



## **PORTFOLIO HOLDER DECISION NOTICE**

### **INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR FINANCE**

#### **TOPIC - BUSINESS SUPPORT COMMISSION**

#### **PROCEDURAL INFORMATION**

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Head of Legal Services (Interim), the Chief Executive and the Strategic Director: Resources are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

#### **Contact Officers:**

**Case Officer:** Alison Woods [awoods@winchester.gov.uk](mailto:awoods@winchester.gov.uk) 01962 848 347

**Democratic Services Officer:** Matthew Watson [mwatson@winchester.gov.uk](mailto:mwatson@winchester.gov.uk)  
01962 848 317

#### **SUMMARY**

The economic development service has been offering a successful business support service for a number of years, which supports businesses located in the Winchester District. Every two years the team ensures the service is proving the best value and the most innovative approach by testing the market and securing a service provider.

Funding has been allocated in the revenue budget for the team to procure a service for two years from 1 June 2019 to 31 May 2021. The brief will include the provision of information, training, one to one advice and activities to improve productivity for local businesses. This service will cost approximately £20,000 per annum and help businesses through the critical post Brexit period.

The council's Contracts Procedure Rules suggest that contracts are awarded based on an evaluation scoring of 60% cost and 40% quality. For this service officers are recommending a 60% quality and 40% cost breakdown.

## **DECISION**

That the Council's Corporate Head of Engagement is given the authority to appoint experts to provide a business support service for businesses located in the Winchester District over the next two years.

It is recommended that elected members approve a departure from Contracts Procedure Rules evaluation criteria to appoint the new contractor on the basis of 60% quality and 40% cost ensuring the emphasis is placed on the quality of the service presented.

## **REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

To ensure that businesses are supported by a high quality, innovative service. There are a limited number of providers in the market restricting competition on price. The Council is seeking the supplier to adapt new approaches to service delivery, business engagement and monitoring of business outcomes to reflect the new ways of working, accessing services and business support needs. Therefore these value for money and enhancements to the service are as important as real costs. There is a reputational risk if the service does not deliver an excellent service to local businesses as well as a risk to the economic vitality of the Winchester District.

## **RESOURCE IMPLICATIONS:**

A total of £40,000 (£20,000 per year) from existing economic development revenue budget.

## **DATA PROTECTION IMPACT ASSESSMENT (If none, state "None required")**

The procurement process will evaluate bidders understanding of Data Protection and GDPR. The Data Protection Officer will be consulting regarding any data sharing arrangements.

## **CONSULTATION UNDERTAKEN ON THE DECISION**

Officers have evaluated the success of the current service and are seeking advice from organisations who represent businesses such as the Enterprise M3 growth hub.

Senior Officers and All Members have been consulted via the Portfolio Holder Decision Making Process.

**FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED  
FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION  
NOTICE**

NONE

**DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR  
OFFICER CONSULTED**

NONE

**DISPENSATION GRANTED BY THE STANDARDS COMMITTEE**

NOT APPLICABLE

**Approved by: (signature)**

**Date of Decision**

19 March 2019

**Councillor ASHTON – Portfolio Holder for FINANCE**

**APPENDICES:**

NONE