

## RECORD OF DECISION MADE UNDER DELEGATED AUTHORITY

### **\*PART 1 – PUBLIC DOCUMENT**

Any interest to declare/ or conflict and any dispensation granted [*if applicable*]

### **SERVICE DIRECTORATE: CUSTOMERS**

#### **1. DECISION TAKEN**

- 1.1 To enter into a supply contract with Supra UK in regard to the supply of key safes as a delegated function of the Hertfordshire County Council Assistive Technologies Service.

#### **2. DECISION TAKER**

- 2.1 Jo Dufficy, Service Director - Customers

#### **3. DATE DECISION TAKEN:**

- 3.1 12 November 2021

#### **4. REASON FOR DECISION**

- 4.1 Key safes are a core component of assistive technology and the service that Careline provides to support independent living. They facilitate rapid emergency access for emergency responders avoiding the need for more destructive and expensive methods of emergency entry.
- 4.2 Following a formal procurement process Supra UK were the successful supplier, demonstrating best value for money.

#### **5. ALTERNATIVE OPTIONS CONSIDERED**

- 5.1 A framework agreement was considered but the price available via the framework was more expensive than the proposed arrangement and would therefore not offer best value for money.

#### **6. CONSULTATION (INCLUDING THE EFFECT ON STAKEHOLDERS, PARTNERS AND THE PUBLIC)**

- 6.1 The product range is currently part of the assistive technology offering and we are not proposing to change the options available.
- 6.2 Consultation has been carried out with the Executive Member for Housing and Environmental Health and the Deputy Executive Member for Housing and Environmental Health.
- 6.3 Consultation has also been carried out with the Assistive Technology Lead at Hertfordshire County Council.

## **7. RELEVANT CONSIDERATIONS**

- 7.1 The provision of key safe equipment has been in place for a number of years, there are now a number of manufacturers offering products within this sector. This coupled with an increase in demand and enhanced security standards for key safe has led to this procurement exercise being undertaken.

## **8. LEGAL IMPLICATIONS**

- 8.1 The Service Director – Customers has delegated authority to enter into contracts to carry out works and/or for the supply of goods and services within approved budgets as per section 14.6.4(a)(ii) of the Constitution.
- 8.2 Under terms of reference 14.6.7 (b)(i) of the Constitution, the Service Director - Customers has delegated authority for all care functions including the provision and management of Careline and community alarms.
- 8.3 Contracts must be let in accordance with the Contract Procurement Rules and paragraph 7.13 of the rules requires the publication of a Decision Notice for any contract with a value of above £50,000.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 The expenditure is on behalf of Hertfordshire County Council who have delegated their authority to NHDC to provide assistive technology equipment to Hertfordshire residents. NHDC will draw down the funding through the existing Section 9EA agreement to purchase the equipment.
- 9.2 The contract value has been calculated at £300,000 for the first three years with an option to extend the contract for a further two years. The costs associated with this will be funded and underwritten by HCC through the Section 9EA agreement with NHDC.
- 9.3 The value of the contract is estimated at £300,000 + RPI for the first three years with the option to extend for a further two years.

## **10. RISK IMPLICATIONS**

- 10.1 Failure to procure a supplier of key safe equipment would put in jeopardy the supply of service to vulnerable residents within Hertfordshire, due to the inability of emergency responders to gain rapid access to properties. Increased levels of destructive entry could expose the council to costs of repair.

## **11. EQUALITIES IMPLICATIONS**

- 11.1 The service provides support to vulnerable elderly and disabled residents of Hertfordshire.
- 11.2 There are no other equalities implications.

## **12. SOCIAL VALUE IMPLICATIONS**

- 12.1 As the recommendations in the report relate to a contract above the EU threshold, Social Value has been included within the quality mark of the procurement exercise.

## **13. HUMAN RESOURCE IMPLICATIONS**

13.1 None

**14. BACKGROUND PAPERS**

14.1 None

**15. NOTIFICATION DATE**

15.1 Friday 26 November 2021



**Signature of Executive Member Consulted**

**Date** 24 November 2021



**Signature of Decision Taker**

**Please Note:** that *unless urgency provisions apply* EXECUTIVE decisions cannot be implemented until 5 clear working days have elapsed after the decision has been taken to allow for scrutiny call-in.

**Call-in does not apply to NON-EXECUTIVE DECISIONS**