

EXECUTIVE DECISION

made by a Council Officer




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

Executive Decision Reference Number – COD17 25/26

Decision	
1	Title of decision: Extra Care Housing Contract Extension
2	Decision maker: Gary Walbridge (Strategic Director Adults, Health and Communities)
3	Report author and contact details: Beatrice Yarde (Commissioning Officer, Contracts) Beatrice.Yarde@plymouth.gov.uk +441752307938
4a	Decision to be taken: To extend the current Extra Care Housing contract from 5 January 2026 until 30 th April 2026 at a cost of approximately £1,089,180.29
4b	Reference number of original executive decision or date of original committee meeting where delegation was made: Cabinet 10/07/2023, Options for the future delivery of extra care housing and social inclusion PDF 174 KB
5	Reasons for decision: A new contract for Extra Care Housing has been procured and will commence on 1 st May 2026. Due to the current contract expiring before the new contract commences the Extra Care Housing contract for all four lots must be extended to ensure continued compliance and service delivery. Due to delays in publishing the new contract award decision, it is necessary to extend the current contract by four months. This extension will allow sufficient time for the call-in and standstill periods, completion of contract signing, policy checks, and provide a minimum three-month mobilisation period.
6	Alternative options considered and rejected: Do nothing and let the contract run out – Several individuals currently enrolled in these schemes will require ongoing support from 4 January 2026. Failure to provide this could result in Plymouth City Council being in breach of its statutory duties to meet assessed Adult Social Care needs. Spot purchase a new contract for 4 months - Entering into a new four-month contract through emergency spot purchasing or interim arrangements would present a significant financial risk due to the substantially higher costs involved. Additionally, directly awarding an emergency contract poses a procurement risk and could expose the Council to legal challenge, as multiple providers are capable of delivering the service.
7	Financial implications and risks: The estimated cost of a four-month extension is approximately £1,089,180.29 assuming 3% inflation applied in April 2026. This will be funded by the ASC revenue budget and is a continuation of existing services.
8	Legal Implications and risks: Under the procurement rules we are able to extend the current contract.

	If we do not extend the current contract then there is a risk of a challenge for failure to meet our statutory duties.			
9a	Is the decision a Key Decision? (please contact Democratic Support for further advice)	Yes	No	Per the Constitution, a key 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 £1million , annually
			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.
9b	If yes, date of publication of the notice in the Forward Plan of Key Decisions	14/11/2025		
10	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>The Plymouth Plan 2014-2034 details the Local Authority's ambition to meet local housing needs, ensuring that everyone has access to a safe home which is suited to their needs and located in a community where they want to live.</p> <p>One of the key aspects of this is enabling older people to promote, secure and sustain their independence in a home appropriate to their needs, including increased provision for extra care housing.</p> <p>The Extra Care model meets Plymouth City Council's Corporate Plan priorities to focus on prevention and early intervention, by supporting people to live at home for longer and prevent early reliance on bedded care, and supporting people to be protected and feel safe.</p>		
11	Please specify any direct environmental implications of the decision (carbon impact)	<p>The Extra Care model supports Plymouth's Net Zero ambition by having multiple scheme locations across the city, reducing the need for people to travel to their place of work. It also encourages local community access, again reducing the need for travel for residents of the schemes.</p>		
Urgent decisions				
12a	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)
12b	Reason for urgency:			
12c	Scrutiny Chair signature:		Date	

	Scrutiny Committee name:			
	Print Name:			
Consultation				
I3a	Which Cabinet Member's portfolio does this decision relate to?	Cllr Mary Aspinall, Cabinet Member for Health and Adult Social Care		
I3b	Date Cabinet Member consulted	03/12/2025		
I3c	Are any other Cabinet members' portfolios affected by the decision?	Yes		
		No	X	(If no go to section I4)
I3d	Which other Cabinet member's portfolio is affected by the decision?	N/A		
I3e	Date other Cabinet member(s) consulted	N/A		
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	Gary Walbridge	
		Job title	Strategic Director, Adults, Health and Communities	
		Date consulted	17/12/2025	
Sign-off				
I6	Sign off codes from the relevant departments consulted:	Democratic Support (mandatory)	JS58 25/26	
		Finance (mandatory)	DN.25.26.003	
		Legal (mandatory)	LS/00001312/1/AC/22/12/25	
		Human Resources (if applicable)	N/A	
		Corporate property (if applicable)	N/A	
		Procurement (if applicable)	JS/AHC/812/ED/1225	
Appendices				
I7	Ref.	Title of appendix		
	A	Briefing report		
	B	Equality Impact Assessment		
Confidential/exempt information				

18a	Do you need to include any confidential/exempt information?	Yes	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	Confidential/exempt briefing report title: Contract Variation Authorisation Form			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 I 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	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.							
Signature				Date of decision		22.12.2025		
Print Name		Gary Walbridge (Strategic Director Adults, Health and Communities)						