

	<h2>CHIEF OFFICER JOINTLY WITH COMMITTEE CHAIRMAN DELEGATED POWERS REPORT</h2>
<b>Title</b>	Award of contracts for the provision of hired passenger transport assistants and authorisation for Cambridge Education to manage these contracts.
<b>Report of</b>	Strategic Director – Children and Young People
<b>Wards</b>	All
<b>Status</b>	Public
<b>Enclosures</b>	None
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### Summary

This report approves the award of contracts to the providers set out in Appendix A for the provision of hired passenger transport assistants from 1 April 2018 and authorises Cambridge Education to manage these contracts from 1 April 2018.

### Decisions

1. To approve the award of contracts to the providers set out in Appendix A for the provision of hired passenger transport assistants following the DPS procurement process.
2. To authorise Cambridge Education to manage contracts with individual providers on the Council’s behalf including contracts with those providers listed in Appendix A and any further contracts let through the DPS procurement process.

## **1. WHY THIS REPORT IS NEEDED**

- 1.1 To approve the award of contracts to the providers set out in Appendix A for the provision of hired passenger transport assistants for children and adults following the DPS procurement process. The DPS procurement process has now been completed in respect of Passenger Assistant services required from April to July 2018 and acceptance of the procurement must now be authorised by a full DPR (Committee Chairman jointly with Chief Officer) as per Article 10, Decision Making, Table B.
- 1.2 Cambridge Education is contracted to provide the brokering of hired passenger transport assistants and the commissioning and contract management in relation to operational delivery on an agency basis on behalf of the Council. The contracts with the providers will be with the Council but Cambridge Education will manage the contracts as the Council's agent. This is permitted under the Council's contract with Cambridge Education and a contract change is being put in place to document this particular arrangement.
- 1.3 Between 1 April 2018 and 31 July 2022, it is likely that additional individual assignments will be required at short notice throughout the initial 4-year contract. This report records a decision to authorise Cambridge Education to manage any further contracts let through the DPS procurement process in order to meet further demand that arises between 1 April 2018 and 31 July 2022

## **2. REASONS FOR DECISIONS**

- 2.1 On 21 November 2017, the Authority's internal Strategic Commissioning Board agreed commencement of the DPS procurement process and commissioning of Cambridge Education to procure hired passenger transport assistants on the Council's behalf, in accordance with the strategic partnership contract between the Council and Cambridge Education. Acceptance of the procurement must now be authorised.

## **3. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

- 3.1 None. Not awarding contracts would not enable the Authority to ensure the provision of hired passenger transport assistants in the most economically advantageous way.

## **4. POST DECISION IMPLEMENTATION**

- 4.1 Contracts from the first opening of the DPS will be awarded to the providers as set out in Appendix A.

## **5. IMPLICATIONS OF DECISION**

- 5.1 **Corporate Priorities and Performance**

5.1.1 The quality of the education offer is at the heart of Barnet's continuing success as a place where people want to live, work and study. Excellent educational outcomes are key to deliver the Council's vision set out in its Corporate Plan 2015-20 for Barnet's children and young people to receive a great start in life'.

## **6. Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

6.1 This procurement was delivered by Cambridge Education in line with the Councils Contract Procedure Rules.

6.2 This procurement has engaged directly with the market to ensure value for money.

6.3 The total value of services that are now subject to the DPS was approximately £200,000 in 2017-18. The total value of the contracts arising from the DPS procurement process recently completed (listed in Appendix A) is £21,989.88 and relates to services to be provided between April and July 2018.

6.4 Annual spend of £200k is anticipated initially, with the option to increase spend to cover additional areas if required. The DPS is being awarded up to a value of £2.5m over the four year period.

6.5 The budget is within the management fee paid by the Authority to Cambridge Education for SEN Transport.

## **7. Legal and Constitutional References**

7.1 This Procurement was on the Procurement Forward Plan. Authority is now being sought to award a contract in line with the Contract Procedure Rules and Article 10, Decision Making, Table B which requires a full DPR (Committee Chairman jointly with Chief Officer).

## **8. Risk Management**

8.1 If the Council does not enter into contracts for the provision of hired passenger transport assistants for children and adults effectively and efficiently it could lead to a detrimental impact on value for money and the likelihood of delivering procurement savings.

## **9. Equalities and Diversity**

9.1 The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which requires Public Bodies to have due regard to the need to: eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010; advance equality of opportunity between people from different groups; foster good relations between people from different groups.

9.2 The broad purpose of this duty is to integrate considerations of equality into day to day business and to keep them under review in decision making, the design of policies and the delivery of services. The needs of individuals

requiring passenger transport services, including pupils with Special Educational Needs, were fully considered when tendering for these services.

## **10. BACKGROUND PAPERS**

- 10.1 Strategic Commissioning Board report dated 21 November 2017 approving the commissioning of Cambridge Education to commence the procurement of hired passenger transport assistants for children and adults on the Council's behalf.

Chairman: Cllr Longstaff  
Joint decision maker

Signed: Cllr Longstaff

Date: 21 June 2018

Chief Officer: Chris Munday, Strategic Director, Children and Young People  
Joint decision maker

Signed: Chris Munday

Date: 20 June 2018

## Appendix A

### Results of DPS passenger transport assistant procurement

<b>Assignment Number</b>	<b>New Supplier</b>
113	Brent Couriers
263	Berry Recruitment
339	Berry Recruitment
30	Brent Couriers
95A	Berry Recruitment
90	Berry Recruitment
408	Berry Recruitment
28	Berry Recruitment
48	Berry Recruitment

## REPORT CLEARANCE CHECKLIST

*(Removed prior to publication and retained by Governance Service)*

*Note: All reports must be cleared by the appropriate Committee Chairman, Chief Officer, Legal, Finance and Governance as a minimum. Report authors should also engage with subject matter experts from other service areas where this is required (e.g. procurement, equalities, risk, etc.). The name and date that the chairman or officer has cleared the report must be included in the table below or the report will not be accepted.*

**Legal, Finance and Governance require a minimum of 5 working days to provide report clearance. Clearance cannot be guaranteed for reports submitted outside of this time.**

### AUTHOR TO COMPLETE TABLE BELOW:

Who	Clearance Date	Name
Committee Chairman	21.06.2018	Cllr Longstaff
Chief Officer	20.06.2018	Chris Munday
HB Public Law	02.05.2018	Stephen Dorrian
Finance	02.05.2018	Gaspare Nicolini
Governance	02.05.2018	Paul Frost
Procurement	02.05.2018	Danielle Bass

#### Notes:

*This report is for decisions with a value between £165k and less than £500k but excluding all key decisions – if in doubt please consult the Governance Team.*

*The report must not be implemented until cleared by both the relevant Committee Chairman and Chief Officer. Both names should be listed on the cover page in the 'Report of' section*