

Delegated Decision Notice (DDN)

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

Decision type	<input type="checkbox"/> Key Decision	<input checked="" 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 type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" 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	Director of Children and Families		
Contact person:	Catherine Henderson		Telephone number: 0113 378 5430
Subject²:	Tender for a Regional Adoption Peer Mentoring Scheme		
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 Children and Families agreed permission for LCC to procure a regional Adoption Peer Mentoring Scheme on behalf of One Adoption West Yorkshire, One Adoption North and Humber and One Adoption South Yorkshire via a competitive tender.</p> <p>The contract(s) will commence 1 October 2021 for two years initially, with the option to extend for a further 12 + 12 months. The maximum annual value of the service is £114,790, therefore the total value for the initial 2 year term is £229,580, or £459,160 if all extensions are taken up. This is a significant operational decision.</p> <p>The Director of Children Families also approved:</p> <ol style="list-style-type: none"> a) The receipt of income of £1,514 from One Adoption North and Humber and One Adoption South who will contribute an equal 1/3 share of the commissioning and contract management costs to LCC for this regional tender. b) The waiver of contract procedure rule 15.2 and for the tender evaluation criteria to be based on 70% quality and 30% price rather than the standard approach of 60% quality and 40% price. 		

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.

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)

At present, the three RAAs in the Yorkshire and Humber region each hold individual contracts with Adoption UK for the Adoption Peer Mentoring Scheme. All these contracts are due to expire between 31 March and 31 May 2021 and so will be extended until 30 September 2021.

On behalf of all the RAAs, the Council wants to achieve significant improvements in quality and more efficient use of the social work resource across the wider region by undertaking a competitive tender to explore the wider market and award one regional Peer Mentoring Scheme contract.

A commissioning project group has been established to develop the regional service specification, with representation from each RAA.

The specification and associated tender documentation will be approved by each RAA before publication.

TUPE may apply to this contract, therefore HR and PACS will be consulted throughout the commissioning process.

The winning bidder will be required to commit to delivering Social Value Themes, Outcomes and Measures (TOMS), which will be reported and monitored via the Social Value portal .

Finance

The maximum budget available for this provision is £114,790 per annum. This is a pooled budget with contributions from all three RAAs. The contract(s) will be awarded for two years initially, with the option to extend a further 12 + 12 months. The maximum total value of the service is therefore approximately £459,160.

OAWY's maximum contribution to the overall value of the new tender is £40,000 per annum.

Each RAA will pay the contractor directly for services.

It is anticipated that by awarding a regional contract efficiencies and savings will be made for each RAA.

Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision

In compliance with procurement regulations and contract procedure rules these services need to be subject to a competitive tender. OAWY could procure this contract(s) alone but it has been agreed joining with ONH and OASY could bring efficiencies through economies of scale.


Affected wards:	N/A		
Details of consultation undertaken⁴:	Executive Member		
	Executive Member for Children and Families		
	Ward Councillors		
	Others Representatives from each Regional Adoption Agency or local authority, as appropriate		
Implementation	Officer accountable, and proposed timescales for implementation Catherine Henderson Need to publish tender by 26 th March 2021		
List of Forthcoming Key Decisions⁵	Date Added to List:- 19 November 2020 when assumed the maximum budget would exceed £500k. However this has now been reduced and it is no longer a key decision.		
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision		
	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 type="checkbox"/> Yes	<input checked="" 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 Sal Tariq – Director of Children & Families	
	Signature 	Date: 24/3/21

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