

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution) [Council's Constitution](#)

Subject: Hertfordshire Adult and Family Learning Service – Whether to Tender for the provision of Adult Learning across Hertfordshire for academic year 2019/20

Staff Contact: Lyn Keates

Executive Member: Colette Wyatt-Lowe

Tel: 01992 588626

Portfolio: Adult Care Services

1. **Decision** ²

The decision has been made to go out to tender for sub-contracting arrangements regarding the provision of adult education funded by the Education and Skills Funding Agency for academic year 2019/20 with the view to create a framework for up to 3 years.

2. **Reasons for the decision** ³

It is vital that HAFLS work with organisations in the community in order to reach across Hertfordshire, including the hardest to reach and vulnerable learners.

3. **Alternative options considered and rejected** ⁴

The alternative to use the funding to deliver all provision in-house is not viable, therefore rejected.

4. **Consultation**

(a) Comments of Executive Member ^{5 6}

(b) Comments of other consultees ⁷

5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed:

Title:

Date:

6. Copies of agreed document to:

- All consultees
- All members of the County Council (Democratic Services to send)
- Hard & electronic copy (for public inspection both at County Hall and on hertfordshire.gov.uk) to the Democratic Services Manager - Room 213 County Hall; democratic.services@hertfordshire.gov.uk

¹ Please refer to the Call-in and Contract Award Process for officers to determine if notice on this decision record for successful and unsuccessful bidders is exempt information and is therefore subject to inclusion in Annex 'A'

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² If this decision relates to the award of contract, please provide a summary of the evaluation process and reasons for the award of contract to the successful bidder.

³ for guidance see Chief Legal Officer's note "Taking Decisions"

⁴ details of any alternative options considered and rejected by the officer at the time the decision was made

⁵ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without taking advice from the Chief Legal Officer

⁶ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member **before** proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of The Council will need to be consulted

⁷ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by email) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.