

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:
2017/12/PH/SmokefreeServ

Box 1

DIRECTORATE: Adults Health and Wellbeing (Public Health)

DATE: 25/10/17

Contact Name: Helen Conroy

Tel. No.: 01302 734571

Subject Matter: Doncaster Smoke Free Services

Box 2

DECISION TAKEN:

To award the contract for the Public Health Doncaster Smoke Free Service to the service provider South West Yorkshire Partnership Foundation NHS Trust commencing April 1st 2018.

Box 3

REASON FOR THE DECISION:

On 20th June 2017, a key decision paper to approve the procurement of four public health services in 2017/18, for a contract start date of April 1st 2018, went to cabinet. One of these four services was the Public Health Doncaster Smoke Free Service. Cabinet approved the procurement of these services and subsequently a procurement exercise was undertaken over the summer of 2017.

As a result of an open tender process, DMBC received 2 bids for the Doncaster Smoke Free Service. A panel of four evaluators went through a rigorous evaluation and moderation process to assess the bids. It was agreed that South West Yorkshire Partnership Foundation NHS Trust had the highest quality scoring bid and demonstrated they had the capability to provide the service as described in the service specification. The bid also came within the financial package as outlined in the tender documentation.

South West Yorkshire Partnership Foundation NHS Trust are also the incumbent provider.

The standstill period ended on 19 October.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

N/A

Box 5

LEGAL IMPLICATIONS:

Section 1 Localism Act 2011 gives the Council a general power of competence to do anything that individuals may generally do.

Section 2B of the National Health Service Act 2006 (as amended by Section 12 of the Health and Social Care Act 2012) introduced a new duty on Councils in England to exercise certain health service functions and take appropriate steps to improve the health of the people who live in their area.

This contract was tendered in compliance with the Public Contracts Regulations 2015 and is consistent with the Council's Contract Procedure Rules.

Legal should be consulted regarding finalising the contract with South West Yorkshire Partnership Foundation NHS Foundation Trust and contract execution.

Name: Paula Coleman _ Signature: By e-mail _ Date: 25/10/17
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6

FINANCIAL IMPLICATIONS:

The Public Health Doncaster Smoke Free Service's budget, which is currently delivered by South West Yorkshire Partnership Foundation NHS Trust, is profiled at £650k for financial year 2018/19 (year 1) and reducing year by year for a further 3 year period. This report is seeking agreement to approve a new contract for a period of 4 years. The cost of this re tender has come in slightly under the budget available however in setting the budget available savings have been factored into account, Over the 4 year tender award, savings will have been achieved of approx. £236k against the pre tender budget.

In addition, the AHWB draft budget proposals include funding gaps for financial years 2018/19 and beyond due to a reduction in grant available from the Department of Health. This re-tender has assisted in reducing these funding gaps.

Name: _Nick Cameron_ Signature: _Date: 30.10.2017
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7
HUMAN RESOURCE IMPLICATIONS:

There are no apparent HR Implications as far as this ODR is concerned as the current resource within the Public Health Team will manage and co-ordinate this Contract on behalf of the DMBC Authority.

Name: Bill Thompson Senior HR & OD Officer _____ **Signature:** Bill Thompson _____ **Date:** _25/10/2017_ _____
Signature on behalf of Assistant Director of Human Resources, Communications & Executive Office (or representative)

Box 8
PROCUREMENT IMPLICATIONS:

A compliant open procurement procedure was undertaken as detailed above. The service is satisfied following the evaluation process that a winning bidder was established that at least meets the minimum criteria detailed in the tender required to deliver the contract so procurement supports the decision to award the contract

Name: Dan Charlesworth **Signature:** **Date:** 25th October 2017
Signature of Assistant Director of Finance & Performance
(or representative)

Box 9

ICT IMPLICATIONS:

There are no anticipated ICT implications in relation to this decision.

Name: Peter Ward (Governance & Support Manager)

Signature: **Date:** 26/10/17

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

Box 10

ASSET IMPLICATIONS:

There are no implications arising from the recommendations of this report that impact on the use of DMBC assets.

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

Signature: By email **Date:** 30th October, 2017

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

Box 11

RISK IMPLICATIONS:

To be completed by the report author

Public Health failure to deliver the commissioning strategy and the council requirement to fulfil its health improvement duty under the health and social care act (2012). Risk rating = Likelihood 3 x Impact 5 = 15 (Medium risk)

(Explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project)

Box 12

EQUALITY IMPLICATIONS:

To be completed by the report author



Due Regard
Statement Integrate

Name: Helen Conroy Signature: ___By email___ Date: ___25/10/17___
(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: 02/11/2017
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: _____ Rupert Suckling _____ **Date:** 02/11/2017
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**