

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution <https://www.stevenage.gov.uk/documents/council-and-democracy/constitution/part-4e-overview-and-scrutiny-procedure-rules-august-2018.pdf>)

Subject: Provision of an Accessible Financial Advice Service across Stevenage, including specialist housing support	
Staff Contact: Jane Konopka Tel: 07810 154849	Executive Member: Councillor Jackie Hollywell Portfolio: Communities, Community Safety & Equalities

1. **Decision** - To award the contract to Citizens Advice Stevenage.
2. **Reasons for the decision** – Method statements provided either excellent or good evidence across all areas. All assessment areas passed. The final score was 91% out of 100% based on 100% quality
3. **Alternative options considered and rejected** ² **N/a – no other bidders**
4. **Consultation**
 - (a) Comments of Executive Member ^{3 4}
The Executive Portfolio Holder for Neighbourhoods and Co-operative Working is supportive of the above decision
 - (b) Comments of other consultees ⁵
Councillor Rob Broom, Portfolio holder for Neighbourhoods and Co-operative Working supports the above decision, noting the CA's continued support to the vulnerable in Stevenage, and their championing of the Social Inclusion Partnership in Stevenage.
5. **Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.**

Signed: [SIGNATURE REDACTED]

Title: Assistant Director for Communities and Neighbourhoods

Date: 16/02/2021

6. PLEASE RETURN COMPLETED/SIGNED FORM TO CONSTITUTIONAL SERVICES FOR PUBLICATION

¹ for guidance see Borough Solicitor's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

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³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Borough Solicitor

⁴ 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

⁵ 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 e mail) 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.