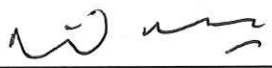


## Record of individual Cabinet member decision

Local Government Act 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

<b>Decision made by</b>	David Rouane
<b>Key decision?</b>	Yes
<b>Date of decision</b> (same as date form signed)	16.12.2019
<b>Name and job title of officer requesting the decision</b>	Jaffa Holland Housing Advice Team Leader
<b>Officer contact details</b>	Tel: 01235 422259 Email: Jaffa.holland@southandvale.gov.uk
<b>Decision</b>	To award the contract for a Floating Support and Winter Shelter Co-ordinator Officer to Connection Oxford Ltd. <b>The contract is fully funded by the Flexible Homelessness Support Grant.</b>
<b>Reasons for decision</b>	<p>The prevention of homelessness is a key aim of South Oxfordshire District Council.</p> <p>As part of a review of homelessness services, the council identified an opportunity to further strengthen its success in preventing homelessness by procuring a specialist floating support Officer.</p> <p>The Floating Support and Winter Shelter Co-ordinator Officer will work with highly vulnerable individuals and families who are at imminent risk of becoming homeless and require intensive and holistic outreach support to maintain their accommodation. This may include help accessing statutory and voluntary support services, tenancy maintenance, debt management and assistance into employment.</p> <p>The Officer will also support the operation of winter shelter provision for South and Vale rough sleepers in Oxfordshire. The Officer will oversee access into winter shelter provision and work closely with the council's outreach service and specialist Housing Needs Officer to support and secure accommodation for South and Vale rough sleepers.</p> <p>The tender process was conducted in full accordance with the council's Contract Procedure Rules.</p>

	<p>The contract is for a period of two years, with an option to extend by one year. The potential cost of the contract is £142,718 (over three years). It is fully funded from the Flexible Homelessness Support Grant and the cost will be equally divided 50/50 per cent between South Oxfordshire and Vale of White Horse District Councils.</p> <p>One bid was received that met the tender requirements and offered value for money. The bid was submitted by Connection Oxford Ltd.</p>			
<b>Alternative options rejected</b>	<p>To directly recruit to the position of a Floating Support and Winter Shelter Co-ordinator Officer.</p> <p>This option was rejected as the position is a specialist role that is most effectively provided by a dedicated service with expertise in the field.</p>			
<b>Legal implications</b>	<p>There are no legal implications arising from the procurement of the Floating Support and Winter Shelter Co-ordinator role.</p>			
<b>Financial implications</b>	<p>The potential total cost of the contract of £142,718 over three years is fully funded by the Flexible Homelessness Support Grant. This grant is ring-fenced for the purpose of either preventing or relieving homelessness.</p>			
<b>Other implications</b>	<p>None</p>			
<b>Background papers considered</b>	<p>None</p>			
<b>Declarations/conflict of interest? Declaration of other councillor/officer consulted by the Cabinet member?</b>	<p>None</p>			
<b>List consultees</b>		<b>Name</b>	<b>Outcome</b>	<b>Date</b>
	Ward councillors	n/a		
	Legal	Stephen Moorhouse 7633	Approved	21.11.2019
	Finance	Emma Creed	Agreed	21.11.2019
	Human resources	n/a		
	Sustainability	n/a		
	Diversity and equality	n/a		
	Communications	n/a		

	Senior Management Team	SMT	approved	27.11.2019
<b>Confidential decision?</b> If so, under which exempt category?	No			
<b>Call-in waived by Scrutiny Committee chairman?</b>	No			
<b>Has this been discussed by Cabinet members?</b>	Yes			
<b>Cabinet portfolio holder's signature</b> To confirm the decision as set out in this notice.	Signature  _____ Date <u>16/12/19</u> _____			

**ONCE SIGNED, THIS FORM MUST BE HANDED TO DEMOCRATIC SERVICES IMMEDIATELY.**

For Democratic Services office use only		
Form received	Date: <u>17-12-19</u>	Time: <u>09:00</u>
Date published to all councillors	Date: <u>17-12-19</u>	
Call-in deadline	Date: <u>24-12-19</u>	Time: <u>15:00</u>



## Guidance notes

1. This form must be completed by the lead officer who becomes the contact officer. The lead officer is responsible for ensuring that the necessary internal consultees have signed it off, including the chief executive. The lead officer must then seek the Cabinet portfolio holder's agreement and signature.
2. Once satisfied with the decision, the Cabinet portfolio holder must hand-sign and date the form and return it to the lead officer who should send it to Democratic Services immediately to allow the call-in period to commence.  
Tel. 01235 422520 or extension 2520.  
Email: [democratic.services@southandvale.gov.uk](mailto:democratic.services@southandvale.gov.uk)
3. Democratic Services will then publish the decision to the website (unless it is confidential) and send it to all councillors to commence the call-in period (five clear working days) if it is a 'key' decision (see the definition of a 'key' decision below). A key decision cannot be implemented until the call-in period expires. The call-in procedure can be found in the council's constitution, part 4, under the Scrutiny Committee procedure rules.
4. Before implementing a key decision, the lead officer is responsible for checking with Democratic Services that the decision has not been called in.
5. If a key decision has been called in, Democratic Services will notify the lead officer and decision-maker. This call-in puts the decision on hold.
6. Democratic Services will liaise with the Scrutiny Committee chairman over the date of the call-in debate. The Cabinet portfolio holder will be requested to attend the Scrutiny Committee meeting to answer the committee's questions.
7. The Scrutiny Committee may:
  - refer the decision back to the Cabinet portfolio holder for reconsideration or
  - refer the matter to Council with an alternative set of proposals (where the final decision rests with full Council) or
  - accept the Cabinet portfolio holder's decision, in which case it can be implemented immediately.

## Key decisions: assessing whether a decision should be classified as 'key'

The South Oxfordshire and Vale of White Horse District Councils' Constitutions now have the same definition of a key decision:

**A key decision is a decision of the Cabinet, an individual Cabinet member, or an officer acting under delegated powers, which is likely:**

- (a) to incur expenditure, make savings or to receive income of more than £75,000;

- (b) to award a revenue or capital grant of over £25,000; or  
(c) to agree an action that, in the view of the chief executive or relevant head of service, would be significant in terms of its effects on communities living or working in an area comprising more than one ward in the area of the council.

Key decisions are subject to the scrutiny call-in procedure; non-key decisions are not and can be implemented immediately.

In assessing whether a decision should be classified as 'key', you should consider:

- (a) Will the expenditure, savings or income total more than £75,000 across all financial years?
- (b) Will the grant award to one person or organisation be more than £25,000 across all financial years?
- (c) Does the decision impact on more than one district council ward? And if so, is the impact significant? If residents or property affected by the decision is in one ward but is close to the border of an adjacent ward, it may have a significant impact on that second ward, e.g. through additional traffic, noise, light pollution, odour. Examples of significant impacts on two or more wards are:
- Decisions to spend Didcot Garden Town funds (significant impact on more than one ward)
  - Changes to the household waste collection policy (affects all households in the district)
  - Reviewing a housing strategy (could have a significant impact on residents in many wards)
  - Adopting a supplementary planning document for a redevelopment site (could significantly affect more than one ward) or a new design guide (affects all wards)
  - Decisions to build new or improve existing leisure facilities (used by residents of more than one ward)

**The overriding principle is that before 'key' decisions are made, they must be published in the Cabinet Work Programme for 28 calendar days. Classifying a decision as non-key when it should be a key decision could expose the decision to challenge and delay its implementation.**

