



Contract and Financial Procedure Matters Report

SUMMARY

- 1.1 This report deals with the following items that require reporting to and approval by Council Cabinet under contract and financial procedure rules as follows:
- to award the contract to provide an independent visitor service without tendering
 - to approve contracts for cash collection and deposit services
 - to appoint building consulting services using an existing Derbyshire County Council contract without tendering independently.
 - to include expenditure on the Safe, Healthy and Positive - SHAP project in revenue budgets from 2005/6 onwards.
- 1.2 Subject to any issues raised at the meeting, I support the following recommendation.

RECOMMENDATION

- 2.1 To approve the request to waiver contract procedure rules to award a three year contract to CSV limited to provide an independent visitor service
- 2.2 To award contracts for cash collection and cash deposit services to G4S Cash Services Ltd and Security Plus Limited respectively.
- 2.3 To approve the request to waiver contract procedure rules to appoint Atkins, Faithful and Gould for various professional design and surveying services using a Derbyshire County Council contract.
- 2.4 To include New Deal for Communities (NDC) funding for the SHAP project totalling £259,543 between 2005/06 and 2008/09 in current and proposed future Education budgets.



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SUPPORTING INFORMATION

1. Community Service Volunteers (CSV)

- 1.1 The 1989 Children Act places a legal duty upon Local Authorities to provide Independent Visitors for Children Looked After who have no meaningful or regular contact with their families.
- 1.2 CSV were awarded a contract in April 2001 to provide an Independent Visitor Service.
- 1.3 In April 2004, CSV were also awarded mainstream grant funding to provide an Advocacy Service, which provides independent volunteer advocates for children and young people looked after by Derby Social Services.
- 1.4 Approval is sought under Contract Procedure Rule 15 to waive the tender requirements and award one contract to Community Service Volunteers (CSV) to include both the Independent Visitor Service and the Advocacy Service for the period 1 April 2005 to 31 March 2008. The service has effectively been provided since the start of the financial year but formal contractual arrangements are needed to regularise matters.
- 1.5 CSV has built up relationships between children, young people and independent visitors since 2001, and children, young people and volunteer advocates since 2004. It would be inappropriate for these relationships to be severed.
- 1.6 The Independent Visitor Scheme is well established. The organisation has experience in the provisioning of this service in other parts of the country and good working relationships exist between Community Service Volunteers and Social Services.
- 1.7 Much work has gone into the development of the Advocacy Service including good links being established with young people who have been involved in recruitment and training of volunteers.
- 1.8 The advocates are established in Children's Homes and case advocates have been provided for a number of young people. In addition a free phone service has now

been set up which will provide young people with an additional independent service to obtain advice and assistance and to express their views.

- 1.9 The total contract value is £95,000 for 2005/06 and £90,000 for 2006/07. Funding is available from existing Social Services budgets. The contract values for 2005/06 and 2006/07 are made up as follows:

2005/06

	£K
• Salaries and associated costs	42
• Accommodation costs	5
• Administration costs	9
• Staff training	1
• Staff travel	1
• Volunteer costs	19
• Support costs	18
TOTAL	<u>95</u>

2006/07

	£K
• Salaries and associated costs	39
• Accommodation costs	5
• Administration costs	11
• Staff training	1
• Staff travel	1
• Volunteer costs	13
• Support costs	20
TOTAL	<u>90</u>

2. Cash Collection contract award

- 2.1 The Cash collection and delivery services were tendered in October 2005 by the corporate procurement unit as an ongoing requirement on behalf of a number of departments who require these services. The tender was for a three year contract with the option to extend for a further two years. The estimated value of the tender was £200,000 per annum and was tendered using an open procedure through the European Union procedure. The tender covered two areas of service, cash collection and coin and notes delivery to a number of establishments that require these services.
- 2.2 Three bids were received and evaluated against an award criteria of price, quality and ability to deliver the services outlined within the tender documents. Evaluation of the tenders demonstrated that G4S Cash Services Ltd provided the lowest price tender for the collection of cash.
- 2.3 Within the tender the Council stated that it reserved the right to offer this contract in lots if this was beneficial. The lowest price for change delivery was provided by

Security Plus the incumbent supplier of these services. The value of this element of the contract is approximately £10,000 pa.

3. Professional Design and Surveying Services – waiver of contract procedure rules

- 3.1 Approval is sought to waiver Contract Procedure Rule C15 not to seeking three tenders prior to awarding a contract. The proposal is to appoint Atkins Faithful and Gould for various professional design and surveying services. The company were awarded a contract in 2003 to provide these services under a framework agreement by Derbyshire County Council. It is intended to use the company under this joint agreement rather than go through a separate tendering process as there is now a need to supplement the current panel of consultants to assist with various projects. Fee charges under the DCC arrangements are comparable with those that the Council have obtained through tender processes.

4. Safe, Healthy and Positive - SHAP Project

- 4.1 New Deal for Communities (NDC) funding is supporting the SHAP project. The allocations from NDC are £49,765 in 2005/06, £72337 in 2006/07, £74276 in 2007/08 and £63165 in 2008/09, totalling £259543. Project workers working in partnership with other agencies are employed to support pupils in the eight schools in the NDC Derwent area to raise the self-esteem of all individuals in the schools and establish emotionally literate communities of learners. Approval is sought to add this funding to the Education budget within the School Improvement service

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Background papers:	None
List of appendices:	Appendix 1 – Implications

IMPLICATIONS

Financial

1. All proposals to be funded from existing budget provision.

Legal

2. None

Personnel

3. None

Equalities impact

4. None

Corporate objectives and priorities for change

5. These recommendations, where relevant, are in line with approved budgets which accord with the Council's corporate objectives and priorities.