

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:

2017/3/PH/StopSmokeServ

Box 1

DIRECTORATE: Adults Health and Wellbeing

DATE: 13/02/17

Contact Name: Helen Conroy

Tel. No.: 01302 734571

Subject Matter: extension of contract for Doncaster and Rotherham Stop Smoking Service

Box 2

DECISION TAKEN: To extend the contract for the Doncaster and Rotherham Stop Smoking Service between DMBC and South West Yorkshire Partnership Foundation Trust by a period of 12 months from 31/03/17 to 31/03/18

Box 3

REASON FOR THE DECISION:

The option to extend for 12 months was available within the contract.

Extension of the contract by 12 months enables the service to be tendered during 2017/18 for a new contract start date of 1 April 2018

This gives more time to consider the preferred model for tender going forward.

Box 4**OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:**

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

The option of ceasing the contract on 31/03/2017 did not give as much time to undertake full consultation on, and development of, a new model of service delivery going forward.

Box 5**LEGAL IMPLICATIONS:**

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.

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 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 Councils Contract Procedure Rules.

Clause C1 of the contract states that the contract can be extended by one year. The report author wishes to exercise this option therefore the contract will be extended for a period from 1st April 2017 to the 31st March 2018.

Legal will provide the necessary documentation to give effect to the extension.

**Name: __Nicky Dobson_____ Signature: __N Dobson____ Date:
__22/02/17_____**

**Signature of Assistant Director of Legal and Democratic Services (or
representative)**

Box 6**FINANCIAL IMPLICATIONS:**

The Public Health function transferred to the council with effect from the 1st April 2013. The council has approved a budget of £25m in respect of Public Health services for 2016/17. Within this £25m, £0.775m has been approved for the Stop smoking service.

This ODR is a contract extension for a further 12 months to extend the service into financial year 2017/18

Contract negotiations have already approved a contract reduction so the budget required for the stop smoking service in 2017/18 will be £0.683m representing a saving to public health of £0.091m

The overall commissioning / contract budget will need to be managed by the Public Health service to ensure that expenditure remains within the funding available

Name: Nick Cameron Signature: _ Date: 15/02/2017
Signature of Assistant Director of Finance & Performance
(or representative)

Box 7
HUMAN RESOURCE IMPLICATIONS:

(all of the staff employed under this contract are SWTPFT employees)

None

Name: _____ Signature: _____ Date: _____
Signature of Assistant Director of Human Resources and Communications (or representative)

Box 8
PROCUREMENT IMPLICATIONS:

There are no major procurement implications because:

- 1. This extension is available within the current contract from the 1st April 17 to the 31st March 18.**
- 2. The procurement plan for the new contract, set to begin on the 1st April 18, has already been formulated by the team so is on track to be delivered within the set timescales.**

Name: _Holly Wilson_ Signature: _____ Date: _13/02/17_
Signature of Assistant Director of Finance & Performance
(or representative)

Box 9
ICT IMPLICATIONS:

(no DMBC ICT systems are used under this contract)

None

Name: _____ Signature: _____ Date: _____
Signature of Assistant Director of Customer Services and ICT
(or representative)

Box 10

ASSET IMPLICATIONS:

(no DMBC assets are deployed under this contract)

None

Name: _____ Signature: _____ Date: _____
Signature of Assistant Director of Trading Services and Assets
(or representative)

Box 11

RISK IMPLICATIONS:

To be completed by the report author

The impact of not taking this decision would be a period, prior to a new contract being awarded, of being without a service being delivered, which would not be acceptable.

(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

Professional and client consultation and an equality impact assessment were undertaken prior to the current contract commencement, and this applies unchanged to the period of proposed contract extension.

Name: Helen Conroy Signature: _____ Date: 31/01/17
(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: **3rd March 2017**
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: Rupert Suckling **Date:** 2nd March 2017
Director/Assistant Director

Signed: _____ **Date:** _____
Additional Signature of Chief Financial Officer or nominated representative for Capital decisions (if required)

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