

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3621
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Department:	Strategy and Resources
Contact:	Shelley Harrod (Job Title: Research, Engagement and Consultation Manager, Email: shelley.harrod@nottinghamcity.gov.uk, Phone: 01158765723)
Subject:	Joint procurement of the Citizens' Survey and Respect Survey 2019
Total Value:	£60,000 (Type: Revenue)
Decision Being Taken:	<ol style="list-style-type: none">(1) To jointly procure the Nottingham Citizens' Survey and the Respect for Nottingham Survey for one year;(2) To delegate authority to Corporate Director for Strategy and Resources to award the contract following the procurement process.
Reasons for the Decision(s)	<p>The Citizens' Survey tracks citizen satisfaction and asks Nottingham citizens their opinion of the Council and what it delivers. It allows the Council to understand citizens' lifestyle choices affecting their health and informs service improvements as well as the overall performance of the Council.</p> <p>At its AGM on 20 May 2019, Nottingham City Council resolved to adopt the the plans in the Nottingham Labour Manifesto as the basis of Council policies. This includes undertaking regular surveys with citizens, so data will feed into the new Council Plan and the Crime & Drugs Partnership Plan 2016-2020, along with providing citizen insight to the Council and wider partnership, noting that the surveys will be commissioned and conducted separately.</p> <p>The insight gained from the Respect for Nottingham Survey is used to inform the overall aims of the Crime & Drugs Partnership, such as reducing crime, substance misuse and antisocial behaviour and provides an indication of changes in perception regarding crime and anti-social behaviour.</p>

Other Options Considered:	<p>Procure the surveys for a longer period to identify potential minimal savings (e.g. full period of the new Council Plan/ Manifesto) but whilst the Council Plan and associated delivery assessment is being developed it is recommended that the surveys be commissioned for this year alone. This would not necessarily make significant costs savings but it could secure the cost ongoing as well as save on management time procuring each year.</p> <p>There is one potential saving option: rather than carry out both surveys each year, conduct one each year saving approx. £120,000 over 4 years. Each year as part of the budget savings it is proposed to alternate the surveys, this has been rejected and now the specific pledge is to undertake these annually.</p>
Background Papers:	none
Published Works:	<p>Nottingham City Council minutes of the AGM held on 20.05.19 Nottingham Labour Manifesto 2019 Nottingham City Council Plan 2015-19 Crime and Drugs Partnership Plan 2016-20</p>
Affected Wards:	Citywide
Colleague / Councillor Interests:	none
Use of Consultants	<p>Number of Days:126</p> <p>Rate per Day:0</p> <p>Total value:60000</p> <p>Start date:27/09/2019</p> <p>End date:31/01/2020</p>
Reason for using a consultant:	<p>Both surveys require a large scale face to face survey, which needs to be undertaken by an impartial consultant with the capacity to undertake around 4,000 interviews in 2 months. The interviewers have to achieve a sample from every ward in the city, they have to go door to door to identify citizens willing to take part, they then complete a 30 minute interview with each of the 4000 citizens, they do this throughout the day, evening and weekends. The selected consultant will be determined through a procurement process and awarded to the company who offers expertise and value for money.</p>
Other options considered:	<p>As there is no resource within the council to undertake this number of interviews with citizens within the three month period. It would require employing an experienced team of around 30 interviewers over a 3 month period, training them and project managing the work. It would then require a team of data inputters around 1 months worth of resource time in inputting, this would mean addition resource being bought in just for a one month period. The consultant will carry out all of the above for much less cost than it would be to temporarily take on 40-50 staff for the three months the fieldwork is being carried out.</p>
Name of consultant:	to be procured

Reason for selection?	To be determined
Has the consultant previously completed work for the City Council?	To be determined
Specific activities to be undertaken by the consultant are:	To be procured
Period of engagement:	18 weeks
By what process was the consultant selected?	Through procurement

Consultations: Those not consulted are not directly affected by the decision.

Crime and Disorder Implications: none

Equality: EIA not required. Reasons: The decision does not relate to new or changing policies, services or functions.

Social Value Considerations: N/A

Regard for NHS Constitution: Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community.

Relates to staffing: Yes

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 28/08/2019

Advice Sought: Legal, Finance, Procurement, Human Resources

Legal Advice: This report does not raise any significant legal issues provided the contracts are awarded in accordance with the City Council's Contract procedure Rules. A Data Protection Impact Assessment should be completed in advance of the commencement of the surveys. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 01/07/2019.

Finance Advice: The cost to undertake both surveys is expected to be £60,000. Existing budget has been identified therefore there is no financial pressure nor additional funding needed as a result of this decision. The tender exercise will ensure value for money. Advice provided by Philip Gretton (Finance Analyst) on 19/06/2019.

HR Advice: For the appointment of a consultant, managers should ensure a formal agreement is completed for each project, containing detailed responsibilities, prior to the commencement of any work.
Thought should also be given to the Equalities agenda when considering who to work with. Advice provided by Tom Stevens (Service Redesign Consultant) on 20/06/2019.

Procurement Advice: Procurement colleagues will assist with the tendering exercise to ensure that a fully compliant, value for money contract is entered into in line with Contract Procedure Rules. Advice provided by Mabs Karim (Procurement Officer) on 18/06/2019.

Signatures:

David Mellen (Leader/ PH Regeneration, Safety and Communications)
SIGNED and Dated: 19/08/2019
David Mellen (Leader/ PH Regeneration, Safety and Communications)
SIGNED and Dated: 19/08/2019
Candida Brudenell (Corporate Director for Strategy and Resources)
SIGNED and Dated: 19/08/2019