



**Decision Ref. No.**

*(Please enter)*

**B 092/18**

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

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution <https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>)

**Subject:**

Award of contract for the provision of Young Carers Support Service

Staff Contact: Lindsay Edwards

Executive Member: Teresa Heritage

Tel:07812322882

Portfolio: Children's Services

### 1. Decision

To award the contract for the Young Carers Support Service to the provider 'Carers in Hertfordshire'.

### 2. Reasons for the decision

Following market engagement and a compliant competitive procurement process, one bid was received which was assessed as successfully meeting the Council's requirements following a scoring and moderation process involving both officers and young carers. It was therefore decided to award this bidder the contract.

### 3. Alternative options considered and rejected <sup>2</sup>

None.

### 4. Consultation

(a) Comments of Executive Member <sup>3 4</sup>

(b) Comments of other consultees <sup>5</sup>

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

Signed: ... ..

Title: Operations Director, Services for Children and Young People.....

Date: .....06.11.18.....

### 6. Copies of agreed document to:

- All consultees

## DECISION RECORD

- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- hard & electronic copy (for public inspection both at County Hall and on Hertsdirect) Democratic Services Manager - Room 213 County Hall.

---

<sup>1</sup> for guidance see Chief Legal Officer's note "Taking Decisions"

<sup>2</sup> details of any alternative options considered and rejected by the officer at the time the decision was made

<sup>3</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 seeking advice from the Chief Legal Officer

<sup>4</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>5</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 e mail) 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.