

# EXECUTIVE DECISION

made by a Council Officer



## REPORT OF ACTION TAKEN UNDER DELEGATED AUTHORITY BY AN INDIVIDUAL COUNCIL OFFICER

Executive Decision Reference Number – COD18 21/22


Decision	
1	<b>Title of decision:</b> Contract Award: Weekend and Holiday Support for Disabled Children
2	<b>Decision maker (Council Officer name and job title):</b> Ming Zhang, Service Director for Education, Participation & Skills
3	<b>Report author and contact details:</b> Penny Whitell, Head of SEND - 01752 305252
4a	<b>Decision to be taken:</b> To award the contract following the tender to the successful bidder Routeways Centre Ltd.
4b	<b>Reference number of original executive decision or date of original committee meeting where delegation was made:</b> ESCYP05 21/22
5	<b>Reasons for decision:</b> The submission from the successful provider scored well in all sections. The price provides the most economically advantageous offer for the service. The successful bid was of an excellent quality and clearly showed the organisation's commitment and understanding of the needs of the cohort of children. <sup>3</sup>
6	<p><b>Alternative options considered and rejected:</b></p> <p>Option 1: Do Nothing 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. This option is not recommended.</p> <p>Option 2 : 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. 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	Is the decision a Key Decision? (please contact <a href="#">Democratic Support</a> for further advice)	Yes	No	Per the Constitution, a key decision is one which:
			x	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
			x	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>£1million</b>
			x	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.
8b	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:	A Bright Future 2021 – 26 The services included in this tender will contribute towards the following priorities within the Bright Futures paper. Stay Healthy and Happy – the activities support the improvement of mental and physical health of disabled children 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 Aspire and achieve – young people attending the activities develop their skills for employment, resilience and independence		
10	Please specify any direct environmental implications of the decision (carbon impact)	None		

### Urgent decisions

11	Is the decision urgent and to be implemented immediately in the interests of the Council or the public?	Yes		(If yes, please contact <a href="#">Democratic Support</a> for advice)
		No	x	(If no, go to section 13a)
12a	Reason for urgency:			
12b	Scrutiny Chair signature:		Date	
	Scrutiny Committee name:			
	Print Name:			

Consultation								
13a	Are any other Cabinet members' portfolios affected by the decision?	Yes						
		No	x			(If no go to section 14)		
13b	Which other Cabinet member's portfolio is affected by the decision?							
13c	Date Cabinet member consulted							
14	Has any Cabinet member declared a conflict of interest in relation to the decision?	Yes			If yes, please discuss with the Monitoring Officer			
		No	x					
15	Which Corporate Management Team member has been consulted?	Name	Alison Botham					
		Job title	Director of Children's Services					
		Date consulted	12/10/21					
Sign-off								
16	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	DS95 21/22					
		Finance (mandatory)	djn.21.22.229					
		Legal (mandatory)	MS/1/11.01.21					
		Human Resources (if applicable)						
		Corporate property (if applicable)						
		Procurement (if applicable)						
Appendices								
17	Ref.	Title of appendix						
	A	Briefing report for publication ( <i>mandatory</i> )						
	B	Equalities Impact Assessment ( <i>where required</i> )						
Confidential/exempt information								
18a	Do you need to include any confidential/exempt information?	Yes	x	If yes, prepare a second, confidential ('Part II') briefing report and 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 in 18b below.				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7

18b	<b>Confidential/exempt briefing report title:</b>  <b>Weekend and Holiday Support for Disabled Children Part I</b>							√
<b>Background Papers</b>								
19	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>Council Officer Signature</b>								
20	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>	11 January 2022			
<b>Print Name</b>	Ming Zhang, Service Director for Education, Participation & Skills							