

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. This is attached at Annex 2.

Decision Ref. No:
2017/4/PH/CABDenabyMain

Box 1

DIRECTORATE: Adults Health & Wellbeing

DATE: 13/03/2017

Contact Name: Nick Germain

Tel. No.: 01302 737276

Subject Matter: CAB Generalist Advice in Denaby Main

Box 2

DECISION TAKEN:

To add to the core grant for Mexborough Citizen Advice in order to continue provision of generalist advice in Denaby through 2017/18. An ODR was approved last year with the rationale that the Denaby outreach would be phased into the Borough wide tender that was to be in place this year. This tender has now been delayed to 2018/19, so provision in Denaby will continue through the grant with a reduction in the contract hours from 8 hours per week to 5. The on-going costs per quarter come to £2048.56 and the cost for the year will be £8194.24 which will be added to the core grant. The funding to bridge to March 2018 will be provided from the budget for Well Doncaster.

Box 3

REASON FOR THE DECISION:

Well Doncaster is a community-based project seeking to improve health. We have trialled generalist advice over the last 12 months through an existing service with Citizens Advice and activity shows there is a clear need in the community and would be a step to mitigate the effects of welfare reform in one of our most vulnerable communities – work capability assessment, bedroom tax, universal credit etc. An ODR was approved in March 2017 to add to the core grant for the period 2016/17.

Background information

Doncaster is one of 10 pathfinder sites in a national programme called Well North. This is a community-based approach to health improvement focusing on the wider determinants of health. The project began in Denaby Main in August 2015, an area chosen due to chronic social and economic challenges. The project is sponsored by Dr Rupert Suckling (Director of Public Health) and has senior buy-in across the partnership and from the Council's Cabinet and Executive Board.

Community engagement began through an Appreciative Inquiry with residents and local service providers. A key early priority identified the need for independent welfare benefits and generalist advice. This need is not surprising given significant challenges relating to welfare reforms and the new regime resulting in the lengthy and stressful system now in place. The claim process for PIP has changed with more eligibility questions and a tighter timeframe for returns. Additionally, the economic climate and

levels of poverty have led to an increase in pay day lending and other less affordable forms of credit, which collectively demonstrate the need for services of a specialist nature.

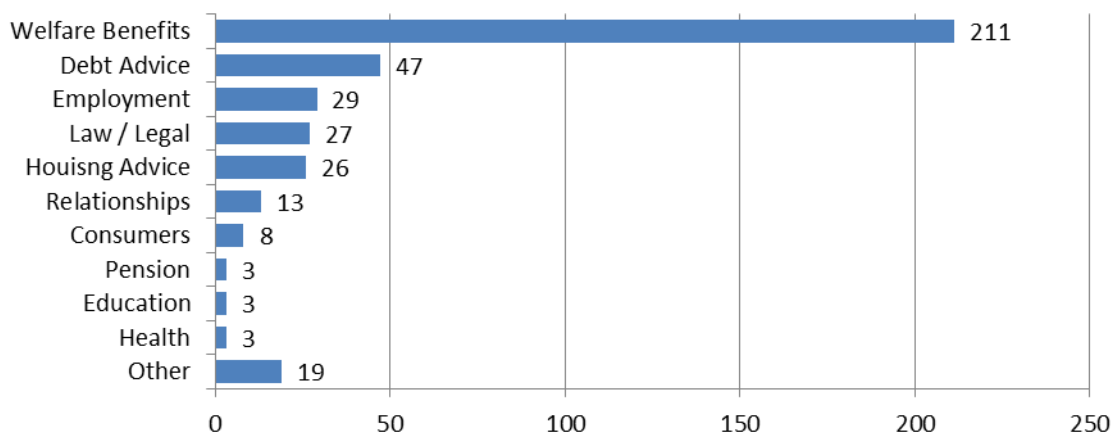
Well Doncaster responded to this need in a proactive and responsive manner by trailing a service in the locality with an existing Council funded provider (Citizens Advice Service). This approach made sound business sense and, due to an unforeseen unallocated budget within the service, the finance was available to support this development at pace.

Service delivery

The service will continue to operate from the Springwell Centre for 5hrs per week over one day. Tapping into the grant funded service provides additional value as Citizens Advice is financed by other sources to provide money advice and debt management. Therefore the project and local residents benefit from services over and above the investment made by the Council. Uptake of the service has been high due in part to peoples' confidence in a nationally recognised organisation.

Outcome data

The service has advised 389 clients from Dec 2015, 55% of these have been Denaby residents. 45% of all visits have been related to benefits advice.



The sessions are held in a building housing a GP practice and pharmacy, therefore non-Denaby people accessing the service are likely to be primary care patients. Activity in Mexborough has increased by 43% over the three month period suggesting there is no displacement to the Denaby Main service. These figures relate to activity funded through DMBC and does not include repeat enquiries.

Rationale for adding to the existing grant rather than procuring the service

The Well Doncaster has been working with the Denaby community for some time now and has worked hard to build strong, trusting relationships with residents and local partners and tendering a new service would potentially incur new set up costs and a potential break in service delivery which would severely impact the confidence that has built up thus far. The additional year will allow time to collect further evidence of need in the changing landscape of welfare reform and inform the borough wide procurement process in 2018. The demand for specialist services of this nature will have a significant impact in more deprived communities such as Denaby Main.

Decision request

Approval is sought to allow the project to award provision to the Citizen Advice, which will be incorporated into the existing grant arrangements. If approval is given, the formal grant agreement will be amended to account for this addition. Should approval not be granted, a decision will need to be made on the future of the service and the impact this will have on residents, the local project and the national programme.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

If other options were considered, please specify and give reasons for recommended option

The project could discontinue generalist advice and signpost people to the provision in Mexborough. However we know that the majority of people accessing the new provision did not previously access this in Mexborough.

Dr Rupert Suckling, Director of Public Health, received approval from the Council's Cabinet and Executive Board to join the overarching Well North programme. There is buy-in across the partnership to deliver the work in Denaby Main; withdrawing provision despite evidence of need would impact residents and harm the credibility of the project. Therefore the decision has been made to continue provision with CAB.

Box 5

LEGAL IMPLICATIONS:

Name: Debra Buckingham

Date: 17.03.17

The total value of the proposed Grant Funding Agreement with the Citizens Advice Bureau is just below the EU Procurement threshold being £160,266.24 which includes the grant so far of £152,072 plus £8,194.24 if the extension is approved. The contract should be procured in a manner which is consistent with the Contract Procedure Rules for contracts of a total value of between £25,000 and £164,176 which involves 3 quotations and the consideration of framework arrangements. If the service is minded to extend the current contract for a further 12 months to allow a full Borough wide procurement to be undertaken a CPR waiver will be required.

**Name: Debra Buckingham Signature: Debra Buckingham Date: 17.03.17
Signature of Assistant Director of Legal and Democratic Services (or representative)**

Box 6**FINANCIAL IMPLICATIONS:**

Name: Nick Cameron

Date: 15.3.17

Well Doncaster is part of the Better Care fund. The project has been approved and funding is in place as below. Each Accountable Body has agreed to contribute to the Programme match funding of £1,000,000 (one million), which shall comprise a minimum of £400,000 in cash and the remaining £600,000 as an in-kind contribution. The exact details of an Accountable Body's contribution to be agreed with the Well North Programme Director and PHE. The Programme shall be funded through contributions from PHE and the Accountable Bodies. The extension and reduction of the provision has been approved by the Well Doncaster Steering Group chaired by Director of Public Health Dr Rupert Suckling.

**Name: Nick Cameron Signature: Date: _15.3.2017_
Signature of Assistant Director of Finance & Performance
(or representative)**

Box 7**HUMAN RESOURCE IMPLICATIONS:**

There are no apparent HR implications as far as this particular ODR is concerned.

Name: Bill Thompson Senior HR & OD Officer__ **Signature:** Bill Thompson_____

Date: _13/03/2017_____

Signature of Assistant Director of Human Resources, Communications & Executive Office (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

Name: Daniel Charlesworth

Date: 09/03/2016

Previous support given by procurement was on the understanding that if the service was found to still be required past 12 months, then it should be subject to a full procurement exercise that complies fully with the CPRs. As noted in the body of the text the procurement has been delayed but a borough wide tender will take place over the following 12 months. On that basis Procurement will support the decision to extend the grant money/process on the understanding this is the final time this funding is provided without testing the market in a procurement scenario

Name: Daniel Charlesworth Signature: Date: 20th March 2017

**Signature of Assistant Director of Finance & Performance
(or representative)**

Box 9**ICT IMPLICATIONS:**

There are no ICT implications associated with this decision.

Name: Peter Ward (ICT Strategy Programme Manager)

Signature:  **Date:** 15/03/17

Signature of Assistant Director of Customers, Digital & ICT (or representative)

Box 10**ASSET IMPLICATIONS:**

The subject service will continue to be delivered from the Springwell Centre in Denaby, in an area of space leased by Doncaster Council from the Local Improvement Finance Trust (LIFT) Company. The Council has a lease of this space until 18.10.2031 with no option to break. The current rent passing is in excess of £46,000pa which the Council is under an obligation to pay, irrespective of whether the space is vacant or utilised. The proposal as outlined in this Officer Decision Record will contribute towards maximising the use of space leased to Doncaster Council and is therefore fully supported from an assets perspective.

Name: Gillian Fairbrother (Assets Manager, Project Co-ordinator)

Signature: By email **Date:** 14th March, 2017

**Signature of Assistant Director of Trading Services and Assets
(or representative)**

Box 11**RISK IMPLICATIONS:****To be completed by the report author**

Risk/Assumption	Probability	Impact	Management Action/Mitigation
If approved, risk of challenge from other provider organisations	L	M	Provide clear communication and rationale utilising the project's current forums
If not approved the service would need to go out to tender, during which time there would be no service provision in the area, which would have a negative impact in one of our most deprived communities.	M	H	Due to the financial envelope there is only a procurement requirement for 3 quotes. However to ensure a quality service we would need to give potential providers time to respond, and the market of specialist welfare benefits is limited in Doncaster.
Risk of Citizens Advice Service not agreeing to the proposal	L	H	There has been dialogue with the Citizen Advice Service and there is interest to continue the service

Legal implications /The advice of a Legal Officer must be included here to inform the decision maker

Box 12**EQUALITY IMPLICATIONS:****To be completed by the report author**

None

Name: _____ **Signature:** _____ **Date:** _____
 (Report author)

Box 13**CONSULTATION****Officers**

(In addition to Finance, Legal and Human Resource implications and Procurement implications where necessary, please list below any other teams consulted on this decision, together with their comments)

Members

Under the Scheme of delegation, officers are responsible for day to day operational matters as well as implementing decisions that have been taken by Council, Cabinet, Committee or individual Cabinet members. Further consultation with Members is not ordinarily required. However, where an ODR relates to a matter which has significant policy, service or operational implications or is known to be politically sensitive, the officer shall first consult with the appropriate Cabinet Member before exercising the delegated powers. In appropriate cases, officers will also need to consult with the Chair of Council,

Committee Chairs or the Chair of an Overview and Scrutiny Panel as required. Officers shall also ensure that local Members are kept informed of matters affecting their Wards.

Please list any comments from Members below:

**Box 14
INFORMATION NOT FOR PUBLICATION:**

None identified

Name: Claire Hewitt Signature: _____ Date: 06/04/2017
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: Rupert Suckling Date: 06/04/2017
Director/Assistant Director

Signed: _____ Date: _____
Additional Signature of Chief Financial Officer or nominated representative for Capital decisions.

Signed: _____ Date: _____
Signature of Mayor or relevant Cabinet Member consulted on the above decision (if required).

- **This decision can be implemented immediately unless it relates to a Capital Scheme that requires the approval of Cabinet. All Cabinet decisions are subject to call in.**
- **A record of this decision should be kept by the relevant Director's PA for accountability and published on the Council's website.**
- **A copy of this decision should be sent to the originating Directorate's FOI Lead Officer to consider 'information not for publication' prior to being published on the Council's website.**
- **A PDF copy of the signed decision record should be e-mailed to the LA Democratic Services mailbox**