

Record of operational decision

Decision title:	Award a contract to Six Property Consulting Limited for the provision of professional consultancy services to manage the delivery of Herefordshire Council's school building capital works programme 2026-2030.
Date of decision:	08/07/2026
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 Local Authority School Building Maintenance Works 2026 – 2028 cabinet report approved on 25 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. A further decision will be required for delivery from 2028/29 onwards.
Ward:	Countywide
Consultation:	A political group consultation was conducted on 29 January 2026, in which 8 Councilors attended.
Decision made:	Award a consultancy agreement contract to Six Property Consulting Limited for the provision of professional consultancy services to manage the delivery of the Council's school building capital works programme 2026-2030, following a competitive procurement exercise in accordance with the Council's procurement rules and procedures. Funding for the Six Property Consulting contract will be provided through an annual grant. A further decision will be required after the 2027/28 financial year, when updated funding allocations from the Department for Education (DfE) are confirmed. Planned works and unplanned capital works are included in the programme. The service will be based on the projected four-year period of planned and unplanned maintenance programme; this includes all works rectification periods. The contract value is based on the estimated programme budget, inclusive of supplier fees, and comprises: • Initial three-year delivery period plus one-year defects period: An estimated programme budget of approximately £3 million to deliver the three-year programme of works and provide defects management during the subsequent one-year defects period. • Optional one-year extension: An estimated programme budget of approximately £1 million, inclusive of supplier fees, to support delivery during the optional extension period.

	The consultancy fee for this supplier is 8.50% of the capital works and an hourly rate of £80 for any work requested which cannot be valued using the percentage fee. The spend of the consultant's professional fees are estimated at approximately £250,000 per year.
Reasons for decision:	The appointment of a consultant is required to provide the multidisciplinary services necessary to prioritise, plan, coordinate and manage the delivery of the planned programme for the county's local authority-maintained schools. The programme is informed by current priorities and by capital requirements identified through cyclical condition surveys. It will also encompass any emergency or contingency works (unplanned maintenance) that may arise. 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. 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	The Public Sector Equality Duty requires the Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that it is paying 'due regard' in our decision making in the design of policies and in the delivery of services. The mandatory equality impact screening checklist has been completed for this programme and it has been found to have no impact for equality.
Highlight any associated risks/finance/legal/equality considerations:	The capital funding provided by the Department for Education is determined on an annual basis, and the level of future grant allocations has not yet been confirmed. As a result, the overall programme budget, including the anticipated spend with consultants, is based on current assumptions and estimates only and may require revision once future funding allocations are known. The budget costs for the planned works are indicative estimates and remain subject to change as the scope of individual schemes is developed, market conditions fluctuate, and actual tendered and delivered costs become known. Budget monitoring and review will be undertaken by the Capital Senior Project Manager to ensure that expenditure remains aligned with available funding and programme priorities.
Details of any alternative options considered and rejected:	The option of taking no action and not appointing this consultant is not recommended. The multidisciplinary services provided through this appointment are essential to ensuring the effective delivery of the programme. Without these services, there is a significant risk that both

	planned works and unplanned reactive works will not be completed in a timely or coordinated manner. As a result, the health and safety risks associated with the continued use of the buildings would remain unresolved. Not to appoint. This option is not recommended. Six Property Consulting Limited have been selected following a competitive tendering process that demonstrated their capability to provide the multidisciplinary services required for the effective delivery of the school capital programme. Choosing not to proceed with this appointment would introduce avoidable risk to the timely and coordinated delivery of the programme and could negatively impact on the programme outcomes.
Details of any declarations of interest made:	None.

Signed: Liz Farr

Date: 08/07/2026