



**Report for:** Cabinet Member for Children, Schools & Families

**Item number:** To be added by the Committee Section

**Title:** Award of framework agreements for the provision of short breaks afterschool, holiday, weekend services for disabled children and young people

**Report authorised by:** Ann Graham, Corporate Director of Children's Services

**Lead Officer:** Pauline Simpson, Strategic Commissioner

**Ward(s) affected:** All Wards

**Report for Key/  
Non-Key Decision:** Key Decision

**1. Describe the issue under consideration**

- 1.1 Local Authorities have a statutory responsibility to provide short break services for disabled children and young people, and their Parents/Carers, in line with the Children Act 1989 and Children and Families Act 2014 as well as associated regulations and guidance.
- 1.2 Short breaks provide opportunities for disabled children and young people to spend time away from their primary care givers and encompass a wide range of activities including day, evening, overnight or weekend activities. Short breaks may take place in the child's own home, the home of an approved carer, or a residential or community setting. Short breaks opportunities can be provided via specialist services or by temporary carers or outreach workers, helping children to access universal leisure-time services whilst temporarily relieving the primary carer of their caring responsibilities
- 1.3 The council has carried out a competitive procurement process to establish a new open framework with multiple suppliers. The services were tendered under 5 separate Lots:
- Lot 1 - (After school activities)
  - Lot 2 - (Weekend Activities)
  - Lot 3- (Holiday Activities)
  - Lot 4 – (Outreach) and
  - Lot 5 – (Other short breaks).
- 1.4 This report outlines the outcome of the procurement process and seeks approval to establish an open framework for the provision of short breaks services for children and young people with disabilities, and award framework agreements to the successful providers.
- 1.5 The open framework will be for an initial period of four (4) years commencing on 1<sup>st</sup> November 2025 with an option to extend at the Council's discretion for

a further period of up to 2 plus 2 years, at an estimated aggregated value of £2.7million over the lifetime of the framework if fully extended.

- 1.6 The Council will open up the framework 12-18 months from the establishment of the framework and then every 12-18 months following the previous re-opening of the framework”, to allow new providers (who were not originally part of the framework) the opportunity to be appointed to the framework. The Providers who have already been appointed to the framework will not need to re- tender when the framework re- opens.

## **2. Cabinet Member Introduction**

- 2.1 Not applicable

## **3. Recommendations**

- 3.1 That the Cabinet Member for Children, Schools and Families approves in accordance with Contract Standing Orders 16.01 (bid acceptance), 2.01 (c) and as permitted under 0.08 (which provides that where the decision is required by the Cabinet, this may also be taken by the Leader or by a Cabinet Member with the Leader’s agreement) the award of framework agreements for the provision of short breaks services for disabled children and young people to successful providers identified in Appendix 1 - Part B ( exempt information) of this report. The framework agreement shall run for initial period of 4 years with anticipated commencement date of 1<sup>st</sup> November 2025 at estimated cost of £337,500 per annum with an option to extend further period 2 years, plus 2 years. The total aggregated value of the framework is estimated at £2.7 million (excluding VAT) over the full duration of 8 years, if fully extended.
- 3.2 To delegate authority to the Director of Children’s Services in consultation with the Lead member for Children’s, Schools and families to award, framework agreements to successful bidders following the re-opening of the framework as outlined under 1.6 above

## **4. Reasons for decision**

- 4.1 The Council has a statutory duty to provide short break services for disabled children and young people and their parents/carers, in line with the Children Act 1989 and Children and Families Act 2014 and their associated regulations and guidance.
- 4.2 The existing contracts for short break services are due to expire on 31<sup>st</sup> August 2025 and there is no further provision to extend the contract.
- 4.3 The Council has carried out a competitive procurement process to establish the open framework and identified the successful providers who will deliver short breaks services from 1<sup>st</sup> November 2025.

## **5. Alternative options considered**

5.1 **Do nothing:** This option was considered and not considered to be viable because the Council has a statutory duty under the Children Act 1989 which places a duty to provide breaks from caring for carers of disabled children. Doing nothing would lead to reliance on spot purchasing arrangements to ensure the Council's statutory duties are met. This may result in providers charging exorbitant prices which do not deliver value for money. Also, may viewed as non-compliance procurements.

5.2 **Deliver in house:** The Council does not currently have the significant level of resources that would be required to deliver the service in house. This option would require substantial investment in several key areas: such as staff salaries, recruitment and training, buildings, equipment, transportation, maintenance costs, management systems and regulatory compliance.

## 6. **Background information**

6.1 The Children Act 1989 requires that local authorities provide a range of services including day care, overnight care, educational or leisure activities for disabled children and services to assist carers in the evenings at weekends and during school holidays.

6.2 On average each year, circa 260 disabled children and young people access short breaks services through use of their personal budget. This includes both children with council managed budgets and those with direct payments.

6.3 In line with the Corporate Delivery Plan, it is a key priority for Haringey to ensure that disabled children and young people and their parents / carers have the opportunity to access a range of short breaks services that enhance support for carers and help children to enjoy happy childhoods.

## 6.4 **Procurement Process**

6.4.1 A pretender market engagement event was held on 23<sup>rd</sup> January 2025, which was attended by 9 organisations. This event was intended to communicate the Council's commissioning intentions with the market and offer potential suppliers the opportunity to contribute to the discussions and present their views before the start of the procurement.

6.4.2 Tender exercise commenced by publishing a Contract Notice via Find a Tender Service and Contracts Finder on 21<sup>st</sup> February 2025. The Invitation to Tender (ITT) and supporting documents were published via the Council's e-sourcing portal, Haringey Procurement and Contract System (HPCS) to enable potential tenderers to access the tender and submit documents electronically.

6.4.3 The service was tendered in the following 5 Lots and tenderers could submit a tender for one lot or a combination of any lots.

- Lot 1 - After School Activities
- Lot 2 - Weekend Activities

- Lot 3 – School Holidays
- Lot 4 – Outreach Support
- Lot 5 - Other short breaks

- 6.4.4 By the closing deadline on, 31<sup>st</sup> March 2025, 33 tenders were received from 11 organisation across all 5 Lots. The final submitted bid was checked for compliance with the minimum requirements including mandatory and discretionary exclusion criteria before proceeding to full evaluation.
- 6.4.5 Tenders were evaluated based on Most Economically advantageous tender in accordance with criteria set out within the Invitation to tender documents, including a Quality /Price weighting of 800 /200. Tenderers were required to score 320 points to pass the quality (method statement) evaluation).
- 6.4.6 Quality was evaluated by a panel comprised of officers from Children's Disability Social Care Team. Final scores were agreed at a moderation meeting chaired by the Haringey's Strategic procurement with support from Children's commissioners. Price was evaluated by strategic procurement.
- 6.4.7 Following the completion of quality and price evaluation, the Council carried out due diligence checks on bidders, including an assessment of their economic and financial standing. Four of the bidders failed to achieve the 16 points required to pass and were eliminated from the procurement process.
- 6.4.8 The table below provides a list of successful bidders along with their quality and price scores. Further information about the tender evaluation is contained in Part B (exempt part) of the report.

#### **Lot 1 – After school activities**

<b>Tenderer</b>	<b>Quality score</b>	<b>Price Score</b>	<b>Total Score</b>
A	576	190	766
B	600	160	760
C	568	167	735
D	464	200	664
E	528	98	626

#### **Lot 2- Weekend activities**

<b>Tenderer</b>	<b>Quality score</b>	<b>Price Score</b>	<b>Total Score</b>
A	576	190	766
B	600	154	754
C	464	200	664
D	528	98	626

### Lot 3 – Holiday Activities

Tenderer	Quality score	Price Score	Total Score
A	600	154	754
B	576	178	754
C	568	167	735
D	464	200	664
E	528	98	626

### Lot 4 – Outreach

Tenderer	Quality score	Price Score	Total Score
A	576	196	772
B	568	192	760
C	600	153	753
D	544	200	744
E	528	100	628

### Lot 5 – All other short breaks

Tenderer	Quality score	Price Score	Total Score
A	600	157	757
B	568	183	751

- 6.4.9 The successful tenderers will contribute to the Council's commitment to deliver social, economic, and environmental benefits to its residents including payment of London Living wage to all staff, volunteering opportunities, apprenticeships, creation of new jobs for residents from hard-to-reach communities, various initiatives for waste reduction and recycling.

### 6.5 Contract Management

- 6.5.1 Contract monitoring will be carried out by service commissioners on a termly basis. The service will be monitored and evaluated on a range of outcomes and Key performance indicators which have been set out within the service specification.

### 7. Contribution to the Corporate Delivery Plan 2024-2026 High level Strategic outcomes?

- 7.1 The commissioning of short break services aligns with the priorities within Haringey's Corporate Delivery Plan 2024-2026' specifically:

### Theme 3: Children and Young People

- Outcome 1: Best Start in Life
- Outcome 2 Happy Childhoods
- Outcome 3 Successful Futures

## 8. **Carbon and Climate Change**

8.1 The Council has made a commitment to be a Net Zero Carbon Borough by 2041, including core council operational buildings and all transport-related activities undertaken by the Council in the delivery of core services.

8.2 Practises will be adopted where possible to reduce climate impacts. This includes encouraging staff and children and young people with disabilities to use sustainable transport methods, such as walking, cycling, and public transportation, thereby reducing reliance on fossil fuels. Short breaks providers will be encouraged to utilize energy-saving measures and adopting smart energy management systems within their buildings. Waste reduction measures will also be emphasized, including recycling programs.

## 9. **Statutory Officers comments (Director of Finance (procurement), Head of Legal and Governance, Equalities)**

### 9.1 Finance

9.1.1 This This report seeks approval to establish an open framework for the provision of short breaks services for children and young people with disabilities, and award framework agreements to the successful providers.

9.1.2 The agreement for the provision of short breaks services for disabled children and young people shall run for an initial period of 4 years with anticipated commencement date of 1st November 2025 at estimated cost of £337,500 per annum. If fully extended the total value is estimated at £2.7 million (excluding VAT) over the full duration of 8 years.

9.1.3 The figure of £337,500 is an assumption that there will be up to 80% intake of children with disabilities being supported by the council commissioned providers within this framework.

9.1.4 The costs for this agreement will be fully funded from the approved general fund budget allocated to cost centre S33700 – Children's Carers budget

### 9.2 **Strategic Procurement**

9.2.1 Strategic Procurement note the contents of this report and has been actively consulted in the preparation of this report.

9.2.2 The report outlines the outcome of a competitive procurement process conducted for the provision of short breaks services for disabled children and

young people and seeks approval to award a Framework Agreement to the successful tenderers.

- 9.2.3 Strategic Procurement led on the procurement exercise and the 'Open' tender process has been followed, with a contract notice published on Find the Tender Service and Contract Finder in accordance with Light Touch Regime as set out under the Public Contracts Regulations 2015 (PCR 2015) and the Council's Contract Standing orders (CSO) 12.3 (requirement to advertise tender opportunity) and CSO 13 (requirement to electronic communications, procurement documents, receipt and opening of Bids).
- 9.2.4 The Request to award a Framework Agreement to the successful tenderers is made in accordance with the CSO 16.01 (bid acceptance), 2.01 (c) (Cabinet may authorise the award of a contract the value of which is more than £500,000) and as permitted under 0.08 (which provides that where the decision is required by the Cabinet, this may also be taken by the Leader or by a Cabinet Member with the Leader's agreement)
- 9.2.5 Contract monitoring will be undertaken by the Children's Service commissioning throughout the duration of the contract. Key performance indicators and outcomes are captured in the contract document to ensure contract performance targets are met, outcomes are realised, and service delivery risk mitigated as well as, foster partnership working and the sharing of expertise.
- 9.3 Legal
  - 9.3.1 The Director of Legal and Governance (Monitoring Officer) was consulted in the preparation of the report.
  - 9.3.2 Pursuant to the provisions of the Council's Contract Standing Order (CSO) 7.01, the Council may establish a Framework Agreement from which it may procure future contracts and as such the recommendation in paragraph 3.1 of the report is in line with the Council's CSO.
  - 9.3.3 Pursuant to CSO 2.01(c), Cabinet has authority to approve awards of Contract valued at £500,000 or more.
  - 9.3.4 Further to paragraph 9.3.3 above and pursuant to CSO 0.08 a decision reserved for Cabinet may be taken by a Cabinet Member with the agreement of the Leader and as such the recommendation in paragraph 3.1 of the report requesting approval from Cabinet Member for Children, Schools and Families to approve the award of framework agreements for the provision of short breaks services for disabled children and young people to successful providers is line with the Council's CSO so long as the Cabinet Member is taking the decision with the agreement of the Leader.
  - 9.3.5 The recommendation in paragraph 3.2 of the report to delegate authority to the Director of Children's Services in consultation with the Lead member for Children's, Schools and families to award, framework agreements to



successful bidders following the re-opening of the framework is in line with the provisions of Part 4 Section F paragraph 1.3(a) of the Council's Constitution and also in line with law. Cabinet has power under the Local Government Act 2000 to delegate the discharge of any of its functions to an officer (S.9E (Discharge of Functions)).

- 9.3.6 The Director of Legal and Governance (Monitoring Officer) sees no legal reasons preventing Cabinet from approving of the recommendations in the report.

#### 9.4 Equalities

- 9.4.1 The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act,
- Advance equality of opportunity between people who share protected characteristics and people who do not,
- Foster good relations between people who share those characteristics and people do not.

- 9.4.2 The three parts of the duty apply to the following protected characteristics: age, disability, gender reassignment, pregnancy/maternity, race religion/faith, sex, and sexual orientation. The first part of the duty applies to marriage and civil partnership status only. Although it is not enforced in legislation as a protected characteristic, Haringey Council treats socioeconomic status as a local protected characteristic.

- 9.4.3 The decision is to approve contracts for the provision of short breaks services for disabled children aged 0 to 18 who and their parents / carers. The cohort is broadly made up of children and young people aged 0-18 with disabilities and/or additional needs including:

- Complex health needs – including physical disability and/or life limiting condition and/or cognitive or sensory impairments
- Autism Spectrum Disorders (ASD) and/or Severe Learning Disabilities – challenging behaviour.

- 9.4.4 Those most likely to be affected are children and young people aged 5-18 and their parents / carers. By re-opening the Framework at appropriate intervals, the Council will seek to increase the range of services delivered for children aged 0-18.

- 9.4.5 This decision is expected to have a positive equalities impact by increasing access to inclusive, high-quality short break for children with disabilities and reducing barriers to participation in leisure and social activities for children with protected characteristics. Accordingly, the decision represents progress to eliminate discrimination and advance equality of opportunity.

#### 10. **Use of Appendices**

10.1 Appendix 1 – Part B Exempt information.

11. **Background papers**

11.1 **Local Government (Access to Information) Act 1985**

11.1.1 This report contains exempt and non-exempt information. The exempt information is contained in the Part B Exempt Report and is not for publication. The information is exempt under amended schedule 12A of the Local Government Act 1972, category 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).