

Record of operational decision

Decision title:	To seek approval to procure a supplier to deliver the general management and staffing for the emergency winter shelter provision for individuals experiencing rough sleeping for the period 2 November 2026 up to 29 April 2027
Date of decision:	1 June 2026
Decision Maker	Corporate Director Community Wellbeing
Authority for delegated decision:	CW-07 Housing and homelessness support and solutions. This decision supports The Homeless Prevention and Rough Sleeping Strategy 2026-2031
Ward:	Countywide
Consultation:	Conversations have been held with Herefordshire Council's Strategic Housing and the Rough Sleeping Outreach Teams.
Decision made:	<p>To use grant funding received from the Ministry of Housing, Communities and Local Government (MHCLG) to procure a supplier to deliver the general management and staffing for the emergency winter shelter provision for individuals experiencing rough sleeping. The initial delivery period will be from 2 November 2026 to 29 April 2027.</p> <p>The contract may be extended for up to a maximum of 36 months beyond the initial period. Any extension will be subject to the availability of further MHCLG funding, evidenced demand and satisfactory provider performance. No commitment to extend is made at this stage.</p> <p>The service will operate across defined winter delivery periods (November to April) rather than as continuous, year round provision. Both the initial term and any extensions will align to these delivery periods.</p> <p>The provision of emergency accommodation will provide an immediate solution for those at immediate risk of or currently experiencing rough sleeping in the county.</p>
Reasons for decision:	<p>Funding of £90,000 has been secured from the Ministry of Housing, Communities and Local Government (MHCLG) to provide this service for the initial delivery period of November 2026 to April 2027.</p> <p>The contract may be extended for up to a maximum of 36 months beyond the initial period, subject to the availability of further MHCLG funding, ongoing demand, and satisfactory provider performance. Extensions will be agreed in defined delivery periods, with no commitment to extend beyond the initial term.</p>

	<p>The total potential value of all extension periods is not expected to exceed £270,000, resulting in a maximum overall contract value of £360,000 if all extension options are taken up.</p> <p>It is Herefordshire Council's ambition that individuals have access to safe, appropriate accommodation, which meets their immediate needs and provides a safe space. The provision of emergency accommodation will form part of the Council's approach to preventing and relieving homelessness.</p> <p>There is an established demand for the winter shelter provision, as of March 2026 there are 20 individuals rough sleeping in the county, 19 males and 1 female. Demand data demonstrates up to 15 individuals will typically require this service.</p> <p>This proposal ensures we have sufficient accommodation to safely and appropriately accommodate males and females safely and meet the forecasted local demand.</p>
<p>Equality Considerations</p>	<p>The winter shelter provision will have a positive impact on individuals who access the accommodation, which meets their immediate needs and provides a safe space.</p> <p>The provision will be accessed by individuals who are either experiencing homelessness or rough sleeping regardless of gender, disability, race or nationality.</p> <p>The supplier will be required to ensure that it has effective access to interpreting and translation services in order to meet the communication needs of those whose first language is not English.</p> <p>The premises has level access and there is a level access toilet.</p> <p>An Equality Impact Assessment has been undertaken and during the contract period the Equality Impact Assessment will be reviewed.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>The financial risk is low as funding has been obtained from Ministry of Housing, Communities and Local Government (MHCLG) to provide this model of accommodating and supporting individuals.</p> <p>The legal risk is low:</p> <ul style="list-style-type: none"> • Consultation has taken place with legal and commercial services colleagues, and all procurement activity will be undertaken within the Council's Contract Procedure Rules. • Planning consent has been obtained for a change of use of premises. • The Council owned premises will be made available to the successful supplier utilising a management agreement which sets out the expectations and obligations of both the supplier and Herefordshire Council.

<p>Details of any alternative options considered and rejected:</p>	<p>Alternative options considered:</p> <p>Do nothing this was rejected for the following reasons:</p> <ul style="list-style-type: none"> • Choosing not to proceed would represent a missed opportunity to utilise available resources to deliver a targeted winter accommodation offer for a vulnerable cohort. This could increase demand on statutory services and may result in higher costs to the Council, as well as a reduced ability to respond proactively to rough sleeping during winter months. • The Council has a duty to provide emergency accommodation under the Severe Weather Emergency Protocol (SWEP) to protect individuals experiencing rough sleeping in the event of extreme weather, should there be no offer of a winter shelter provision this is likely to exceed the cost of this proposal leading to additional costs for the Council. <p>Utilise funding to deliver on street winter survival packs. This option was rejected as this could lead to negative outcomes for individuals experiencing rough sleeping including serious injury or death.</p>
<p>Details of any declarations of interest made:</p>	<p>None</p>

Signed

Date: