

Summary Delegated Powers Report

<p>TITLE</p>	<p>Early Help Services Consultation – appointment of Market Research Provider</p>
<p>DATE OF DECISION</p>	<p>13 February 2018</p>
<p>DECISION TAKER</p>	<p>Tina McElligott</p>
<p>SUMMARY OF DECISION</p>	<p>Corporate Context and relevant previous decisions</p> <p>Following feedback from service users, the findings from our OFSTED report 2017 and our research into best practice elsewhere, the Family and Young Peoples Hub programme was established to find new and improved ways of working.</p> <p>An outline business case was submitted to CELS committee on 16 January and it was agreed that the council would go out to consultation on proposals to change the way in which we organise Early Help Services. The consultation launched 1 February and will close 27 March 2018.</p> <p>A DPR to go out to tender to recruit a market research provider to assist with the Early Help Services consultation was approved 16 January 2018.</p> <p>Use of resources / implications</p> <p>An invitation to quote was issued 26 January 2018. Two organisations submitted quotes. The results of evaluation after moderation were as follows:</p> <ul style="list-style-type: none"> - Enventure – scored 83% - Bidder B – scored 73% <p>The Enventure proposal is costed at £19,775</p> <p>In addition, the ITQ stated that the market research provider will manage “thank you payments” on behalf of the council for participants on the focus groups. Payments will be £40 per user and the market research provider will be expected to maintain audit trail and evidence of attendance. The maximum budget for thank you payments will be £3360.</p>

Total cost: £19775 +
£ 3360
£23135

The budget for this exercise falls within the Family Services Transformation budget and the cost falls within the budget maximum which was £35,000.

The contract will commence 20 February and conclude no later than 31 May 2018.

Equalities and diversity issues

An equalities impact assessment has been developed and will be used as a framework to compare responses from the consultation exercise and to recruit participants in focus groups. This was shared with bidders during the tender process.

Legal and Constitutional issues The procurement has been carried out in compliance with the Council's internal procurement procedures and the EU Treaty Principles to treat operators equally, without discrimination and to act in a transparent and proportionate manner.

A draft contract was issued with the tender specification. We are currently awaiting advice from our Information Services Manager as to whether additional clauses need to be included within the contract for data processing council service user data to recruit to focus groups. HB Public law is instructed to finalise the contract with the successful provider

The Council's Constitution at Article 10.9 Table B section B authorises the award of contracts between £10,000 and £50,000 to the Council Officer designated under the Schemes of delegation, which in this case is the position of Assistant Director and above. This Delegated Officer Report decision amounts to sufficient compliance with Council's Constitution in relation to decision-making and will also need to be recorded in the Chief Officers List of Decisions.

Risks

At this stage there have been no risks identified with the appointment of the market research provider.

A risk register will be set up in partnership with the market research provider to anticipate and manage risks during the consultation process.

Decision

To appoint Enventure to provide support to the consultation process in line with the specification in the ITQ including the management of "thank you payments" to participants in focus groups.

<p>AUDIT TRAIL OF DECISION – RETAINED AND WHERE?</p>	<p>The ITQ exercise was overseen by procurement and expertise on consultation has been provided by the council consultation and research manager.</p> <p>A panel of 4 scorers scored the bid:</p> <ul style="list-style-type: none"> - Head of Early Years and Early Help - Youth Services Manager - Consultation and Research Manager - 01-19 project manager <p>Moderation was supported by procurement.</p> <p>A scoring framework was used and each scorer supplied comments and reasons for scores.</p> <p>All records will be retained centrally in procurement and within the Strategy and Insight delivery team.</p>
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DECISION TAKER’S STATEMENT

I have the required powers to make the decision documented in this report. I am responsible for the report’s content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.

I authorise the above decision

Signed



Designation Operational Director, Family Services

Date 16/02/2018