

# Crawley Borough Council

## Consideration Report for Delegated Decision by the Cabinet Member for Public Protection and Community Engagement

Expected Date of Decision 5<sup>th</sup> October 2022

### Contract for West Sussex Community Advice and Support Service

Report of the Head of Community Services – HCS/048

---

#### 1. Purpose

- 1.1. To approve the contracting arrangements for general information and advice provision by Citizens Advice West Sussex for the period 2022/23 - 2028/29.

#### 2. Recommendations

- 2.1. That the Cabinet Member for Public Protection and Community Engagement:
  - a) Approve the outcome of the procurement process for general advice services carried out by West Sussex County Council (WSCC) on behalf of the Districts and Boroughs and authorises Crawley Borough Council to enter into the contract with Citizens Advice West Sussex (CAWS).
  - b) Note that the annual contract sum payable for the period 2022/23-2028/29 is within the annual budget allocation of £140,569 for Crawley Borough Council.

#### 3. Reasons for the Recommendations

- 3.1. Under the Council's delegation scheme, the decision to enter this contract is made in accordance with Council policy/procedure and other legislation is delegated to the Cabinet Member for Public Protection and Community Engagement.

#### 4. Background

- 4.1. This contract is for decision by the Cabinet Member for Public Protection and Community Engagement as agreed in the Cabinet report (HCS/29) which was considered by Cabinet on 29 September 2021 and delegated authority to the Cabinet Member was approved.
- 4.2. The Head of Community Services and Head of Governance, People & Performance were consulted as part of the decision-making process.

## **5. Information & Analysis Supporting Recommendation**

- 5.1. This approach is consistent with the Community Grants Procedure & Outcomes Framework agreed by Cabinet on 29 September 2021.
- 5.2. West Sussex County Council undertook and managed a joint procurement process, working in partnership with the Borough and District Councils. As a result of that process the Citizens Advice West Sussex was deemed to be the most advantageous bidder and was therefore awarded the contract. Further information is available on request from Crawley Borough Council's Funding and Commissioning Officer.
- 5.3. The award of the contract is within the available budget and is in accordance with the Council's policy and Constitution.

## **6. Implications**

- 6.1. The contract is between West Sussex County Council, all Borough/District Councils in West Sussex (the funders) and the Citizens Advice West Sussex (lead provider).
- 6.2. A press release will follow including comments by Citizens Advice West Sussex when the contracts have been signed by all parties to the agreement.

## **7. Background Papers**

[Agenda for Cabinet on Wednesday, 29th September, 2021, 7.00 pm - Crawley Borough Council \(moderngov.co.uk\)](#)  
[Report HCS/29](#) of the Head of Community Services "Community Grants Procedure & Outcomes Framework"  
[Decisions 29th-Sep-2021 19.00 Cabinet.pdf \(moderngov.co.uk\)](#)

Report author and contact officers:

Officer name – Craig Downs, Funding and Commissioning Officer

Email address – [craig.downs@crawley.gov.uk](mailto:craig.downs@crawley.gov.uk)

[Matt Lethbridge, Community Services Manager](#)

[Matthew.lethbridge@crawley.gov.uk](mailto:Matthew.lethbridge@crawley.gov.uk)