

Record of operational decision

Decision title:	Appointment of a provider to undertake a Community Wellbeing Survey for Herefordshire to provide baseline data for Talk Community and monitor change over time
Date of decision:	19 th November 2020
Decision maker:	Director for Adults and Communities
Authority for delegated decision:	<p>The strategic approach for Talk Community was confirmed by Cabinet in September 2020 and operational decisions were delegated to the Director of Adults and Communities in relation to implementation of the agreed approach.</p> <p>The Director also has the necessary authority within the financial procedure rules. The council's contract procedure rules, which form part of the council's constitution, state that a minimum 3 competitive quotes should be sought from appropriately qualified and competent suppliers for contracts valued between £5,001 to £75,000.</p>
Ward:	Countywide
Consultation:	Adults and Communities Directorate Leadership Team, Adults and Communities Commissioning Board, Cabinet Member briefing.
Decision made:	<p>To appoint DJS Research Ltd to undertake a representative community wellbeing survey across Herefordshire by the end of June 2021 for those aged 18 and over with the option for the council to instruct the provider to undertake a second impact survey in 2023, to monitor change.</p> <p>The cost of the first survey will be £29,450 and the second survey cost will be £19,900.</p>
Reasons for decision:	<p>Talk Community has been developed over the last two years in Herefordshire as an innovative approach to strengthen independence and wellbeing of our residents, focused in local communities.</p> <p>The strategic approach was approved at the Cabinet meeting on 24 September 2020 and operational decisions were delegated to the Director of Adults and Communities in relation to implementation of the agreed approach.</p> <p>This survey is to assess the community wellbeing of the residents of Herefordshire linked to the development and achievement of the County Plan, assess the impact of the 2020 flooding and covid-19 pandemic and to act as baseline data for the roll out of the Talk Community approach.</p> <p>This contract will include:</p> <ul style="list-style-type: none"> • Development of a set of questions utilising best practice and standard questions where relevant • Identifying and ensuring the representative sample • Distributing the survey • Inputting the data • Analysis of data including sub categories

	<ul style="list-style-type: none"> • Proposing key indicators and outcomes for impact measurement • Report of results • Presentation of results <p>In addition to the initial survey, a second exercise will be required during 2023 to measure the impact of the Talk Community approach and contribution to the wellbeing elements of the wider County Plan.</p> <p>As the contract value is below 75k, quotes were requested through the tender portal (Supplying the South West). Five organisations were asked to quote and three supplied a compliant response which were assessed by a panel of council officers and partner organisations following the appropriate procurement processes.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>A business case and options appraisal was undertaken prior to asking for quotes for this work to ascertain the best approach.</p> <p>The specification outlined that suppliers needed to ensure that any communication needs would be met.</p> <p>No data will be supplied by the council to the provider to identify survey participants, this will be undertaken independently by the provider and all internal information governance procedures will be followed.</p> <p>Funding for the first survey will allocated from the Talk Community budget as outlined in the Cabinet paper mentioned above. Funding for the second survey will be provided by the public health grant.</p>
<p>Details of any alternative options considered and rejected:</p>	<p>A range of options were considered, these included:</p> <ul style="list-style-type: none"> • Do nothing – there has been no such representative sample survey in Herefordshire since 2012. Given the strategic direction of the council it was considered an appropriate approach in order to assess change and impact over time. • Complete in house – it was identified that there was not sufficient capacity within the council to complete this exercise
<p>Details of any declarations of interest made:</p>	<p>None</p>

Signed..... Date: 23.11.20

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