

Record of operational decision

Decision title:	Appointment of a provider to undertake a 'State of the community and voluntary sector' report for Herefordshire to give baseline data as outlined in the covid recovery plan community and personal resilience workstreams, with the option to monitor change over time.
Date of decision:	23/09/21
Decision maker:	Director for Adults and Communities
Authority for delegated decision:	<p>The following decision was taken by Cabinet to approve the COVID 19 Recovery Plan on 24 June 2021:</p> <p>That authority be delegated to the Director of Economy and Place, Director Adults and Communities, Director Children and Families and Director of Public Health be authorised to take all operational decisions to implement recommendation including, but not limited to, the procurement and commissioning of the identified projects (as set out in the detailed action plan)</p> <p>http://councillors.herefordshire.gov.uk/ieIssueDetails.aspx?IId=50037702&PlanId=0&Opt=3#AI58109</p> <p>The decision requested was outlined in the plan and therefore this is an operational decision to implement an element of the covid recovery plan.</p> <p>The Director for Adults and Communities 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 4 competitive quotes should be sought from appropriately qualified and competent suppliers for contracts valued between £5,001 to £75,000.</p>
Ward:	Countywide
Consultation:	No additional consultation following on from the wider covid recovery plan consultation for the cabinet decision in June.
Decision made:	<p>To appoint Impact Consultancy to undertake a state of the community and voluntary sector report across Herefordshire by the end of January 2022 with the option for the council to instruct the provider to undertake a second survey in 2023/4, to monitor change.</p> <p>The cost of the first survey will be £29,500 and the second survey cost will be £19,600.</p>
Reasons for decision:	<p>This contract will include:</p> <ul style="list-style-type: none"> • Development of engagement and consultation • Identification and confirmation that all parts of the sector are represented • Collation and inputting of the collected data • Analysis of data including sub categories at PCN level • Report of results • Presentation of results <p>In addition to the initial survey, a second exercise can be progressed during 2023/2024 to measure the longer term impact of covid on the sector.</p>

	As the contract value is below 75k, quotes were requested through the tender portal (Supplying the South West). Four organisations were asked to quote (two based in Herefordshire) and two supplied a compliant response which were assessed by a panel of council officers and partner organisations following the appropriate procurement processes.
Highlight any associated risks/finance/legal/equality considerations:	<p>The specification outlined that suppliers needed to ensure that any accessibility communication needs would be met and documents with all accessibility guidance.</p> <p>No data will be supplied by the council to the provider to identify survey participants individually, this will be undertaken independently by the provider and all internal information governance procedures will be followed.</p>
Details of any alternative options considered and rejected:	<p>A range of options were considered, these included:</p> <ul style="list-style-type: none"> • Do nothing – this was not recommended as there has been no such survey in Herefordshire since 2010. • Complete in house – it was identified that there was not sufficient capacity within the council to complete this exercise
Details of any declarations of interest made:	None

Signed..... Date: 23/09/21