

## Record of operational decision

<b>Decision title:</b>	Decision to extend the current contract with Six Property Consulting Limited for eight months for the provision of Professional Consultancy Services to manage delivery of Herefordshire Council's school building capital works programme
<b>Date of decision:</b>	14th January 2026
<b>Decision maker:</b>	Corporate Director, Children and Young People.
<b>Authority for delegated decision:</b>	<p>The authority for the specified officer to take this decision as set out in the cabinet report, Local Authority School Buildings Maintenance Works, approved February 2023.</p> <p>The Corporate Director, Children and Young People be authorised to take all operational decisions relating to the award of contracts for the above programmes of work.</p> <p><a href="https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=9341">https://councillors.herefordshire.gov.uk/ieDecisionDetails.aspx?ID=9341</a></p>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	Cabinet Members, Cllr Powell (Children and Young People) and Cllr Bramer (Community Services and Assets) have been informed on the capital programme, and the February 2023 Cabinet Report has been shared.
<b>Decision made:</b>	<p>Six Property Consulting Limited were previously awarded a contract to provide Professional Consultancy Services to manage delivery of Herefordshire Council's school buildings maintenance works programme.</p> <p>The contract includes provision to extend. The Council will extend the contract for up to eight months to maintain consultancy support through completion of the remaining delivery programme (to end November 2026) and to retain continuity through the defects/rectification period (to end November 2027). The estimated total contract value inclusive of this extension is approximately £840k.</p> <p>.</p>
<b>Reasons for decision:</b>	<p>A significant proportion of the remaining maintenance schemes are programmed for delivery during the school summer holiday period, which is the primary and preferred delivery window for intrusive maintenance works (for example roofing, mechanical and electrical works). Delivering these works while schools are unoccupied minimises disruption to learning, reduces safeguarding and operational risk, and avoids the additional cost and complexity associated with decant arrangements and working within an occupied site.</p> <p>Extending the current consultancy appointment ensures mobilisation and programme continuity into Summer 2026, enabling the Council to deliver a high volume of planned works within the holiday window and to complete the wider programme within the approved timescales.</p> <p>Continuity of the incumbent consultant is also necessary to retain single-</p>

	<p>point accountability for design decisions, contract administration and certification already undertaken, and to manage the defects/rectification period through to November 2027. Transferring responsibility mid-programme would introduce avoidable contractual and professional indemnity risk and is likely to delay delivery, including beyond the Summer 2026 delivery window.</p>
<b>Equality Considerations</b>	<p>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 –</p> <ul style="list-style-type: none"> <li>(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;</li> <li>(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;</li> <li>(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</li> </ul> <p>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.</p> <p>Our providers will be made aware of their contractual requirements in regards to equality legislation.</p> <p>The proposed capital maintenance schemes have given due consideration to equality impacts, including the need to minimise disruption and maintain safe, accessible learning environments during delivery.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>This decision exercises an extension option within the existing contract in accordance with Contract Procedure Rules and the contract terms. A time-limited extension represents value for money as it avoids the delay, cost and programme risk associated with re-procuring an interim consultancy appointment, and it maintains the capacity required to deliver the remaining programme within the Summer 2026 school holiday delivery window.</p> <p>Performance and costs will continue to be managed through the Council's programme governance arrangements, with fees monitored against deliverables and milestones to ensure ongoing value for money.</p> <p>The cost of the extension will be met from within the approved capital programme and associated professional fees provision. Expenditure will be monitored through established programme governance arrangements and fee spend managed against delivery outputs and milestones.</p> <p><b>Delivery risk (if not extended):</b> Loss of programme capacity and mobilisation would materially increase the risk of slippage into term time, reduced scope delivered in Summer 2026, and potential deferral of priority condition, compliance and health and safety works.</p> <p><b>Mitigation:</b> Extend the incumbent consultancy appointment to maintain continuity, programme knowledge and delivery capacity through Summer 2026 and completion.</p>

	<p>Contractual / liability risk: Changing consultancy arrangements mid-programme would introduce risks relating to transfer of responsibility for historic design decisions, contract administration and certification.</p> <p>Mitigation: Retain the incumbent consultant through completion and the defects/rectification period to maintain clear accountability and minimise contractual and professional indemnity risk.</p> <p>The proposed extension is permitted within the existing contract. Maintaining the incumbent consultant reduces the risk associated with transferring responsibility for historic design and contract administration decisions and supports continuity through to the end of the defects/rectification period.</p>
<b>Details of any alternative options considered and rejected:</b>	<p>Not extending the contract could reduce perceived financial cost in the short term. However, this would require a new procurement for consultancy support, with associated mobilisation time and transition risk, and would be likely to delay delivery and reduce the volume of works deliverable in Summer 2026. This would increase disruption to schools, potentially defer priority condition and health and safety works, and create additional contractual and delivery risk associated with transferring responsibility for historical design and contract administration decisions.</p>
<b>Details of any declarations of interest made:</b>	<p>None.</p>

Signed.....

Date: 14<sup>th</sup> January 2026