

<b>Item No.</b> 9.	<b>Classification:</b> Open	<b>Date:</b> 10 December 2013	<b>Meeting Name:</b> Cabinet
<b>Report title:</b>		Gateway 1 - Procurement Strategy Approval Special Educational Needs and/or Disability (SEND) Taxis for Children, Young People and Vulnerable Adults	
<b>Ward(s) or groups affected:</b>		All wards	
<b>Cabinet Members:</b>		Councillor Dora Dixon-Fyle, Children's Services and Councillor Catherine McDonald, Health, Adult Social Care and Equalities	

**FOREWORD – COUNCILLOR DORA DIXON-FYLE, CABINET MEMBER FOR CHILDREN’S SERVICES AND COUNCILLOR CATHERINE MCDONALD, CABINET MEMBER FOR HEALTH, ADULT SOCIAL CARE AND EQUALITIES**

It is important to ensure that we meet our statutory duty to provide a safe and reliable transport service for eligible young persons and adults within Southwark. The costs associated with providing SEND taxi transport is commensurate with the need to secure a high quality, safe and specialist service however, we do also need to ensure that we achieve value for money. The strategy contained in this report provides the framework to achieve these criteria.

**RECOMMENDATIONS**

1. That cabinet approve the procurement strategy outlined in this report for the SEND taxis for children, young people and vulnerable adults service which is to undertake a competitive tender process for a four year framework agreement commencing on 1 September 2014 with an estimated annual value of £1.29m and therefore with an estimated total contract value of up to £5.2m.
2. That cabinet approve the delegation of the contract award decision (gateway 2) report to the strategic director of children’s and adults’ services for reasons stated in paragraph 28.

**BACKGROUND INFORMATION**

3. The SEND taxi service provides the council with vehicles, drivers and passenger assistants (PA) to accompany children and adults on their journeys where required and operates alongside the SEND school bus transport contract.
4. The SEND taxi service is used by Children’s and Adults’ Services to support delivery of the council’s statutory transport duties to support children with SEND travel to/from school and vulnerable adults assessed as eligible to receive travel support.
5. There are currently around 70 children and young people and up to 50 vulnerable adults using the SEND taxi transport service. Most of these children travel to Southwark mainstream schools or to special schools outside of

Southwark whereas adult clients, predominantly individuals with learning difficulties require SEND taxis to travel to colleges, day centres or other facilities.

6. In May 2012, the council awarded contracts for the provision of SEND taxi transport for children, young people and vulnerable adults to Ruskin Private Hire Ltd and HATS Ltd for a period of 15 months. The contracts ended in August 2013 with no provision available to extend.
7. The council embarked on a procurement process to put in place a framework for taxis services with a start date of 1 September 2013. However this process was abandoned in July 2013 as an insufficient number of providers were identified which met the council's criteria for that framework.
8. With little time to re-procure, an in principle agreement to continue existing arrangements was made with the incumbent providers pending the completion of this procurement.
9. This procurement will put in place a new framework with a start date of 1 September 2014. The interim arrangements mentioned above allow for the commencement of a new service on or before that date.

#### **Summary of the business case/justification for the procurement**

10. There is an ongoing need for the council to meet its statutory duty to provide travel assistance for children, young people and adults that meet the relevant criteria.
11. Adult social care works with clients to assess their requirements and produce support plans and introduce personalised support arrangements in accordance with the ministerial concordat "*Putting people first: a shared vision and commitment to the transformation of adult social care*" (2007). Adults in receipt of social care services will be considered to be offered self managed personal budgets and have the opportunity to arrange their own care and transport.
12. Adult social care will make use of the framework arrangement developed to purchase transport services for individuals who wish to have a council managed personal budget.
13. A coordinated children's and adults' services departmental approach to purchasing/booking/invoicing systems, comprehensive service monitoring and performance management will be achieved.

#### **Market considerations**

14. The market is made up mainly of private sector companies with local and regional reach.
15. Whilst the market for the provision of supported transport is mature and competitive and it is anticipated that a sufficient number of quality bids will be received for this procurement, the council recognises that it has recently abandoned a procurement process for a taxi framework. A review has been undertaken on the reasons for the limited number of successful applications and the findings will be addressed in the designing of the proposed tender process.

16. Comprehensive feedback was given to all unsuccessful providers and officers are confident that sufficient interest in future arrangements for the council remains.

## **KEY ISSUES FOR CONSIDERATION**

### **Options for procurement route including procurement approach**

17. A project board has been in operation to oversee development of the SEND taxi framework procurement. The project board considered the following options to ensure that market challenge and competition could be demonstrated in the procurement of the SEND taxi transport for children and adults:
  - Option 1: Do nothing – this is not an option open to the council as the council has a statutory obligation to provide transport services for eligible children, young people and vulnerable adults. Failure to fulfil the statutory duty would cause considerable disruption to those eligible children and vulnerable adults and damage the council's reputation. Not putting in place medium to long term travel arrangements for these client groups will inevitably result in escalating costs to the council. Taxis provide a necessary form of transport when school buses are not possible/ practical.
  - Option 2: Competitive tender to award one or more contracts – this option could provide the service requirements, however, it is less likely to provide value for money over the life of the contract. The framework agreement by its nature ensures ongoing competitive tension between providers which, it is hoped, will achieve better value for money for the council. With varying factors such as fuel and insurance costs a mechanism that can test prices in a competitive environment is considered a better way forward.
  - Option 3: Participate in an existing framework agreement for taxi services – whilst this is potentially an option, research confirmed that there is no local framework in place which the council can access. There are other frameworks in place however these are not local and therefore would potentially be a more expensive solution.
  - Option 4: Undertake a joint tender with other local authorities - This is an approach the council could explore in the future. Currently the council's timeline for procuring these services is not aligned to neighbouring boroughs.
  - Option 5: Bring service in house. The nature of the service with intermittent use means that this is not a viable option for the council.
  - Option 6: Competitive tender to form a framework agreement with more than one service provider - this option is expected to deliver best value for the council through the competitive tendering of rounds (where appropriate) each year with a number of suppliers.

### **Proposed procurement route**

18. Under the Public Contracts Regulations 2006, the services are Part A services that are in excess of the relevant European thresholds. The council proposes to adopt the restricted procedure for the purposes of this procurement. The

evaluation stages of that procedure are detailed further in paragraphs 35 - 37 of this report.

19. The outcome of the procurement route adopted will be to:
  - establish a multi-provider framework agreement;
  - allocate (on the basis of prices submitted during the tendering exercise) a majority of the rounds for the first year; and
  - establish a mechanism to allocate new or additional rounds by way of a mini-competition under the framework agreement.
20. A round will consist of passenger/s and their specific requirements e.g. with wheel chair access and/or passenger assistant. Following the allocation of rounds for the first year of the framework agreement in accordance with paragraph 19 above, the council's intention is to conduct, on an annual basis, mini-competitions for all rounds. The council will identify the rounds that will need to be delivered during the following year and providers appointed to the framework agreement will be given the opportunity to bid for these rounds. In exceptional circumstances e.g. where a change in provider may have an adverse effect on the passenger/s the round may not be reallocated through mini-competition.
21. It is envisaged that the framework will attract both small companies and large companies to bid competitively for work and it is envisaged that a good mix of companies will be achieved to deliver the service in accordance with the service specification.
22. This taxi framework procurement approach will provide a service delivery model that will enable:
  - joined up approach across Children's and Adults' Services department
  - a flexible SEND taxi transport service for eligible children, young people and adults
  - value for money - all rounds will be awarded based on competitive price and there will be an annual price review
  - performance monitoring and management of the contracts with clear performance standards and targets.

#### **Identified risks for the procurement**

23. A risk register of the key risks identified is set out in the table below. The project board will regularly review these risks. Actions being taken to mitigate risks are identified in the right hand column of the table.

No	Risk	Likelihood	Risk Control
1	Lack of market interest due to previous tender being abandoned.	Low	Comprehensive review of previous process and a clear communication strategy highlighting the simplification of the process. The scoring and evaluation will be designed to encourage bids from all providers in the market.
2	Lack of sufficient quality bids to form a framework.	Low	Improved approach to assessment of bids taking on board lessons learned from previous process
3	Not enough time to deliver procurement process and ensure continuity of service.	Low	Robust governance arrangements in place to track progress of project.
4	Not enough council resources to deliver this procurement process as there are two tendering processes (SEND taxis and SEND school bus transport) taking place at the same time and there may be a large number of responses.	Low	Additional resources have been identified to support the process. The two procurement processes have also been staggered to ensure the availability of sufficient resources at key points during each procurement process.
5	Tenderers may wish to participate in both of the procurement exercises referred to in point 4 above and may not have sufficient resource to participate in both of those exercises at once.	Low	As noted, the two procurement exercises have been staggered to enable maximum participation by the market in the two procurement exercises.

### Key /Non Key decisions

24. This is a key decision.

### Policy implications

25. This contract will enable the council to fulfil its statutory duty to provide transport services to eligible children and young people as set out in the Education Act 1996 and in the Education and Inspection Act 2006 and will support delivery of the Southwark School Travel Assistance Policy.

26. For adults, the contract will enable the council to fulfil its duties, under the NHS and Community Care Act 1990, National Assistance Act 1948, Health Services and Public Health Act 1968, the Chronically Sick and Disabled Persons Act 1970, the National Health Services Act 1977 and the Mental Health Act 1983, to provide services to meet the needs of vulnerable adults. This includes a duty to provide appropriate travel assistance to meet the welfare needs of adult clients assessed as needing assistance with transport.

27. The contract assists the council in meeting its statutory public sector equality duty (PSED) under 149 of the Equality Act 2010 and also supports the council's published approach to equalities.

**Procurement Project Plan (Key Decisions)**

28. To allow for the necessary mobilisation and TUPE consultation for a contract start date of 1 September 2014, the award decision will need to be made no later than 4 July. Evaluation of tenders are scheduled to be completed by 30 May which will be followed by our internal Gateway 2 reporting process, so the proposed award date is achievable, and would ordinarily be referred to the cabinet for decision. However due to the May elections, there is not a firm date set for the cabinet meetings post June 2014, and therefore no guarantee that the July 2014 Cabinet will be held before 4 July. In order to ensure that there is no delay to the start of this service it is therefore proposed that the award decision is delegated to a chief officer to enable the contract award date to be met.
29. The procurement plan is outlined below and the project board will keep these dates under constant review.

<b>Activity</b>	<b>Complete by:</b>
Forward Plan	22/10/2013
DCRB Review Gateway 1	30/10/2013
CCRB Review Gateway 1	14/11/2013
Notification of forthcoming decision – despatch of Cabinet agenda papers	28/11/2013
Approval of Gateway 1: Procurement strategy report	10/12/2013
Scrutiny Call-in period and notification of implementation of Gateway 1 decision	18/12/2013
Completion of tender documentation	03/01/2014
Advertise the contract	08/01/2014
Closing date for expressions of interest	10/02/2014
Completion of short-listing of applicants	10/03/2014
Invitation to tender	14/03/2014
Closing date for return of tenders	24/04/2014
Completion of evaluation of tenders	30/05/2014
DCRB Review Gateway 2:	11/06/2014
CCRB Review Gateway 2:	19/06/2014
Notification of forthcoming decision	23/06/2014
Delegated Approval of Gateway 2: Contract Award Report	04/07/2014
Scrutiny Call-in period and notification of implementation of Gateway 2 decision	11/07/2014
Contract award	15/07/2014
Alcatel Standstill Period (if applicable)	25/07/2014
TUPE Consultation period (if applicable)	31/08/2014
Place award notice in Official Journal of European (OJEU)	01/09/2014
Contract start	01/09/2014
Contract completion date	31/08/2018

### **TUPE/Pensions implications**

30. The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) will apply on a service provision change where activities cease to be carried out by a contractor on the Council's behalf and are instead carried out by another contractor on its behalf, where there is an organised grouping of employees whose principal purpose is the carrying out of that activity, and where the activity is to be carried out otherwise than in connection with a single specific event or task of short-term duration. Only those employees assigned to the transferring activity will transfer.

31. There are no TUPE nor pensions implications for the council as an employer because the council does not deliver these services directly. Whether TUPE will apply in relation to the current contractors is unclear at this stage but it is considered that any likelihood of TUPE applying will be in relation to a transfer of work involving dedicated escorts. However until due diligence is carried out definitive advice on TUPE cannot be provided. This due diligence work needs to be carried out before the tender process commences as its results need to be included in the tender pack. Tenderers will be directed in the tender documentation to seek their own independent advice and no warranties will be given as to the application of TUPE.

### **Development of the tender documentation**

32. The tender documentation required to set up the framework will be developed by the project team which includes officers from the council's legal, finance and corporate procurement teams.
33. The project board will oversee all elements of the procurement process and sign off all the relevant tender documentation ((Official Journal of the European Union (OJEU) notice, pre qualification questionnaire (PQQ), invitation to tender (ITT), service specification and the quality and price evaluation methodologies).

### **Advertising the contract**

34. The tender will be advertised in a number of ways:
- Notice in OJEU
  - Public advertisement in South London Press
  - Advertisement published on the council's website
  - Existing and other taxi transport providers known to the council will also be alerted to the advert placed on the council's website.

### **Evaluation**

35. The contract will be awarded following a Part A EU restricted procedure consisting of three stages – PQQ, ITT and allocation of rounds:
- Stage One – the purpose of the PQQ is to create a short list of organisations who have demonstrated that they have sufficient financial and economic standing, and technical capacity and capability to deliver the services at the standard required. PQQs will be evaluated in accordance with requirements of the Public Contract Regulation 2006. The financial, health and safety and equalities sections will be assessed as pass or fail. For the financial assessment a liquidity test will be undertaken to provide assurance of the continuity of the organisation. Method statements will be used to assess the technical section, for which there will be a minimum pass mark. Only those tenderers who attain the minimum technical score and pass all other sections will be invited to tender. The final PQQ evaluation methodology will be signed off by the project board and advised to tenderers.



- Stage Two – method statements will be used to evaluate tenders against key quality criteria such as quality of resources, approach to service delivery, management of information and approach to service improvement. Only tenders meeting the quality threshold will then be assessed on price.
  - Stage Three – allocation of rounds will be based on prices submitted in the tenders for the first year.
36. The evaluation panel will be made up of representatives from finance, home to school transport, adults' social care, health and safety, sustainability and equalities.
37. It is envisaged that in the event of any minor changes to a round during an academic year e.g. change in the number of passengers/pick ups the price will stay the same within an agreed range. Therefore tolerances for change will be included and these will be agreed as part of the tender documentation.

### **Community impact statement**

38. This is a specialist service that is likely to be delivered to around 75 children and young people with special educational needs and/or physical disabilities and up to 50 vulnerable adults annually. Service users representing a wide range of communities, including families and individuals with English as an additional language, receive support through SEND transport services. This transport service, supports this cohort to fully engage with educational and/or community activities e.g. to be able to attend school or their local community centre, which they would otherwise be unable to do. The provision of this service will support children and young people to access education and vulnerable adults to lead independent lives.
39. A comprehensive review of children's and adults' transport services was carried out during 2012. The consultation included focus group sessions with SEND transport service users including parents and carers of children with disabilities as well as children/young people travelling on the service to and from school. This consultation enabled us to obtain a much greater understanding of what the community wanted from this service. The feedback received was used to develop the council's travel assistance policy and has been central to determining the specific expectations we have for delivery of the service that this procurement strategy seeks to achieve. Companies tendering to deliver this SEND taxi service will receive details of the service we intend to deliver, which is largely based on the results of this extensive engagement with key stakeholders and will be expected to deliver their services accordingly.
40. As SEND taxis are used by some of the most vulnerable members of the community, it is essential that the service is of a high standard and is able to meet the needs of all passengers. The SEND transport service specification will include details of the specific requirements of community needs which are based on community consultation feedback and therefore, will be able to deliver services in accordance with direct requirements highlighted by service users from the community. All potential providers will be required to demonstrate their commitment to diversity and equal opportunities.

### **Economic considerations**

41. Local companies will be able to bid for inclusion on this framework and if successful, will help to promote local jobs to local people in delivering these transport services.

### **Social considerations**

42. In February 2012 the council made a commitment to ensure that the London Living Wage (LLW) benefits were extended to not only the councils directly employed staff but also those who work for the council through contracts. Since that time the LLW has been included in all relevant procurements and in some cases to existing contracts.
43. For this procurement the council will again stipulate the requirement for LLW for all staff directly employed by the provider on the contract. However, it is recognised that with taxi and mini cab providers, a range of business models are in operation especially with regard to the engagement of self employed drivers. In practical terms it is not realistic for the council to insist that such staff be paid LLW as this is a matter for those individuals. The tenderers' support of the council's LLW commitment will be tested fully through the procurement process. This will include business models with self employed components demonstrating their approach to support the council's achievement of its LLW commitment.

### **Environmental considerations**

44. Environmental policies will be assessed at PQQ stage. As a minimum providers will be expected to use and source green, environmentally friendly vehicles whenever it is possible to do so.

### **Plans for the monitoring and management of the contract**

45. As this framework arrangement will be in place across the Children's and Adults' Services department appropriate monitoring and management arrangements to facilitate this change will be required. The current school travel service team has significant experience in managing transport contracts, route planning and passenger support which will be used as a basis for developing this in-house resource.
46. Day to day monitoring of the contract will be achieved through monthly review meetings between officers and the transport provider. The contract will be monitored and managed in respect of:
  - compliance with the specification and contract terms and conditions
  - the performance of the contractor
  - cost
  - user satisfaction
  - risk management and
  - key performance indicators
47. Annual awards of rounds will include an element of performance assessment. It is envisaged that poor performance will not lead to continued levels of work being secured through the framework.

### Staffing/procurement implications

48. There is a cross departmental project team tasked with delivering this procurement. There are governance arrangements in place to oversee the progress of the procurement and to make necessary decisions during the process.
49. Monitoring arrangements and contract management of this taxi framework arrangement will be new to the council. Although transferable expertise exists within the home to school transport team this resource will not be sufficient to cover the entire new service.
50. A review of operational requirements to successfully run and manage the framework will be carried out to ensure sufficient resources are in place at the start of the life of the framework.

### Financial implications: (ref: CS0277)

51. The home to school transport budget has consistently experienced over spends for the past three financial years. The service has seen a steady rise in the number of SEND children transported each year; a contributory factor is the 'in-year' increases of SEND children requiring a service. In 2012/13 an 8% increase in children was experienced within the academic year September 2012 to July 2013.
52. The 2013/14 outturn for taxi provision is forecast to be 15% lower than the prior year as the annual reconfiguration of taxi and bus rounds for the start of September 2013 academic year resulted in a reduction in taxi users as mini bus rounds that were part of the taxi contract moved into the main bus contract provision. This is an efficiency saving on the total transport budget however, the full impact of this is offset by the increase in activity on the bus routes. The majority of the remaining SEND taxi users are those who attend schools outside the borough, have conditions which require them to be transported on their own or are the only pupils attending a particular setting, consequently making these high unit cost users.
53. There is an expectation that the new service will not experience an increase in costs on the current forecast of £977k as officers take this opportunity to reconfigure the service with providers and secure efficiencies where possible.

	2011/12 Outturn	2012/13 Outturn	2013/14 Forecast
<b>SEND taxi transport</b>			
<b>Cost (£000's)</b>	737	1,201	977
<b>Number of children with SEND on SEND taxi transport</b>	87	128	67
<b>% of children with SEND using SEND taxi transport</b>	22%	31%	16%

54. Adult clients are offered personal budgets (personalisation), and encouraged to make their own care arrangements, including those for transportation. As result, the client transportation costs for adults' services have fallen year on year over the last 4 years. The introduction of personalisation having contributed to this downward trend. Though reducing, there will remain a core of adult clients who do not wish to make their own transport arrangements, and will continue to use

the transport contracts for vulnerable adults. The impact of personalisation on the Adults transport budget is reviewed annually.

55. The forecast costs for vulnerable adult transportation costs 2013/14 is £308k; these costs can be met from within the existing budget for client transportation.
56. The total forecast cost of taxi services to vulnerable adults and SEND children for the proposed contract duration is £5.2m (1 September 2014 to 31 August 2018); this will be met from existing service budgets. The transport budget is funded via core budget and is therefore subject to the impact of the council's budget strategy during this period.

### **Legal implications**

57. See comments from the Director of Legal Services.

### **Consultation**

58. A comprehensive review of children's and adults' transport services was carried out during 2012 and included consultation with key stakeholders/users of the service. The results of the review were used extensively in the previous taxi framework tender process in development of the service specification and key aspects of the taxi service requirements that service users had informed us were important to them. This consultation feedback is still relevant and will be carried forward to the current taxi framework procurement process.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Director of Legal Services**

59. This report seeks the approval of the procurement strategy for the SEND taxi service as further detailed in paragraph 1. At an estimated value exceeding £4m, this is a strategic procurement under contract standing orders (CSOs), and approval is therefore reserved to the cabinet.
60. The cabinet is advised that the relevant law relating to the council's duty to make arrangements for transporting children and young people with SEN to school is found under the Education Act 1996, and in particular Part IV and schedules 27 and 35. Under s.508B local authorities must make travel arrangements for eligible children to facilitate attendance at school and those arrangements must be free of charge. There are supplementary provisions under the Education and Inspections Act 2006. The statutory authority for providing arrangements for adults is noted in paragraph 26.
61. The taxi service is a 'part A' service under the Public Contract Regulations 2006, and is therefore subject to the full application of those tendering requirements. As noted in paragraph 35 the framework will be established following a restricted procedure in accordance with the EU procurement regulations, and will be advertised through OJEU. Regulation 19 sets out specific requirements which must be met when establishing a framework, for example that the framework period should not exceed 4 years. Officers from the contracts team in legal services will work with the project team to ensure that the framework is established in accordance with those EU requirements.

62. The cabinet will be aware of the Public Sector Equality Duty in section 149 of the Equality Act 2010. In exercising its functions (and in its decision making processes) the council must have due regard to the need to:
- (a) eliminate discrimination, harassment, victimisation or other prohibited conduct;
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
63. The relevant protected characteristics are age, disability, gender reassignment, pregnancy/maternity, race, religion/belief, sex and sexual orientation.
64. The cabinet is referred to paragraphs 38 - 40 of this report which note the community impact statement, and they should consider the equalities impact and issues when approving the procurement strategy, and at each stage of the process.

### **Strategic Director of Finance and Corporate Services (FC13/086)**

65. This report seeks cabinet approval to the procurement strategy for the SEND taxis for children, young people and vulnerable adults' service. A competitive tender process will be undertaken for a four year framework agreement, commencing on 1 September 2014, with an estimated annual value of £1.29m with an estimated total contract value of up to £5.2m.
66. The strategic director of finance and corporate services notes the financial implications detailed in paragraphs 51 to 56. Close monitoring of these services, alongside other transport arrangements, needs to continue in order to ensure they can be delivered within existing resources.
67. It is noted that financial appraisal and price evaluation will be done ahead of contract award. Details of this and other financial implications will be contained in the gateway 2 report. Officer time to conduct this tender process can be contained within existing staff resources.

### **Head of Procurement**

68. This report is seeking approval to set up a framework that will deliver SEND taxi services for children, young people and vulnerable adults.
69. The report confirms that the council has a statutory duty to provide transport services for eligible children and adults with physical/ learning difficulties or special educational needs. This duty presents an ongoing need for transport services which are delivered in a variety of ways through a number of contracts. This report covers the provision of taxi services only. The proposed framework will provide a flexible arrangement which will be able to accommodate the council's requirements going forward. The procurement options considered and discounted are outlined in paragraph 17. The benefits of setting up a framework for taxi services are listed in paragraph 22.
70. Paragraph 15 explains that a previous procurement process was abandoned as a limited number of successful applications were received. The tendering process to be adopted for this procurement has been designed to address some of the issues highlighted during the previous process.

71. The procurement project plan is achievable, provided the appropriate resources are allocated to deliver the project. The report confirms that a project board is in operation to oversee the procurement and monitor the progress of the project. It is envisaged that the project board will sign off key stages of the project and the production of key tender documentation.
72. Paragraphs 35 – 36 describe the approach to evaluation. To get onto the framework, providers will need to demonstrate a level of quality that meets the council’s standard. All providers meeting the standard will appear on the framework. Routes will then be awarded according to the cheapest price. Routes will be the subject of an annual mini competition to ensure on going value for money is achieved.
73. Paragraphs 45 - 47 outline the monitoring and management arrangements for the framework and services delivered through it. The report confirms that performance will feature in the annual mini competition. This will help ensure that quality standards are maintained throughout the life of the framework

**BACKGROUND DOCUMENTS**

Background Documents	Held At	Contact
None		

**APPENDICES**

No	Title
None	

## AUDIT TRAIL

<b>Cabinet Member</b>	Councillor Dora Dixon-Fyle, Cabinet Member for Children's Services Councillor Catherine McDonald, Cabinet Member for Health, Adult Social Care and Equalities	
<b>Lead Officer</b>	Romi Bowen, Strategic Director of Children's and Adults' Services	
<b>Report Author</b>	Glenn Garcia, Head of Pupil Access	
<b>Version</b>	Final	
<b>Dated</b>	28 November 2013	
<b>Key Decision?</b>	Yes	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Head of Procurement	Yes	Yes
Director of Legal Services	Yes	Yes
Strategic Director of Finance and Corporate Services	Yes	Yes
<b>Contract Review Boards</b>		
Departmental Contract Review Board	Yes	Yes
Corporate Contract Review Board	Yes	Yes
<b>Cabinet Member</b>	Yes	Yes
<b>Date final report sent to Constitutional Team</b>	28 November 2013	