

Officer Decision Record – Executive Decision

If Key Decision: Decision Ref. No.

B007 /22

If not a Key Decision write n/a above

OFFICER DECISION RECORD ⁱ

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: Step2Skills: Award of contract for the provision of Adult Learning across Hertfordshire for academic year 2022/23

Type of Decision: Executive

Key Decision (Executive Functions only): Yes

Executive Member/Committee Chairman:

Terry Douris

Portfolio (Executive Functions only):

Education, Libraries, & Life-Long Learning

Officer Contact: Lyn Keates

Tel: 01992 588626

- 1. Decision**

The decision has been made to award to 18 organisations a three-year Framework Agreement and of those, award a one-year call-off contract to 14 organisations to deliver provision of adult education funded by the Education and Skills Funding Agency for academic/funding year 2022/23. See Annex A.
- 2. Reasons for the decision**

The organisations that have been successful in receiving funding will meet the local needs of Hertfordshire.

May 2022

3. **Alternative options considered and rejected**

The alternative to use the funding to deliver all provision in-house is not viable, predominantly because it wouldn't be cost effective, therefore rejected.

4. **Consultation** (see *Summary of Requirements below*)

Was any Councillor consulted? Yes

Recommendations were made to ACSMB first, on 9 May 2022. These recommendations were approved at ACSMB and then recommendations were made to EMB with Terry Douris and Fiona Hill. The recommendations were approved following discussion.

5. **Any conflict of interest declared by a councillor who has been consulted in relation to the decision**

Terry Douris is a Trustee of one of the awarded organisations. Decisions made to award funding were not made with Terry Douris involved. The decisions were made using methods approved by Strategic Procurement, prior to the approval process which is when Terry Douris was involved.

(If a Councillor declares a conflict of interest DO NOT PROCEED without seeking advice from Democratic Services or Legal Services).

6. **Following consultation with the Executive Member, I am proceeding with the proposed decision.**

Signed: Steven Lee- Foster

Title: Operations Director, Community & Specialist Services, Adult Care Services

Date: 09 May 2022

Copies of record to:

- All consultees
- hard & electronic copy (if required to be made available for public inspection) to Democratic Services Manager - Room 213 County Hall.ⁱⁱ

Summary of Requirements to Inform/Consult Councillors

Significance of Proposed Action	Controversial	Relevant Councillor(s) to be Consulted
Technical/Professional/ Routine	No	No need to inform or consult councillors
Technical/Professional/ Routine	Yes	Executive Functions: Consult relevant Lead Executive Member and, where appropriate, Local Councillor Non-Executive Functions: Relevant Committee Chairman and, where appropriate, Local Councillor
Local	No	Executive Functions: Inform Lead Executive Member and Local Councillor Non-Executive Functions: Inform Local Councillor
Local	Yes	Executive Functions: Consult Lead Executive Member and Local Councillor Non-Executive Functions: Consult Local Councillor
General or County-wide	No	Executive Functions: Consult relevant Lead Executive Member (s) Non-Executive Functions: Consult relevant Committee Chairman
General or County-wide	Yes	Executive Functions: Consult relevant Lead Executive Member (s) and the Leader of the Council Non-Executive Functions: Consult relevant Committee Chairman/Leaders all Political Groups