

## DECISION RECORD <sup>1</sup>

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution) **Council's Constitution**

**Subject: the extension of the contract with Pohwer for HertsHelp**

Staff Contact: Ted Maddex

Executive Member: Colette Wyatt-Lowe

Tel: 53574

Portfolio: Adult Care and Health

**1. Decision <sup>2</sup>**

To extend the contract with Pohwer for the HertsHelp service.

**2. Reasons for the decision <sup>3</sup>**

To continue to provide this service to the public in its current form.

**3. Alternative options considered and rejected <sup>4</sup>**

It would not be effective to retender as this would only be for a short period in order to co-ordinate tendering of other Information and Advice services.

**4. Consultation**

(a) Comments of Executive Member <sup>5 6</sup>

None

(b) Comments of other consultees <sup>7</sup>

None

**5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: .....

Title: Iain MacBeath, Director of Adult Care Services

Date: 05/09/2018

**6. Copies of agreed document to:**

- All consultees
- All members of the County Council (Democratic Services to send)
- Hard & electronic copy (for public inspection both at County Hall and on [hertfordshire.gov.uk](http://hertfordshire.gov.uk)) to the Democratic Services Manager - Room 213 County Hall; [democratic.services@hertfordshire.gov.uk](mailto:democratic.services@hertfordshire.gov.uk)

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- <sup>1</sup> Please refer to the Call-in and Contract Award Process for officers to determine if notice on this decision record for successful and unsuccessful bidders is exempt information and is therefore subject to inclusion in Annex 'A'
- <sup>2</sup> If this decision relates to the award of contract, please provide a summary of the evaluation process and reasons for the award of contract to the successful bidder.
- <sup>3</sup> for guidance see Chief Legal Officer's note "Taking Decisions"
- <sup>4</sup> details of any alternative options considered and rejected by the officer at the time the decision was made
- <sup>5</sup> record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without taking advice from the Chief Legal Officer
- <sup>6</sup> If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of The Council will need to be consulted
- <sup>7</sup> If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by email) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.