



# OFFICIAL EXECUTIVE DECISION NOTICE

PUBLISHED BY DEMOCRATIC SERVICES

Notice is hereby given that the following decision(s) have been made today by Cabinet Members at the London Borough of Hillingdon:

<b>Title of decision</b>	<b>New Contract for the Provision of Short Break Services for Children and Young People with Disabilities and/ or Additional Needs</b>
<b>Reference No.</b>	2026/1673
<b>Date of decision</b>	Thursday 16 April 2026
<b>Call-in expiry date</b>	Thursday 23 April 2026
<b>Relevant Select Committee</b>	Children, Families & Education Select Committee
<b>Relevant Wards</b>	N/A

## Decision made

<b>Cabinet Members making the decision</b>	Councillor Ian Edwards, Leader of the Council Councillor Susan O'Brien, Cabinet Member for Children, Families & Education
<b>Decision</b>	<b>Agreed</b>  <b>That the Leader of the Council, in consultation with the Cabinet Member for Children, Families &amp; Education:</b>  <ol style="list-style-type: none"><li>1. Having regard to the short break consultation survey in 2025 undertaken as set out in the associated report;</li><li>2. Accepted the tender from Community Connex Ltd for the provision of a short breaks activity programme for children and young people with a disability and/ or additional needs to the London Borough of Hillingdon for a three-year period from 01 June 2026 to 31 May 2029 at the total value of £251,688.</li></ol>
<b>Reason for decision</b>	<ol style="list-style-type: none"><li>1. There is a statutory duty for Local Authorities to provide a short break provision for children and young people with disabilities and/ or additional needs and their carers under the Chronically Sick and Disabled Persons Act 1970, the Children Act 1989 and the Children and Family Act 2014.</li><li>2. Providing access to short breaks for children with a disability and/or additional needs is vital to promoting their wellbeing and development and contributing to stability at home.</li></ol>

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	<p>3. Activity based short breaks are a cost-effective way of delivering services to families and offer opportunities for socialisation with peers and can contribute to young people developing independence skills.</p> <p>4. Feedback from families is that they greatly value the weekend and holiday club sessions and that this provides them with a break from their caring responsibilities.</p> <p>5. A competitive tender exercise has taken place. The quality questions which providers were scored against covered: ensuring services are inclusive and accessible; managing demand and growing capacity; ensuring financial sustainability; engagement with children and families and contributing to preparation for adulthood outcomes.</p> <p>6. Community Connex scored overall the highest score.</p>
<b>Alternative options considered and rejected</b>	<p>1. Option considered – Not providing a service cannot be recommended as if no service were provided then our statutory responsibilities as a Local Authority would not be met.</p> <p>2. Option considered – to extend the use of direct payments or commissioned agency support or overnight care. This option is not recommended as there is limited capacity in the provider market and this option is likely to be more expensive.</p>
<b>Classification</b>	Part II – Members Only and Not for Publication
<b>Link to associated report</b>	<i>That this report be declared as exempt from publication as it involves the disclosure of information in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that the report contains information relating to the financial or business affairs of any particular person (including the authority holding that information) and that the public interest in withholding the information outweighs the public interest in disclosing it.</i>
<b>Relevant Officer contact &amp; Directorate</b>	Elizabeth Shields, Service Manager for Transition to Adulthood
<b>Any interest declared by the Cabinet Member(s) / dispensation granted</b>	N/A

### **Implementation of decision & scrutiny call-in**

**[Internal Use only]**

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This notice is a public document also available to view on the Council's website [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

<p><b>When can this decision be implemented by officers?</b></p>	<p>Officers can implement Cabinet Member decision in this notice only from the expiry of the scrutiny call-in period which is:</p> <p><b>5pm on Thursday 23 April 2026</b></p> <p>However, this is subject to the decision not being called in by Councillors on the relevant Select Committee. Upon receipt of a valid call-in request, Democratic Services will immediately advise the relevant officer(s) and the decision must then be put on hold.</p>
<p><b>Councillor scrutiny call-in of this decision</b></p>	<p>Councillors on the relevant Select Committee shown in this notice may request to call-in this decision. The request must be before the expiry of the scrutiny call-in period above.</p> <p>Councillors should use the Scrutiny Call-in App (link below) on their devices to initiate any call-in request. Further advice can be sought from Democratic Services if required:</p> <p><a href="#">Scrutiny Call-In - Power Apps</a> (secure)</p>
<p><b>Further information</b></p>	<p>These decisions, where applicable, have been taken under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>This is the formal notice by the Council of the above executive decision, including links to the reports where applicable.</p> <p>If you would like more information on this decision, please contact Democratic Services on 01895 250636 or email: <a href="mailto:democratic@hillingdon.gov.uk">democratic@hillingdon.gov.uk</a>.</p> <p>Circulation of this decision notice is to a variety of people including Members of the Council, Corporate Directors, Officers, Group Secretariats and the Public. Copies are also placed on the Council's website.</p> <p style="text-align: right;"><b>Democratic Services London Borough of Hillingdon Civic Centre High Street Uxbridge UB8 1UW</b></p>