

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

2339

Author:

Lisa Lopez

Department:

Children and Families

Contact:

Lisa Lopez

(Job Title: Commissioning Manager, Email: [lisa.lopez@nottinghamcity.gov.uk](mailto:lisa.lopez@nottinghamcity.gov.uk), Phone: 01158762746)

Subject:

Procurement of engagement and participation activities for disabled children and their families

Total Value:

£28,000 (Type: Revenue)

Decision Being Taken:

- 1) To approve the procurement of a service to deliver engagement and participation activities for disabled children and young people, and their parents and carers.
- 2) To delegate authority to the Director of Procurement and Children's Commissioning to approve the outcome of the tender, agree the final value and award the contract for this service, providing this does not exceed the maximum values indicated.
- 3) To delegate authority to the Head of Contracting and Procurement to sign the final contract in respect of the service.
- 4) To approve the budget to support the contractual value of £28,000 (£14,000 per year for 2 years)

1.1 To allow commissioning of engagement and participation activities for the following groups to take place -

**Children/young people with special educational needs, and/or a disability (SEND)**

**The parents, carers and families of children/young people with SEND**

1.2 To enable the contract for this activity to be issued in a timely manner to ensure continuity of service delivery from April 2016, when the current contractual arrangements time expire.

The procurement of a single service delivering engagement and participation activities for disabled children and their families, will support accessible and appropriate consultation with this group of citizens, over the next two years. The proposed service will include a variety of consultation methods including working in partnership with existing groups and forums, arranging specific events, and online and telephone consultations, to ensure that the views of a broad range of citizens are represented.

The proposed service will contribute to the priorities of the Nottingham Children and Young People's Plan 2015-16 by providing a mechanism for children/young people with SEND and their families, to give feedback on how their needs are being taken into account and the accessibility of services, and to participate in service design and development. The proposed service will contribute to the priorities

of the Nottingham Plan to 2020 by providing children/young people with SEND with the opportunity to take part in decision-making processes, and provide a mechanism to deliver the consultation elements of the Whole Life Disability Programme.

There are currently two existing contracts which support forums for children and young people with SEND and their parents and carers. These are the Special People's Group and SEND Reform Parents and Carers Participation Forum. The Special People's Group is attended by approximately five 14-19 year-olds with special educational needs and disabilities, and their parents/carers. The SEND Reform Parents and Carers Participation Forum is a reference group set up to provide a standing participation forum for the Children & Families Act-SEND Reforms Project Board. The group is accessed by approximately 20 parents and carers. Whilst these services are individually valuable in providing engagement and participation opportunities, the cohort of citizens accessing each group is small and of limited scope.

The two separate contracts will time-expire on 31st March 2016. The procurement of a new engagement and participation service will extend the range and number of engagement and participation opportunities for children and young people with SEND and their families. The procurement of a single service will provide economies of scale, both in terms of what the service is able to deliver by combining the funding, and by increasing efficiency through streamlining contractual arrangements, which will reduce the amount of officer time spent of procurement and contract management.

Feedback from citizens gathered through this contract will help inform future commissioning of services which support children and young people with SEND and their families.

**Other Options Considered:**

**1) Do Nothing**  
 The contracts for the existing services end on 31st March 2016. If we do nothing we would have no method of including the views of this marginalised group of citizens in the design of services to support their needs. Children and young people with SEND can have multiple impairments, profound and multiple learning disabilities (e.g. severe learning disability with physical disabilities and additional health needs) and sensory/communication needs. Therefore specific consultation and engagement work is required to ensure the voices of these children are heard. Parents and carers of children with SEND are often experts in the needs of their child, and therefore can, and should have the opportunity to provide invaluable insight into the support that families require. This option would not align with the priorities of the Nottingham Children and Young People's Plan 2015-16, or the Nottingham Plan to 2020.

**2) Continue with the current contractual arrangements**  
 The current arrangements relate to two quite specific groups of citizens, and as such are representative of only certain children with SEND and their families. If we continue with these contracts the views of a large proportion of children with SEND and their families will not be considered. Therefore as with Option 1), this option would not align with Nottingham City Council's strategic priorities.

**Background Papers:**

**Published Works:**

**Affected Wards:**

Citywide

**Colleague / Councillor Interests:**

**Consultations:**

Children/young people with SEND and their parents are to be included in the development of the specification and the procurement process.  
Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:**

There are no crime and disorder implications related to this decision.

**Equality:**

EIA not required. Reasons: This is a continuation and extension of activities, so there will be no adverse impact on citizens.

**Decision Type:**

Officer

**Executive Decision?** Yes

**Scheme of Delegation Reference Number or Other Source of Delegation:** 1

**Subject to Call In:** No  
The call-in procedure does not apply to the proposed decision because the delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The Chair of the Overview and Scrutiny Committee (or Vice-Chair) in his/her absence has been consulted and agreed both that the decision proposed is reasonable in all circumstances and that it should be treated as a matter of urgency.

**Person Consulted:**  
**Consultation Date: 01/01/0001**

**Advice Sought:** Legal, Finance, Procurement

**Legal Advice:** This report raises no significant legal issues. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 09/02/2016.

**Finance Advice:** It is proposed to procure a service to deliver engagement and participation activities for disabled children and young people and their parents and carers, for 2 years with effect from 1st April 2016.  
It is estimated that the annual cost of the service will be £14k, for which there is budget provision.  
The contract will be subject to the quotation process, which requires no less than 3 quotes. This will ensure that value for money is achieved.  
  
Steve Lynk - Finance Analyst  
0115 8763726  
steve.lynk@nottinghamcity.gov.uk  
2nd February 2016  
Advice provided by Stephen Lynk (Finance Analyst) on 02/02/2016.

**Procurement Advice:**

The new service will combine two existing contracts under a single contract, enabling a greater range and number of engagement opportunities for children and young people with SEND and their families. The value of the contract is below the Nottingham City Council threshold for tendering. A quotations process will therefore take place with no less than three providers, in order to source a provider for the service. This is in accordance with NCC Financial regulations. The quotations process will be managed through the Due North Procurement portal, allowing for an open and transparent process with a clear audit trail. The proposal raises no procurement concerns and is therefore supported from a procurement perspective. Advice provided by Kate Lowman (Lead Procurement Officer) on 01/02/2016.

**Signatures:**

Alison (Corporate Director for Children and Adults)

SIGNED and Dated: 18/02/2016