

EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – COD51 22/23

Decision				
1	Title of decision: Contract Award: Food Vouchers			
2	Decision maker (Council Officer name and job title): Ruth Harrell, Director of Public Health			
3	Report author and contact details: Janet Greaves-Stocker, janet.greaves-stocker@plymouth.gov.uk			
4a	Decision to be taken: In order to support the health and well-being of the most disadvantaged children and continued engagement in their education, this report recommends that the Council approves the award of a contract to Wonde Limited to deliver eVoucher codes at an estimated total cost of around £2million, to cover May, October and February half term holidays, the Summer Holiday and the Christmas Holiday periods during 2023/24			
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: L27 22/23			
5	<p>Reasons for decision: The intention is to ensure that there is a contract in place for a provider of eVouchers from April 2023 to March 2024, so that if the City Council again commits Household Support Funding (HSF) to Free School Meals and other vulnerable families for this period there is a method for delivering this support.</p> <p>This procurement does not prevent the City Council from deciding not to use the HSF funding in this way during the 2023 – 24 financial year.</p>			
6	<p>Alternative options considered and rejected:</p> <p>Option 1: Do Nothing</p> <p>This is not an option as the Council has been awarded HSF grant funding to support vulnerable households, of which families with children on low incomes are a target group based on local and national intelligence. To not use or accept this funding would be to the detriment of Plymouth families.</p> <p>Option 2: Deliver food parcels</p> <p>Food parcels - PCC (CATERed) does not have the capacity or capability to deliver a cost effective solution due to the practicalities that would be required to produce and distribute food parcels.</p> <p>Option 3: Provide cash payments or post office vouchers</p> <p>This option would require a significant amount of preparatory work which couldn't be carried out in time for May half-term. Additionally, the procurement of pre-payment cards would incur service charges.</p>			
7	Financial implications and risks: None, the funding is provided through the government's Household Support Fund monies.			
8	Is the decision a Key Decision?	Yes	No	Per the Constitution, a key

	(please contact Democratic Support for further advice)			decision is one which:
			X	in the case of capital projects and contract awards, results in a new commitment to spend and/or save in excess of £3million in total
		X		in the case of revenue projects when the decision involves entering into new commitments and/or making new savings in excess of £1 million
		X		is significant in terms of its effect on communities living or working in an area comprising two or more wards in the area of the local authority.
8b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	24 February 2023		
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:	This proposal links to the Child Poverty agenda for the city and also A Bright Future 2021 – 26 in supporting children to stay safe and well, through the provision of adequate nutrition.		
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 Democratic Support 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?			

I3c	Date Cabinet member consulted							
I4	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					
I5	Which Corporate Management Team member has been consulted?	Name		Ruth Harrell				
		Job title		Director of Public Health				
		Date consulted		19/04/2023				
Sign-off								
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)			DS140 22/23			
		Finance (mandatory)			DJN23.24.07			
		Legal (mandatory)			MS/00001548/24.04.23			
		Human Resources (if applicable)			N/A			
		Corporate property (if applicable)			N/A			
		Procurement (if applicable)			N/A			
Appendices								
I7	Ref.	Title of appendix						
	A	Contract Award Report Part I						
Confidential/exempt information								
I8a	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 I8b below.				
		No						
		Exemption Paragraph Number						
		1	2	3	4	5	6	7
I8b	Confidential/exempt briefing report title: Part 2: Food Voucher Contract Award Report			x				
Background Papers								

19	<p>Please list all unpublished, background papers relevant to the decision in the table below.</p> <p>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 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.</p>							
Title of background paper(s)		Exemption Paragraph Number						
		1	2	3	4	5	6	7
Council Officer Signature								
20	<p>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 (2010) and those who do not. For further details please see the EIA attached.</p>							
Signature			Date of decision	25th April 2024				
Print Name	Ruth Harrell							