

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B...117/25.....

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

Subject: Proposal to award contracts to undertake surveys as part of the Property Flood Resilience Scheme

Type of Decision: Key Officer

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman: Paul Zukowskyj

Portfolio (Executive Functions only): Environment, Transport and Growth

Officer Contact: Sian Barker

Tel: 01992 588984

1. **Decision**

That the Director of Growth and Environment approves the procurement of a contract for the surveys of properties as part of the Flood Risk Management Property Flood Resilience Scheme.

April 2020

2. Reasons for the decision

The scheme will be completed under the Environment Agency PFR Framework.

The 2024 PFR Framework has been developed to reflect industry best practice, incorporating recognised product standards, professional competencies, and the benchmark guidance set out in the Code of Practice for Property Flood Resilience. This approach ensures users of the framework remain at the forefront of the industry and that our customers receive the high-quality service they deserve.

3. Alternative options considered and rejected

Previously, the team had the idea of completing two tender bids for each survey. But there were concerns that this process would have taken up a lot of the projects time at the beginning the process delaying the overall scheme. Having two contractors already vetted and selected under the EA PFR Framework, allows the project to progress quicker and achieve the end date.

4. Consultation *(see Summary of Requirements below)*

Was any Councillor consulted? Yes

If yes:

(a) Comments of Executive Member/Committee Chairman

No comments from executive member.

(b) Comments of other consultees

5. Any conflict of interest declared by a councillor who has been consulted in relation to the decision

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. I am proceeding with the proposed decision.

Signed: Mark Doran

Title: Mark Doran, Executive Director, Growth & Environment

Date: 10/10/2025

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s)

		and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups
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