

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF RESIDENTIAL AND WELLBEING SERVICES COMMITTEE ON 22 JULY 2021

REPORT

SUBJECT: Procurement of a Community Advice Services Contract

REPORT AUTHOR: Robin Wickham, Group Head of Community Wellbeing

DATE: June 2021

EXTN: 37835

AREA: Community Wellbeing

EXECUTIVE SUMMARY: The Community Advice Services Contract expires on 31 March 2022. The current contract was procured by West Sussex County Council with the support of each District and Borough Council. This paper sets out a proposal to procure a new Community Advice Services contract.

RECOMMENDATIONS:

It is RECOMMENDED that the Residential & Wellbeing Services Committee resolve:

1. That Arun District Council (with West Sussex County Council and the other West Sussex District and Borough Councils) procure a Community Advice Services contract for the provision of an independent and comprehensive information and advice service for up to seven years from 1 April 2022: and
2. Provide a funding contribution of £120,550 uplifted annually in line with the consumer price index calculated on the anniversary of the agreement, subject to satisfactory service reviews in line with Arun's Priorities and the availability of Arun District Council funding.

1. BACKGROUND:

- 1.1 The Community Advice Service in the Arun district is provided by Arun and Chichester Citizens Advice. The service is delivered in partnership with Citizens Advice West Sussex and forms a county wide contract for Community Advice Services. The contract expires on 31 March 2022 and was procured by West Sussex County Council with all the West Sussex Local Authorities.
- 1.2 It is proposed that a new county wide advice services contract is procured for West Sussex, led by the County Council with support from the District and Borough Councils. The term will be up to seven years.

1.3	The new contract specification will be drafted to reflect the changes in the way people access information and advice where services are delivered to the community.	
1.4	Arun's budget for this service is currently £120,550 per annum uplifted each year in line with the consumer price index (CPI). It is proposed that the budget for the funding contribution and the annual uplift are maintained for the term of the contract.	
1.5	It is also proposed that Arun District Council continues to procure this service collectively with West Sussex County Council and the other West Sussex District and Borough Councils for a period up to seven years at the current level of funding uplifted annually by CPI.	
2. PROPOSAL(S):		
1. That Arun District Council (with West Sussex County Council and the other West Sussex District and Borough Councils) procure a Community Advice Services contract for the provision of an independent and comprehensive information and advice service for up to seven years from 1 April 2022: and 2. Provide a funding contribution of £120,550 uplifted annually in line with the consumer price index calculated on the anniversary of the agreement, subject to satisfactory service reviews in line with Arun's Priorities and the availability of Arun District Council funding.		
3. OPTIONS:		
1. That Arun District Council (with West Sussex County Council and the other West Sussex District and Borough Councils) procure an independent and comprehensive community advice service from 1 April 2022 for up to seven years. 2. Not to procure a countywide community advice contract as described in Option 1.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment	✓	
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land	✓	
Technology		✓
Other (please explain)		✓
6. IMPLICATIONS: Financial and Legal: Contractual agreement which requires a financial commitment. Asset Management: The incumbent organisation utilises buildings owned by Arun District Council. Human Rights: Access to impartial advice services		
7. REASON FOR THE DECISION: To provide an independent and comprehensive advice service for the community.		
8. BACKGROUND PAPERS: Overview Select Committee Report November 2014 Cabinet Decision December 2014: C/056/081214 Cabinet Decision February 2015: C/067/090215 Cabinet Decision February 2018: C/048/120218 Cabinet Decision December 2018: C/031/101218		