken can be seen at the following link: Decision - Herefordshire Flood Risk Mitigation - Herefordshire Council</p> <p>(a) approval is given to draw down the £2,055,000 additional budget allocated in the Capital Programme for flood risk mitigation across 2025/26 and 2026/27; and (b) delegated authority is given to the Chief Operating Officer Resident Services, in consultation with the Cabinet Member for Local Engagement and Community.</p> |
| Ward: | Countywide |
| Consultation: | Finance, Legal, Commercial Services |
| Decision made: | To extend the contract with RSK Environment Limited for Lead Local Flood Authority services by way of a contract variation. |
| Reasons for decision: | <p>A direct award to RSK Environment was made in March 2025 through the ESPO 664 Consultancy Services Framework. Under this contract, RSK Environment has been providing Lead Local Flood Authority consultancy services and undertaking Section 19 flood investigations for Herefordshire Council.</p> <p>Although the contract does not include an extension provision, it does contain a variation clause. It is therefore proposed to vary the contract to extend its duration to 31 August 2026, enabling RSK Environment to complete additional technical investigations at the Yazor Flood Alleviation Scheme (FAS) at Credenhill.</p> <p>From the £2,055,000 flood risk mitigation budget, £300,000 has been</p> |

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| | <p>earmarked for scheme development. Given the history of flooding in the surrounding area, this location aligns with our prioritisation of communities facing significant flood risk. Allocating scheme development funding will support an assessment of the existing inlet screen and a high-level review of the Yazor FAS.</p> <p>We also propose to vary the contract to include an additional Section 19 investigation at Tupsley, identified as necessary following flooding in November 2025. The cost of this investigation would be funded from the Severe Weather Fund earmarked reserve for the Flood Response project.</p> <p>RSK Environment possesses the required technical expertise, alongside a strong understanding of the local area and the responsibilities of the relevant risk management authorities.</p> <p>The estimated costs have been provided by the existing supplier and are based on the fee structure of the current time-reimbursable contract. Best value can be demonstrated as the contract was competitively procured in March 2025 through a framework with published rates. Changing supplier at this stage would require onboarding a new provider, which would incur additional time and costs.</p> |
| <p>Highlight any associated risks/finance/legal/equality considerations:</p> | <p>The estimated costs of this contract variation are as follows:</p> <ul style="list-style-type: none"> • Yazor FAS – A total budget of £300,000 has been allocated for scheme development. The proposal from RSK Environment is £17,631.80. • Section 19 – Funding will be drawn from the Severe Weather Fund earmarked reserve for the Flood Response project. The proposal from RSK Environment is £7,743.86. • Project Management - £4,339.47. <p>Legal and Commercial Services advice has been sought to ensure that the contract extension process is compliant with the council’s Contract Procedure Rules.</p> |
| <p>Details of any alternative options considered and rejected:</p> | <p>The option to ‘do nothing’ was rejected due to the flooding experienced.</p> <p>The alternative option of awarding a new contract to the same supplier via the ESPO framework was also discounted, as it was not considered cost-effective. This route would require additional officer time to undertake the procurement process and would incur a project management fee from the supplier.</p> |
| <p>Details of any declarations of interest made:</p> | |

Signed..... Date: