



**Havering**  
LONDON BOROUGH

## Notice of KEY Executive Decision

<b>Subject Heading:</b>	Targeted Information, Advice and Guidance (IAG) Contracts Extension and Variation
<b>Decision Maker:</b>	Tara Geere, Director of Starting Well
<b>Cabinet Member:</b>	Councillor Oscar Ford, Cabinet Member for Children Social Care
<b>ELT Lead:</b>	Tara Geere, Director of Starting Well
<b>Report Author and contact details:</b>	Daren Mulley, Senior Commissioning Manager E: <a href="mailto:daren.mulley@havering.gov.uk">daren.mulley@havering.gov.uk</a>
<b>Policy context:</b>	At a local level, this contract supports Havering Council to meet its People Theme priorities in its Corporate Plan 2022/23 – 2026/27. This plan sets out how the Council intends to invest and transform the borough with an emphasis on improving the lives of vulnerable children, adults and families.
<b>Financial summary:</b>	The one year extension of the targeted information advice and guidance service contract will cost £580,000. The one year extension of the client caseload information system contract will cost £38,844. The one year extension of both contracts will therefore cost a total of £618,844.

**Key Executive Decision**

<b>Reason decision is Key</b>	In excess of £500,000
<b>Date notice given of intended decision:</b>	24 <sup>th</sup> October 2024
<b>Relevant OSC:</b>	People
<b>Is it an urgent decision?</b>	No
<b>Is this decision exempt from being called-in?</b>	No

**The subject matter of this report deals with the following Council Objectives**

**People - Things that matter for residents X**

Place - A great place to live, work and enjoy

Resources - A well run Council that delivers for People and Place.

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

The current two contracts for the provision of targeted information, advice and guidance services for young people expired on 31st August 2024.

For the reasons set out in this report, the Director is recommended to agree to vary and extend from 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025 the Targeted Information, Advice and Guidance Service Contract with Prospect Services at the cost of £580,000 and the Client Caseload Information System Contract with 15 Billion at the cost of £38,844.

### AUTHORITY UNDER WHICH DECISION IS MADE

#### Part 3 of the Council's Constitution

#### 3.3.3 Scheme – Powers common to all Strategic Directors

##### 1. General

1.1. To take any steps necessary for proper management and administration of allocated portfolios.

##### 4. Contracts

4.2. To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3.

### STATEMENT OF THE REASONS FOR THE DECISION

#### Background

1.1 Information, advice and guidance (IAG) for young people is a key element in developing personal resilience and capacity to deal positively with challenges in their lives that may influence their choice of career and aspirations. The focus on young people not in education, employment or training (NEET) and their re-engagement in meaningful learning contributes significantly to their individual skill sets but also impacts upon their parents, families and communities. This ensures that young people facing significant challenges in their lives will be well supported, enabling them to access impartial and high quality advice about developing their plans to progress in learning and employment, thereby improving their future prosperity.

1.2 In 2019, the Council awarded a five year contract to Prospect Services for the supply of a targeted information, advice and guidance (IAG) service and to 15billion (i.e. the Provider) for the provision of the client caseload information system (CCIS).

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Both contracts commenced at the same time on 1<sup>st</sup> September 2019 and have provision to extend for an additional two years.

### **Decision required**

1.3 In addition to the permitted extension as per the contracts terms and condition, officers are proposing a variation and seeking to extend both services for one year instead of two years. This gives the Council flexibility with the option to review its level of funding of the services if it chooses, with the agreement of the providers, to extend for a final year. The one year extension of both contracts will cost a total of £618,844. The costs for these two services are based on the original bids for the contracts so there have been no request for an uplift and the total value of the contracts will therefore remain the same. Once this extension decision has been formally agreed, the Lead Commissioner will write to both suppliers and inform them of the extension. The management of the contract will therefore continue with regular quarterly reporting and contract meetings between the Council and both suppliers

1.4 With regards to targeted information, advice and guidance (IAG) service, the service has a specific remit to work with all Havering residents aged 16-18 and up to 25 with a special education need, in order to support those students who are identified as high risk of becoming NEET (Not in Employment, Education or Training). This includes working with young people leaving care, teenage mothers and young offenders who require additional and more intensive support to access education and training opportunities.

1.5 With regards to the CCIS, the system supports the tracking of young people's destinations and provide reports to the Department for Education about young people's characteristics, participation and achievements and present regular reports to the Council regarding its progress towards and the achievement of the Not in Education, Employment or Training ("NEET") targets.

### **Performance**

1.6 In terms of performance, the contracts have continued to deliver performance which maintains the London Borough of Havering's position in Quintile 1 in England. The Targeted IAG Service has delivered high levels of participation amongst young Havering residents and maintained low levels of young people not in education, employment & training (NEET). Published by the Department for Education, the monthly report for July 2024 shows that Havering is performing at 95.1% (6145 learners) who are reported to be participating in some form of education, employment or training with only 2.6% (171 learners) young people reported as NEET. Both measures place Havering in Quintile 1 for both measures.

## **OTHER OPTIONS CONSIDERED AND REJECTED**

**1. Do nothing:** The impact of not securing the extension will have a significant impact on maintaining the current service and would lead the Council to undertake a re-

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commissioning of the service. This has been rejected as the current contract holders are delivering services that are performing well.

**2. Extend for Two Years;** Varying the extension period so the contract may be extended by 12 months on 2 occasions rather than having a block extension of 2 years gives the Council the option to review the level of funding of the service if it chooses to extend both contracts for the second year of the extension.

### **PRE-DECISION CONSULTATION**

The pre-decision consultation has involved engaging with a number of stakeholders to prepare this report. This includes the two suppliers, Legal and Finance.

### **NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Daren Mulley

Designation: Havering Integrated Team At Place

Signature:

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a series of loops and a long horizontal stroke extending to the right.

Date: 23<sup>rd</sup> October 2024

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

The Council has the power to procure a contract for these works under Section 111 of the Local Government Act 1972, which allows the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

The Council also has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual can do, subject to any statutory constraints on the Council's powers. None of the constraints on the Council's Section 1 power are engaged by this decision.

The value of the contract with Prospect Services is above the applicable public procurement threshold for services contracts for the purposes of the Public Contracts Regulations 2015 (PCR 2015) and the contract is caught by the full regime of the regulation.

The value of the contract with 15Billion is also above the applicable public procurement threshold for services contracts for the purposes of the Public Contracts Regulations 2015 (PCR 2015) and the contract is caught by the full regime of the regulation

The extension of time is permitted as this was captured under the original contract award and is compliant with Regulation 72 (1) (a). A variation to the contracts is permitted in accordance with the contracts' provisions and as per Regulation 72(1)( e) PCR where non substantial modifications, irrespective of their value, are permitted.

For the reasons set above, the Council may vary the contracts and extend them for the requested period as per this report.

### FINANCIAL IMPLICATIONS AND RISKS

This decision seeks approval for a 1 year extension to the following existing contracts relating to the provision of targeted information, advice and guidance services for young people.

<b>Contract</b>	<b>Provider</b>	<b>Annual cost</b>
Targeted Information, Advice and Guidance	Prospects	£580,000
Client Caseload Information System	15 Billion	£38,844
<b>Total</b>		<b>£618,844</b>

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There is a full provision for the current contracts within the Education Services budget in Starting Well.

The cost of the extension is unchanged from the original contract price that has been in place since September 2019, so there will be no additional budget pressures arising as a result of the extensions.

Both services are currently performing well and meeting the Council's statutory obligations in this service area.

The extensions will allow for the contracts to be fully reviewed and re commissioned with effect from September 2025, to ensure best value is being achieved.

### **HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

The recommendations made in this report do not give rise to any identifiable HR risks or implications that would affect either the Council or its workforce.

### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- (iii) foster good relations between those who have protected characteristics and those who do not.

Note: 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing for all Havering residents in respect of socio-economics and health determinants.

The action undertaken will include monitoring how the service meets the needs of all eligible users, including those from ethnic minority communities and the disabled. The Council will also ensure that potential providers have undertaken equality training and adhere to the Council's Fair to All Policy or their own equivalent.

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**HEALTH AND WELLBEING IMPLICATIONS AND RISKS**

Under the Health and Social Care Act 2012 the Council is responsible for improving and protecting the health and wellbeing of local residents. Havering Council is committed to improving the health and wellbeing of all residents.

There are no health and wellbeing implications arising from the proposed decision to extend the contract for Targeted Information, Advice and Guidance (IAG) Service.

**ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

Supplier will minimise impact on the environment by:

- a) Eliminating the need for one use plastics
- b) Ensuring that all waste is correctly recycled
- c) Utilising public transport when this fits with Infection Protection Control measures
- d) Employing locally wherever possible to reduce the environmental impact of travelling to work
- e) Employing digital solutions to reduce the need for manual recording and disposable materials.

**BACKGROUND PAPERS**

None

**APPENDICES**

None



**Key Executive Decision**

**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

**Details of decision maker**

Signed



Name: Barbara Nicholls, Strategic Director of People

Date: 21<sup>st</sup> November 2024

**Lodging this notice**

The signed decision notice must be delivered to Democratic Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_