

Template Guidance

Please delete any highlighted red sections before submitting report

Please ensure your report is clear, concise and written in plain English. Avoid jargon and acronyms.

Ensure you complete the Supporting Information and if necessary the Impact Assessment, for guidance on when this is required contact:

Lisa Antrobus: ext 7064

June Gurry: ext 7012

Kate Spencer: ext 7014

Jacqui Warren: 07423 782520

Meeting: Click here and enter text **Date:** Click here and enter date

Wards affected: Click here to enter text

Report Title: Click here to enter text

When does the decision need to be implemented? Click here and enter date

(For Cabinet decisions only: how soon does your decision need to be implemented? These decisions are subject to call-in and cannot be implemented until five clear working days after the decision is published to allow for potential scrutiny of the decision. If called in it may be delayed for up to four weeks. If you cannot wait that long please contact Governance Support to discuss waiving call-in requirements ASAP)

Cabinet Member Contact Details: Name of Councillor, Cabinet Member title and email address

Director/Divisional Director Contact Details: Name of officer, job title, and email address

1. Purpose of Report

In a few sentences summarise the current position to set the scene.

Keep this section to no more than 3 short paragraphs - you will have opportunity to give further information in the 'Supporting Information' section.

Briefly explain the contract, is there already a contract in place that is ending or is this a new requirement?:

Please number your paragraphs for each section; ie 1.1, 1.2, 1.3 etc.

1.1 To seek approval for the procurement and subsequent award of a contract for Insert brief details of the contract being put in place

1.2

2. Reason for the Contract and its benefits

Summarise why the contract needs to put in place and its benefits for Torbay. What will be achieved for our residents, visitors or businesses?

Think about whether your proposal will help to deliver one or more of the following ambitions:

- We want Torbay and its residents to thrive.
- We want Torbay to be a place where we have turned the tide on poverty and tackled inequalities; where our children and older people will have high aspirations and where there are quality jobs, good pay and affordable housing for our residents.
- We want Torbay to be the premier resort in the UK, with a vibrant arts and cultural offer for our residents and visitors to enjoy; where our built and natural environment is celebrated and where we play our part in addressing the climate change emergency.

Think about whether it will support the delivery of some or all of the following themes:

- thriving people; thriving economy; tackling climate change; Council fit for the future;
- the Council's responsibilities as corporate parents;
- tackling poverty, deprivation and vulnerability;
- people with learning disabilities.

We have to give regard to the following national priorities within our procurement processes, think about whether your contract will support some or all of these priorities:

- creating new businesses, new jobs and new skills
- tackling climate change and reducing waste
- improving supplier diversity, innovation and resilience

2.1

2.2

3. Recommendation(s) / Proposed Decision

What action/decision needs to be taken = Recommendations.

Please number each recommendation.

1. To approve the commencement of the procurement process and the resultant award of the contract, to be undertaken in accordance with advice and guidance provided by Commercial Services.

2.

Appendices

Appendix 1:

Background Documents

List any up to date web pages which are relevant to the report or refer to additional background information.

Please ensure that source data documents/webpages are referenced under each relevant section or listed here as appropriate.

For executive (Cabinet) decisions, any documents not available on the web will need to be sent electronically to Governance Support to allow for the team to upload them to the website with your report.

[Click here to add your list of documents.](#)

Report Clearance

When you have submitted your draft report by the deadline provided by Governance Support, it will be sent to SLT for clearance. Please ensure your Director/Assistant Director has seen/is

happy with the report before you submit it to Governance Support. Reports not submitted by the deadline will be delayed until the next meeting.

Supporting Information

1. Introduction

Is this an existing contract which needs to be re-procured or a new requirement?

What is currently provided if this is the retender of an existing contract or what will be put in place if it's a new contract?

Why is the contract needed, e.g. is it a statutory requirement?

Please number your paragraphs for each section; ie 1.1, 1.2, 1.3 etc.

1.1

1.2

2. Options under consideration

Set out the options which have been considered as part of this proposal e.g. make, buy or do nothing.

Outline the advantages and disadvantages of the alternative options with supporting information as evidence.

Explain why the alternatives are not part of the proposal / decision.

2.1

2.2

3. Contract term and budget

When will the contract start, how long will it be in place for and whether this includes options for extension.

Confirm that you have the budget in place and the contract can be delivered within the budget.

Set out the estimated cost of the contract, it is helpful to include the anticipated total spend and the anticipated annual spend.

3.1

3.2

4. Procurement routes to market

Set out any options identified in relation to the procurement procedure / route to market you will use or are considering.

Outline the reasons for considering these options.

If you have decided on the route to market please set this out with the reasons why this is the preferred route.

Under the Procurement Act 2023 we have a legal duty to consider lotting contracts to enable bids from SMEs and our Contract Procedures require us to increase opportunities for local suppliers and voluntary organisations to bid for Council contracts. For below regulated threshold procurements this may include inviting local suppliers / voluntary organisations to bid or lotting the contract into smaller elements; for above threshold procurements you must consider lotting the contract. If you are not intending to promote the opportunity for local suppliers or lot the contract you will need to explain why this is not possible.

4.1

4.2

5. Best value duty

Explain how you will ensure best value is achieved through the procurement and during the life of the contract, e.g.:

- Consider your approach to evaluating bids, such as the split between price, quality and social value.
- Competitive tendering.
- Social Value - The Public Services Value (Social Value) Act 2012 places a responsibility on public sector organisations to consider social value in service contracts, or where there is a service element in goods or works contracts, under our Social Value policy consideration must be given to whether social value can be achieved within goods, services and works contracts. It gives us the opportunity to consider, and give weighting to in procurements, any additional community benefits that could be achieved (outside the scope of the procurement). These benefits should link wherever possible to the Community & Corporate Plan and be reviewed as part of contract performance reviews – the Council has a set of social value outcomes which align to the Community and Corporate Plan, you will need to identify which of these can be achieved through the contract. Please outline any particular themes you will be focussing on relation to the supplier's social value offer or provide any reasons why you do not intend to include Social Value in this contract.

- Tackling Climate Change - The Council is aiming to become a carbon neutral council and work with others to create a carbon neutral community. In addition, the Council aims to make decisions which improve its organisational and community resilience to the effects of climate change. Describe how the contract you are intending to put in place can support this aim. To help you answer this question please visit our carbon neutral council intranet page here and use the Carbon Neutral Impact Assessment Tool. This Tool asks you a series of questions to help you identify potential impacts. If you need further advice please contact Jacqui Warren, Climate Emergency Officer (jacqui.warren@torbay.gov.uk). If you have completed a Carbon Neutral Impact Assessment please add it as an appendix to this report.
- Provide information on any opportunities for innovation or improvements that will be built into the contract.

5.1

5.2

6. Engagement and consultation

Explain what you have done / will be doing to consult with the market or potential users of the contract in relation to developing your requirements and/or procurement procedure.

6.1

6.2

7. Equality Impacts - Identify the potential positive and negative impacts on specific groups

It is not enough to state that the contract will affect everyone equally. There should be more in-depth consideration of available evidence to see if particular groups are more likely to be affected than others – use the table below. You should also consider workforce issues. If you consider there to be no positive or negative impacts use the ‘neutral’ column and explain ‘there is no differential impact’

	Positive Impact	Negative Impact & Mitigating Actions	Neutral Impact
Older or younger people			
People with caring Responsibilities			
People with a disability			

Women or men			
People who are black or from a minority ethnic background (BME) (Please note Gypsies / Roma are within this community)			
Religion or belief (including lack of belief)			
People who are lesbian, gay or bisexual			
People who are transgendered			
People who are in a marriage or civil partnership			
Women who are pregnant / on maternity leave			
Socio-economic impacts (Including impact on child poverty issues and deprivation)			
Public Health impacts (How will your proposal impact on the general health of the population of Torbay)			

8. Impact and risks

Explain whether there will be a detrimental impact or any significant risks if the contract is not put in place.

Explain whether there are any risks associated with putting the contract in place.

8.1

8.2