



Doncaster Council

OFFICER DECISION RECORD

For staff restructures, please also complete an RA1 form to update the HR Portal. (See Annex 2 on Intranet.)

Decision Ref. No: 1819023

Box 1

DIRECTORATE: Learning and Opportunities; Children and Young People

DATE: 12/07/18

Contact Name: Jordan Wilson

Tel. No.: 01302 737214

Subject Matter: Release of the current contractor from the Independent Travel Training contract

Box 2

DECISION TAKEN:

To accept KEYFORT Group Ltd.'s offer to be released from the Independent Travel Training contract.

Box 3

REASON FOR THE DECISION:

In September 2015, a report by Price Waterhouse Cooper (PWC) highlighted the opportunity for Doncaster to develop Independent Travel Training (ITT) for children with special educational needs and disabilities (SEND).

A large number of Authorities already offered Independent Travel Training to children, young people and adults. The idea was that the creation of an ITT scheme within Doncaster would deliver long term financial benefits for the Council and improved independence outcomes for children, young people and adults with SEND.

It was agreed through ODR RE17 0031, that an internal ITT Coordinator would be in place within Doncaster Council, and the task of recruitment of the Travel Trainers (Travel Buddies) would be contracted out to an external company.

KEYFORT Group Ltd won the contract to recruit and supply Independent Travel Training Trainers to Doncaster Council. The contract started on 1st December 2017 and was due to finish at the end of May 2019. To date (12/07/18), no buddies had been recruited.

On 26th June 2018, a meeting was held between KEYFORT representatives and representatives of Doncaster Council to outline the Council's concerns and to create an action plan to resolve these issues. KEYFORT said that they would come back to us with an action plan by Tuesday 10th July 2018.

An email was sent on Monday 9th July, 2018 by Danielle Haldane (Head of Operations, KEYFORT Group Ltd.) stating that KEYFORT would like to walk away from the contract. Copy of the request is attached.

Box 4

OPTIONS CONSIDERED & REASONS FOR RECOMMENDED OPTION:

Option One – Do Nothing:

To do nothing would leave recruitment with KEYFORT, potentially further delaying the implementation of the ITT scheme. As KEYFORT would only have 10 months left on their contract – KEYFORT would not reach their maximum agreed amount for delivery of the service.

Option Two – Accept KEYFORT's offer for them to walk away from the contract:

This would allow Doncaster Council to look at other ways to implement the ITT scheme within the borough. By accepting KEYFORT's offer of termination, the council could either recruit another firm to undertake the recruitment of the buddies or bring the service 'in-house' and use the money that would be paid to a contractor to employ staff within Doncaster Council.

Recommendation: Option Two is recommended.

By allowing KEYFORT to walk away from the contract – Doncaster Council can explore other options in order to create and implement the best possible Independent Travel Training scheme. The delays in KEYFORT implementing Travel Buddies has been significant and show no real signs of improvement. Therefore, if the Council either re-tender or bring the service 'in-house'; there could be potential for a more robust recruitment and retention process.

Box 5**LEGAL IMPLICATIONS:**

The service has consulted with Legal and Democratic Services and if the recommended option is adopted, the Council is advised to vary the current contract and for the parties to agree to its termination with indemnity provisions to protect the Council for any liabilities of the Company in relation to any staff/buddies they have had discussions with.

Name: Debra Buckingham **Signature:** [REDACTED] **Date:** 17.07.18
Signature of Assistant Director of Legal and Democratic Services (or representative)

Box 6**FINANCIAL IMPLICATIONS:**

In April £175k was approved from STF for Independent Travel Training, of which £106k was agreed to be used for the contract with KEYFORT. None of the £106k has been spent and therefore is part of the unspent balance on STF 73. The service is now looking at alternative options on how to deliver the Independent Travel Training to achieve the same outcomes, therefore STF 73 is still required.

Name: Helen Rowlands **Signature:** [REDACTED] **Date:** 03/09/18
Signature of Assistant Director of Finance & Performance (or representative)

Box 7**HUMAN RESOURCE IMPLICATIONS:**

While there are no specific imps with the contract arrangement with KEYFORT, the current ITT Co-ordinator will continue in post with Doncaster Council and the method of recruiting the travel buddies will be undertaken through internal recruitment by the ITT Co-ordinator, (temp post is in place until 31st March 2019, JE ID Number 7242, Profile TSS – 2)

Further discussions should take place with the HR & OD Business Manager/Senior Officer prior to any decisions to extend beyond this date.

Name: Sarah Brown **Signature:** [REDACTED] **Date:** 7th September 2018
Signature of Assistant Director of Human Resources and Communications (or representative)

Box 8**PROCUREMENT IMPLICATIONS:**

If the termination of this contract is agreed the service area needs to inform the Procurement Team so we can update our records accordingly. If a re-procurement is planned then the Procurement Team should be consulted with to enable this to take place.

Name: Holly Wilson **Signature:** [REDACTED] **Date:** 09/08/18

**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 **Signature:** [REDACTED] **Date:** 21/08/18

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 **Signature:** [REDACTED] **Date:** 9th August, 2018

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

Box 11**RISK IMPLICATIONS:**

To be completed by the report author

Not proceeding with this decision would mean that the ITT scheme could not proceed and no longer term savings would be achieved.

(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

ITT would bring equality of opportunity to vulnerable individuals who are currently restricted and prohibited for accessing universal services due to their dependence on transport provisions. For more capable young people, ITT would allow them to travel in the same way as their peers and would reduce discrimination and reduced 'differentiation'.

By allowing KEYFORT to walk away from the contract – the council can consider the best possible solution for deliverance of an ITT scheme for our young people.

Name: Jordan Wilson Signature:  Date: 08/10/18
(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:

It is in the public's interest to be aware of this decision record under Freedom of Information Act 2000, therefore this decision will be published in full, redacting only signatures.

Name: Jordan Wilson Signature: [REDACTED] Date: 08/10/18
Signature of FOI Lead Officer for service area where ODR originates

Box 15

Signed: [REDACTED] Date: 08/10/2018
Directors of people

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