

Record of operational decision

Decision title:	Decision to vary a contract for Lead Local Flood Authority consultancy services in Herefordshire
Date of decision:	23 April 2026
Decision maker:	Gemma Dando, Chief Operating Officer - Resident Services
Authority for delegated decision:	<p>Directorate scheme of delegation: Paragraph 77, updated 06/10/2025 Directorate: Economy and Environment, section 77. 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>
Ward:	Countywide
Consultation:	Finance, Commercial Services
Decision made:	To amend 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. Although the contract does not include an extension provision, it does contain a variation clause. A decision was taken in March 2026 to vary the contract to extend its duration to 31 August 2026, enabling RSK Environment to complete additional works.</p> <p>Balfour Beatty Living Places currently delivers Herefordshire Council's Lead Local Flood Authority statutory consultee service. However, in anticipation of bringing this service back in-house, it is proposed to further vary the contract with RSK Environment to enable them to carry out an independent review of service delivery in recent years. This review would identify opportunities for improvement, where necessary, and provide recommendations to help align the service with industry best practice.</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>
Highlight any associated risks/finance/legal/	Funding will be drawn from the Severe Weather Fund earmarked reserve for the Flood Response project. The estimated costs of this contract

<p>equality considerations:</p>	<p>variation are £15,067.00.</p> <p>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 previously experienced across the county. In addition, Herefordshire Council acts as a statutory consultee to the local planning authority on surface water drainage matters for major planning applications.</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: