

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Part 4 of the Council's Constitution [Part 4e - Overview and Scrutiny Procedure Rules](#))

Subject: Provision of an accessible financial advice service across Stevenage including specialist housing support	
Staff Contact: Kat Phillips	Cabinet Member: Councillor Jackie Hollywell
Tel: 07561 853 939	Portfolio: Housing & Housing Development

1. Decision

To award the contract for the provision of an accessible financial advice service

2. Reasons for the decision

The successful submission provided a detailed understanding of the requirements of the service deliverables with evidence of how these will be met across all areas. The responses provide a strong level of confidence that the supplier will deliver the service outcomes required and all assessment areas passed. The final score was 84% out of 100%.

3. Alternative options considered and rejected ²

n/a

4. Consultation

(a) Comments of Cabinet Member ^{3 4}

The portfolio holder for Housing and Housing Development has been briefed and is satisfied that the procurement process has been carried out in line with the Council's requirements. Furthermore, the Portfolio holder for Housing and Housing Development agrees that The Financial Inclusion Service plays an important role in supporting vulnerable residents, preventing homelessness and promoting financial resilience and supports the decision to award.

(b) Comments of other consultees ⁵

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

Signed: K Clifford

Title: Assistant Director Housing and Neighbourhoods Date: 09/12/2025

6. PLEASE RETURN COMPLETED/SIGNED FORM TO DEMOCRATIC 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

³ record any conflict of interest declared by any Cabinet Member consulted. If a Cabinet 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 Cabinet Member before proceeding. In some cases it will be necessary to consult more than one Cabinet 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.