

# OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 28/11/2018	<b>Ref No:</b> CS 565
<b>Type of Operational Decision:</b>	
<b>Executive Decision</b>	<input checked="checked" type="checkbox"/> X
<b>Council Decision</b>	<input type="checkbox"/>
<b>Status:</b> Non-key	
<b>Title/Subject matter:</b> SEND4Change Ltd extension to SEN Assessment Contract	
<b>Budget/Strategy/Policy/Compliance</b> – Is the decision:	
(i) within an Approved Budget	Yes – EG34000
(ii) not in conflict with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No
<b>Details of Operational Decision Taken</b> <i>[with reasons]:</i>	
<p>SEND4Change Ltd were engaged to undertake an SEN Assessment in May 2017 following a tender process. The contract commenced on 1<sup>st</sup> June 2017 with and end date of 31<sup>st</sup> October 2017, the value of the contract was £80,550 in total.</p> <p>Following completion of the initial SEN assessment SEND4Change Ltd have undertaken further work to develop SEMH Partnerships and Inclusion roles in Primary and Secondary education. A formal contract extension has not been issued for this work yet.</p> <p>The rates for this continuing work are:</p> <p>Primary and Secondary SEMH Partnership role - £700 per day          Executive role for Secondary Partnerships and Pupil Referral Unit - £800 per day          Mileage expenses – 50p per mile</p> <p>It is envisaged that SEMH Partnership work will be completed by end December 2018 and the Secondary Inclusion role will continue until end March 2019.</p> <p>The expenditure to for 2017-18 and 2018-19 to date is:</p>	

Expenditure Type	2017-18	2018-19 To date
Initial Contract	£ 80,550.00	£ -
SEND Additional Days	£ 42,855.00	£ -
April - 18 (14 days)		£ 14,881.80
May / June 18 (43.5 days)		£ 31,080.00
Jul-18 (19.5 days)		£ 13,920.00
Aug-18 (6 days)		£ 4,301.25
Sep-18 (34 days)		£ 24,286.00
Oct-18 (20 Primary / 20 Exec Secondary)		£ 30,583.20
<b>Totals</b>	<b>£ 123,405.00</b>	<b>£ 119,052.25</b>

If the services continue until March 2019 then the estimated further expenditure is:

Expenditure	2018-19 Estimate
November 18- 20 days @ £700/20 days @ £800 plus mileage	£ 30,583
December 18- 20 days @ £700/20 days @ £800 plus mileage	£ 30,583
January 19 - 20 days @ £800 plus mileage	£ 16,300
February 19 - 20 days @ £800 plus mileage	£ 16,300
March 19 - 20 days @ £800 plus mileage	£ 16,300
<b>Total estimate Nov 18 - March 19</b>	<b>£ 110,066</b>

**It should be noted this is an estimate only and the actual number of days / arrangements will be agreed by the Strategic Lead and/or CMT.**

The request is for CMT to approve the all expenditure associated with SEND4Change activities in relation to SEN Assessment, SEMH Partnership in Primary, Secondary and Executive Inclusion role to enable an extension to be issued.

Decision taken by:	Signature:	Date:
Executive Director or Chief/Senior Officer	<i>Rever Dutton</i>	18/12/18
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member/Chair	<i>Sharon Briggs</i>	11/12/18
Lead Member		
Opposition Spokesperson	<i>Michael Parky</i>	20/02/19

#### Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**