

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input checked="" type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	The Director of Resources and Housing		
Contact person:	Jane Murphy	Telephone number: 0113 378 3908	
Subject²:	Extension of contract with Gipsil for the Engage Leeds Service for a three year period in accordance with Contracts Procedure Rule (CPR) 21.1 (contract extensions) and to modify the contract under Modification of Contracts during their Term under Regulation 72 (5) of the Public Contracts Regulations 2015, to include five Navigator posts.		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Director of Resources and Housing has:</p> <ul style="list-style-type: none"> a) Approved an extension of three years under Contracts Procedure Rules (CPR) 21.1 to the existing contract with GIPSIL Limited for the Engage Leeds Service, with effect from 1st April 2021 for a maximum value of £3,711,750 per annum. b) Approved the acceptance of the MHCLG funding of £314,684 revenue funding as a result of the Council's bid to the Next Steps Accommodation programme; and funding from the Flexible Homeless Grant of up to £240,000 for the Navigator posts. c) Approved the modification of the contract value under Regulation 72 (5) of the Public Contracts Regulations 2015 to include three Navigator posts with the NSAP funding totalling £314,684 for three years, along with funding for two further Navigators through the Flexible Homeless Grant for funding up to £240,000 over a period of up to 3 years. These figures are in addition to the value of the contract price of £3,711,750 per annum. The maximum total value of the variation will be no greater than £554,684, an increase of 1.86% when taking into consideration the overall contract value of £29,694,000. 		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <p>1.1 It is proposed to invoke all of the three year extension periods that are available for this contract to extend it up to 31st March 2025. This will importantly provide surety to the consortium as it enters the final year of the contract. The extension will avoid disruption for clients, the service and partnership working across city. It will ensure that the service will be able to retain and further develop an experienced staff team and responsive service offer.</p> <p>1.2 Implementing the full three year extension period now will mean that from 1 April 2021 there will be four further years of service delivery under the current contractual arrangements. This will enable the employment of additional navigator posts using external funds. It will also provide the time for in depth discussions and consultation to take place about what the long term future needs of the city are with regards to visiting housing related support. Contract terms and conditions still enable changes or termination if required should circumstances change.</p> <p>1.4 The service plays an integral part in the wider Housing Related Support Pathway to prevent homelessness by supporting high numbers of referrals from Adult Social Care, Leeds Housing Options and partner commissioned agencies; as well as signposting potential clients correctly around the sector. The service has been integral to the development and operation of the Gateway Management IT system depended upon by LCC Commissioned and commissioned providers.</p> <p>1.5 This provision is considered to be good value for money, it meets the key council priorities of reducing homelessness and responding to Covid-19 and as a preventative service reduces demand on the health and care system in Leeds. The service has flexed during Covid and capacity has exceeded contract requirement. The contract price will remain the same as when the service was procured in 2017.</p> <p>1.6 Procurement advice has been provided regarding this decision.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>n/a</p>
<p>Affected wards:</p>	<p>All</p>


Details of consultation undertaken⁴:	Executive Member Cllr Coupar was briefed on 2 nd February 2021	
	Others Director of Resources and Housing and Procurement and Commercial Services (PACS) and the provider.	
Implementation	Officer accountable, and proposed timescales for implementation Commissioning Manager to implement in March 2021 , for variation to take effect in April 2021	
List of Forthcoming Key Decisions⁵	Date Added to List:- 4/02/21	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision n/a	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____ -	
Publication of report⁶	If not published for 5 clear working days prior to decision being taken the reason why not possible: -	
	If published late relevant Executive member's approval Signature _____ Date _____ -	
Call In	Is the decision available ⁷ for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public: -	

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁶ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁷ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

Approval of Decision	Authorised decision maker ⁸ Neil Evans, Director of Resources and Housing	
	Signature 	Date: 15/03/21

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.