

### Record of operational decision

<b>Decision title:</b>	Award of contract for Housing Demand Modelling
<b>Date of decision:</b>	18 November 2025
	Corporate Director, Community Wellbeing
<b>Authority for delegated decision:</b>	The key decision made by Cabinet Member provides delegated authority to the Corporate Director for Community Wellbeing to award a contract, following the completion of a procurement process on 7.11.2025.
<b>Ward:</b>	Countywide
<b>Consultation:</b>	Soft market testing has taken place with potentially contractors to understand their interest in delivering the contract, before putting it out to the open market.
<b>Decision made:</b>	The procurement was conducted using the medium value process as set out in the Council's Contract Procedure Rules and awarded to Housing LIN for the housing demand modelling to create a housing needs assessment to support Herefordshire Council to understand specialist housing need for the next 20 years. The contract will be for a period of less than 6 months at a total cost of £32,400.
<b>Reasons for decision:</b>	<p>Herefordshire Council wants to produce a comprehensive accommodation needs assessment which will dovetail into the development of several accommodation-based strategies and Council delivery plan objectives. The needs assessment will quantify the current and projected demand for specialist and general needs housing, including specified exempt accommodation, assess the suitability and availability of existing housing stock, including current provisions, identify gaps in provision, including tenure, accessibility, affordability, and location, understand the housing aspirations of the target population(s) by engaging with experts by experience, their families and carers to inform future commissioning and strategic planning decisions.</p> <p>A fully compliant procurement process was undertaken in accordance with the Council's Contract Procedure Rules. The specification was issued via the Council's e-tendering portal. Four bids were received, and all were compliant with the requirements. The bids were evaluated against the published criteria and scored in line with the Council's procedures. Following due diligence checks, the Council will enter into a contract with Housing LIN to deliver this service.</p>
<b>Equality Considerations</b>	A full Equality Impact Assessment has been completed and the relevant findings from this were incorporated into to the service design this included the service being delivered.
<b>Highlight any associated risks/finance/legal/</b>	<p>Legal</p> <p>The legal risk is low. The Council has conducted a compliant procurement process in accordance with the Council's Contract Procedure Rules, and</p>

<b>equality considerations:</b>	<p>an outcome has been identified based on the results of the evaluation carried out by the Evaluation Panel.</p> <p>Finance Funding for the commissioning of the service has been approved as part of the governance process.</p> <p>Health and Safety The commissioned provider will be expected to work to the same health and safety standards and codes of practice as the council, as far as is reasonably practicable.</p>
<b>Details of any alternative options considered and rejected:</b>	<p>Alternative options that were considered:</p> <p>Deliver as an in-house service. Due to capacity and the required expertise to consider 20-year projections for multiple types of accommodation, this was not deemed as the best route.</p> <p>Closed Tender 6 providers were approached in writing to gauge their interest in delivering the work. Only 4 had to confirm their interest in writing to have supported a restricted procurement exercise. At the time of this exercise only 3 providers responded, so there was a requirement to go out to the open market.</p>
<b>Details of any declarations of interest made:</b>	None

Signed:

Date: 18.11.2025