

## OFFICER DECISION RECORD 1 FORM - GUIDANCE

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No: AHWB.084.2018 Doncaster Foyer Supported Accommodation for Young People**

**BOX 1**

**DIRECTORATE:** Adults, Health and Wellbeing      **DATE:** 24 December 2018

**Contact Name:** Author Sarah Sansoa      **Tel. No.:** 37048

**Subject Matter:** Doncaster Foyer Supported Accommodation for Young People - Tender and Award

**BOX 2****DECISION TAKEN**

To seek approval to award a contract following a tendering exercise for a period of 2 years with 2 x 12 month extensions for the provision of a supported accommodation service at Doncaster Foyer.

**BOX 3****REASON FOR THE DECISION**

This ODR is in line with the following Adults Health and Wellbeing Commissioning 2018/19 Cabinet Report (27 March 2018) approved recommendations:

- Delegation of authority to agree and sign off commissioning recommendations, to the Director of People, or nominated deputy, as the work plan is progressed.
- Delegation of award of contracts to the Director of People in consultation with the Cabinet Member for Adult Social Care.

Doncaster Council currently commissions a supported accommodation service for young people aged 16-25 years old at Doncaster Foyer, Chequer Road. The current contract, delivered by Salvation Army Housing Association, was established following an open tender exercise and the contract is due to expire on 31 March 2019 therefore a tender process is required in order to ensure compliance.

The contract provides 40 units of supported accommodation for young people experiencing homelessness who require support around independent living skills, emotional and practical concerns and help accessing educational, training and community based welfare services. The current annual contract value is £196,246.

A review of the current provision has identified an ongoing need for the service therefore the service specification will remain the same at tender and a maximum financial envelope of £196,000 will be applied.

The ODR seeks approval to award a 2 year initial term contract with 2 x 12 month extension periods following a tender exercise.

**BOX 4**

**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

Not applicable.

**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.

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

Legal Services should be consulted regarding finalising the contract with the successful tenderer and contract execution.

**Name: Paula Coleman    Signature: By e-mail    Date: 8<sup>th</sup> January 2019**

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

**BOX 6**

**FINANCIAL IMPLICATIONS:**

This ODR seeks approval to award a contract following a tendering exercise for a period of 2 years with 2 x 12 month extensions for the provision of supported accommodation service at Doncaster Foyer

The Supporting People 2018/19 budget for supported accommodation at Doncaster Foyer is £196k per annum. This Tender will be going out to market with a maximum budget available of £196k per annum.

The AH&WB budget proposals include £719k reduction targets in 2018/19 and 2019/20 with the aim of transitioning vulnerable people to other forms of care. This ODR and any savings to be achieved may allow for consideration of those saving targets and how this service meets the future model for Adult Care Services.

redaction

**Name: Nick Cameron    Signature:    Date: 11/01/2019**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

**BOX 7**

**OTHER RELEVANT IMPLICATIONS**

N/A

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signature of Assistant Director (or representative)

**ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.**

**BOX 8**

**EQUALITY IMPLICATIONS:** (To be completed by the author).

The future service will require the successful provider to deliver the service in such a way that does not discriminate against any of the protected characteristics other than service users must be aged between 16 and 25 years old. The service will be required to not tolerate behaviours that are prohibited by the Equality Act 2010 and will actively work to advance equality of opportunity and the fostering of good relations.

**BOX 9**

**RISK IMPLICATIONS:** (To be completed by the author)

As the current contract is due to expire this financial year, failure to not approve this ODR would result in either a contract breach situation if the contract continued or the potential for a significant number of vulnerable young people to lose their support service if the contract ended.

**BOX 10**

**CONSULTATION**

Please detail any consultation undertaken in respect of this decision

**BOX 11**

**INFORMATION NOT FOR PUBLICATION:**

In accordance with the Freedom of Information Act 2000, it is in the Public's interests for this decision to be published in full, redacting only the signatures.

**Name:** Gillian Parker **Signature:** by email **Date:** 11/01/2019

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12**

**BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR **YES/NO**

(If YES please list and submit these with this form)

**BOX 13  
AUTHORISATION**

redaction

Name: Damian Allen Signature : \_\_\_\_\_

Date: 11/01/2019

Director of People

**Does this decision require authorisation by the Chief Financial Officer or other Officer**

**YES/NO**

**If yes please authorise below:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Assistant Director of \_\_\_\_\_

**Consultation with Relevant Member(s)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designation \_\_\_\_\_

**Declaration of Interest YES/NO**

**If YES please give details below:**

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.**

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto:Democratic.Services@doncaster.gov.uk) who will arrange publication.

**It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.**