

# EXECUTIVE DECISION

made by a Cabinet Member




## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL CABINET MEMBER

Executive Decision Reference Number – ESCYP05 21/22

Decision				
1	<b>Title of decision:</b> Tender for Weekend and Holiday Support for Disabled Children			
2	<b>Decision maker (Cabinet member name and portfolio title):</b> Councillor Dave Downie, Cabinet Member for Education, Skills and Children and Young People			
3	<b>Report author and contact details:</b> Penny Whitell, Interim Head of Service for SEND			
4	<b>Decision to be taken:</b> To agree to go out to the market in a competitive tender process to renew the weekend and holiday support services for disabled children. To delegate authority to the Service Director for Education, Participation and Skills to award the contract following the tender to the successful bidder.			
5	<b>Reasons for decision:</b> The total value of the service over the period of the contract is likely to be more than £500,000.			
6	<p><b>Alternative options considered and rejected:</b></p> <p><b>Option 1: Do Nothing</b> The contract will expire on 31 March 2022. This would leave families without a service that is highly valued and depended upon for the ongoing care needs of complex children. It could also leave Plymouth City Council open to challenge in respect to the delivery of its statutory duty.</p> <p>This option is not recommended.</p> <p><b>Option 2 :</b> Extend the contract and continue to purchase in the existing contract. We are required by procurement legislation to go out to a competitive tender process at this time.</p> <p>This option is not recommended</p>			
7	<p><b>Financial implications and risks:</b></p> <p>The cost of the contract will be £222,000 for block packages of care across the lifetime of the contract with an additional spend of approximately £393,000 spot purchased against the framework contract.</p> <p>This is already budgeted for as the service is being delivered currently but now needs to go to tender. The spend on both block and spot purchase support will continue to be closely monitored to ensure that services meet families' needs and offer value for money for the public purse.</p>			
8	<b>Is the decision a Key Decision?</b>	<b>Yes</b>	<b>No</b>	<b>Per the Constitution, a key decision</b>

	(please contact <a href="#">Democratic Support</a> for further advice)			<b>is one which:</b>
			√	in the case of <b>capital</b> projects and contract awards, results in a new commitment to spend and/or save in excess of <b>£3million</b> in total
			√	in the case of <b>revenue</b> projects when the decision involves entering into new commitments and/or making new savings in excess of <b>£1 million</b>
			√	is <b>significant</b> in terms of its effect on communities living or working in an area comprising <b>two or more</b> wards in the area of the local authority.
	If yes, date of publication of the notice in the <a href="#">Forward Plan of Key Decisions</a>	n/a		
9	Please specify how this decision is linked to the Council's corporate plan/Plymouth Plan and/or the policy framework and/or the revenue/capital budget:	<p><b>A Bright Future 2021 – 26</b></p> <p>The services included in this tender will contribute towards the following priorities within the Bright Futures paper.</p> <p>Stay Healthy and Happy – the activities support the improvement of mental and physical health of disabled children</p> <p>Be safe -Families receive their support in the places and from the people that best suit their needs, for as long as they need to embed resilience</p> <p>Aspire and achieve – young people attending the activities develop their skills for employment, resilience and independence.</p>		
10	Please specify any direct environmental implications of the decision (carbon impact)	None		
<b>Urgent decisions</b>				
11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact Democratic Support ( <a href="mailto:democraticsupport@plymouth.gov.uk">democraticsupport@plymouth.gov.uk</a> ) for advice)
		No	√	<b>(If no, go to section 13a)</b>
12a	Reason for urgency:			
12b	Scrutiny Chair Signature:		Date	
	Scrutiny Committee name:			

<b>Print Name:</b>			
<b>Consultation</b>			
I3a	<b>Are any other Cabinet members' portfolios affected by the decision?</b>	<b>Yes</b>	
		<b>No</b>	√ (If no go to section I4)
I3b	<b>Which other Cabinet member's portfolio is affected by the decision?</b>	n/a	
I3c	<b>Date Cabinet member consulted</b>		
I4	<b>Has any Cabinet member declared a conflict of interest in relation to the decision?</b>	<b>Yes</b>	If yes, please discuss with the Monitoring Officer
		<b>No</b>	
I5	<b>Which Corporate Management Team member has been consulted?</b>	<b>Name</b>	Alison Botham
		<b>Job title</b>	<b>Director of Childrens Services</b>
		<b>Date consulted</b>	<b>12/10/2021</b>
<b>Sign-off</b>			
I6	<b>Sign off codes from the relevant departments consulted:</b>	<b>Democratic Support (mandatory)</b>	DS48 21/22
		<b>Finance (mandatory)</b>	djn.21.22.119
		<b>Legal (mandatory)</b>	MS/24.09.21
		<b>Human Resources (if applicable)</b>	n/a
		<b>Corporate property (if applicable)</b>	n/a
		<b>Procurement (if applicable)</b>	n/a
<b>Appendices</b>			
I7	<b>Ref.</b>	<b>Title of appendix</b>	
	A	Business Case Weekend and Holiday Support for Disabled Children	
<b>Confidential/exempt information</b>			
I8a	<b>Do you need to include any confidential/exempt information?</b>	<b>Yes</b>	If yes, prepare a second, confidential ('Part II') briefing report and indicate why it is not for

		<b>No</b>	√	publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box in <b>18b</b> below.  (Keep as much information as possible in the briefing report that will be in the public domain)				
		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>18b</b>	<b>Confidential/exempt briefing report title:</b>							
<b>Background Papers</b>								
<b>19</b>	Please list all unpublished, background papers relevant to the decision in the table below.  Background papers are <u>unpublished</u> works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based. If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part I of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.							
<b>Title of background paper(s)</b>		<b>Exemption Paragraph Number</b>						
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Cabinet Member Signature</b>								
<b>20</b>	I agree the decision and confirm that it is not contrary to the Council's policy and budget framework, Corporate Plan or Budget. In taking this decision I have given due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not. For further details please see the EIA attached.							
<b>Signature</b>				<b>Date of decision</b>		13/10/2021		
<b>Print Name</b>	Councillor Dave Downie							