

Record of operational decision

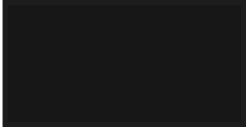
Decision title:	Decision to approve the expenditure of up to £348,000 for the capital roofing upgrade works at Aylestone School, Herefordshire.
Date of decision:	15/07/2026
Decision maker:	Service Director, Education, Skills and Learning, Children and Young People
Authority for delegated decision:	The 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. 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. <u>Decision - Local Authority school building maintenance works 2026 - 2028 (amended from 2030) - Herefordshire Council</u>
Ward:	Aylestone Hill
Consultation:	A political group consultation was conducted on 29 January 2026 in which 8 Councillors attended.
Decision made:	The current Schools Capital Maintenance Programme is to be amended to include the emergency capital roofing upgrade works at the CDT Block, Aylestone School. This follows receipt of an updated condition report confirming that the roof has deteriorated to a level requiring immediate refurbishment to prevent further deterioration and associated risks. The CDT Block roofing upgrade works to commence at the beginning of the school summer holidays 2026. Herefordshire Council to direct award a contract to supplier Central Roofing and Building Services Limited. Approve the expenditure of up to £312,330 for the works, which includes a contingency of up to £28,400. Approve the expenditure of up to £35,500 for internal and external professional fees. Responsibility for monitoring the programme to be carried out by the Capital Senior Project Manager within the spend budget.
Reasons for decision:	The emergency roofing upgrade works to the CDT Block at Aylestone School have been identified as a high-priority project following a recent condition survey and specialist report undertaken by Alumasc, which concluded that the roof has

	reached a condition requiring immediate refurbishment. The findings were subsequently reviewed and supported by the Council's multi-disciplinary consultant team, who confirmed the need for urgent intervention to prevent further deterioration of the building fabric, water ingress, and associated operational risks. Without timely intervention, there is a significant risk that the roof condition will continue to deteriorate, leading to increased water penetration, damage to the building structure and internal areas, and potentially rendering parts of the school unusable. In the worst-case scenario, further deterioration could result in the temporary closure of affected areas if safe occupation could no longer be maintained. The scope of works includes asbestos-related activities and intrusive roof refurbishment works which can only be undertaken safely and effectively whilst the school is unoccupied. As a result, delivery of the project is required during the Summer 2026 school holiday period to minimise disruption to teaching activities, safeguard pupils and staff, and ensure compliance with health and safety requirements. A direct award has therefore been made on the grounds of urgency. Following confirmation of the roof's condition, there was insufficient time to undertake a full competitive procurement exercise and still achieve a site start at the beginning of the Summer 2026 holiday period. Delaying the works to accommodate a tender process would have resulted in the loss of the available construction window, increased risks associated with the deteriorating roof condition, and the potential for further damage to the building. It would also have created a significant risk that the works would need to be undertaken during term time. Given the intrusive nature of the project, including asbestos-related activities, roof strip-off works, noise, restricted access arrangements and associated health and safety controls, undertaking the works during the academic year could have caused substantial disruption to teaching and learning activities and may have necessitated the partial or full closure of the school teaching block to enable the works to proceed safely. The works have been classified as capital expenditure and have been incorporated into the Schools Capital Maintenance Programme to address the urgent defects identified through the specialist condition surveys. Central Roofing and Building Services Limited has been appointed through a direct award. The company was selected on the basis of its recent successful delivery and procurement outcomes on two roofing projects for Herefordshire Council, providing assurance of its technical competence, relevant experience, and ability to mobilise within the required timescales to deliver the works during the school holiday period. This approach ensures that the Council can respond appropriately to the urgent condition issues, mitigate the risk of building failure and potential school closure, and secure a contractor with a proven track record of delivering similar roofing projects within challenging timescales. To deliver beneficial improvements in the condition of the Council's Educational building stock, improving the educational experience for pupils within the buildings. To reduce ongoing building maintenance costs by addressing known defects with high maintenance cost potential and preventing further deterioration.
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	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.
Equality Considerations	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 – (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. 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. Our providers will be made aware of their contractual requirements in regards to equality legislation. The proposed capital maintenance schemes have given due consideration to equality issues particularly in relation to disability.
Highlight any associated risks/finance/legal/equality considerations:	Failure to proceed with a direct award and instead undertake a full competitive procurement process would delay the commencement of the works beyond the Summer 2026 school holiday period. Given the nature of the works, which are intrusive and include asbestos-related activities, they cannot be undertaken while the school is occupied. Consequently, the project would need to be deferred until the Summer 2027 holiday period. Such a delay would leave the identified roofing defects unaddressed for a further year, increasing the risk of continued deterioration of the roof, potential water ingress, additional maintenance liabilities, and higher future repair costs. The direct award is therefore justified to enable the urgent works to be delivered within the only available construction window and to mitigate the risks associated with further deterioration of the asset. There is a risk that additional defects or remedial works may be identified once the roof structure is opened up and the capital works commence. Due to the nature of roofing refurbishment projects, certain underlying issues may not be apparent during pre-construction surveys and can only be identified during the course of the works. To mitigate this risk, an appropriate contingency allowance has been included within the project budget to address any unforeseen works that may arise. Should the value of any additional works exceed the approved contingency provision, a further Officer Decision Report will be required to seek approval for the additional expenditure before those works can

	proceed.
Details of any alternative options considered and rejected:	Option 1 – Do Nothing This option is not recommended. The condition surveys and specialist reports have identified the roof as requiring immediate refurbishment. Failure to undertake the works would leave the identified defects unaddressed, increasing the risk of further deterioration of the building fabric, water ingress, and associated health and safety concerns. In addition, the continued poor condition of the roof would impact the school's ability to fully utilise the building and could result in parts of the accommodation remaining closed or subject to operational restrictions, adversely affecting educational provision. Option 2 – Undertake a Competitive Procurement Exercise This option is not recommended due to the urgency of the works and the limited delivery window available. Undertaking a full competitive procurement exercise would delay contractor appointment and prevent works from commencing at the start of the Summer 2026 school holiday period. Given the intrusive nature of the project, including asbestos-related activities and significant roofing works, the works cannot reasonably be undertaken whilst the school is occupied. A delay in procurement would therefore result in the project being postponed until a future school holiday period, leaving the identified health and safety and building condition risks unresolved. This would increase the likelihood of further deterioration of the roof and could lead to additional repair costs and operational impacts for the school. Recommended Option – Direct Award A direct award is considered the most appropriate option due to the exceptional urgency associated with the condition of the roof and the requirement to complete the works during the Summer 2026 school holiday period. Following receipt of the updated condition report confirming the need for immediate refurbishment, there was insufficient time to complete a competitive procurement exercise and still mobilise a contractor within the available construction window. Central Roofing and Building Services Limited has been selected due to its recent successful appointment and delivery of roofing projects for Herefordshire Council, providing confidence in its technical capability, performance, and ability to mobilise quickly. The direct award enables the Council to address the urgent defects without delay, minimise risks to the building, avoid further deterioration of the asset, and ensure the works are completed during a period when the school is unoccupied, thereby reducing disruption to educational activities and maintaining health and safety compliance.
Details of any declarations of interest made:	None.

Signed:



Date: 15/07/2026