

Cabinet (Resources) Panel

6 September 2023

Report title	Procurement – Award of Contracts for Works, Goods and Services
Decision designation	AMBER
Cabinet member with lead responsibility	Councillor Obaida Ahmed Resources and Digital
Key decision	Yes
In forward plan	Yes
Wards affected	All Wards
Accountable Director	Claire Nye, Director of Finance
Originating service	Procurement
Accountable employee	John Thompson Head of Procurement Tel 01902 554503 Email John.Thompson@wolverhampton.gov.uk
Report to be/has been considered by	Directorate Leadership Team

Recommendations for decision:

The Cabinet (Resources) Panel is recommended to:

1. Delegate authority to:
 - the Cabinet Member for Resources and Digital, in consultation with the Director of Finance, to approve the award of a contract for Enforcement Agents (Lot 1) for five years when the evaluation process is complete.
 - the Cabinet Member for Resources and Digital, in consultation with the Director of Finance, to approve the award of a contract for Second Referral Enforcement Agents (Lot 2) for five years when the evaluation process is complete.
 - the Cabinet Member for City Environment and Climate Change, in consultation with the Director of Resident Services to approve the award of a contract for Enforcement Agents for the Collection of PCN's (Lot 3) for five years when the evaluation process is complete.
2. Delegate authority to the Cabinet Member for Resources and Digital, in consultation with the Director of Strategy, to approve the award of a contract for Data Back Up when the evaluation process is complete.

3. Delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Public Health and Director of Strategy, to approve the award of a contract for Library Self Service Kiosks when the evaluation process is complete.
4. Delegate authority to the Cabinet Member for Governance and Equalities, in consultation with the Deputy Director of People and Change, to approve the award of a contract for Management and Leadership Coaching and Workshop Facilitation when the evaluation process is complete.
5. Delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Adult Services to approve the award of a contract for a Low-Level Preventative Community Wellbeing Service when the evaluation process is complete.
6. Delegate authority to the Cabinet Member for Governance and Equalities, in consultation with the Chief Operating Officer, to approve the award of a contract for West Midlands Employers/Tribepad when the evaluation process is complete.
7. Delegate authority to the Deputy Leader: Inclusive City Economy, in consultation with the Director of Regeneration and Director of Strategy, to approve the award of a contract for UKSPF Start-Up Tender when the evaluation process is complete.

- 1.0 Councillor Obaida Ahmed, Cabinet Member for Resources and Digital
- 1.1 Councillor Craig Collingwood, Cabinet Member for City Environment and Climate Change
- 1.2 Delegated Authority to Award a Contract - Enforcement Agent Services

Ref no:	CWC22184
Council Plan aim	Fair and Equal
Originating service	Revenues and Benefits
Accountable officer	Tracey Richards, Head of Revenues and Benefits (01902) 552493 Yvonne Walker, Parking Enforcement Manager (01902) 550307
Leadership Team approval	Lots 1 & 2 - 7 June 2023 Lot 3 - 25 July 2023
Accountable Lead Cabinet Member	Cllr Obaida Ahmed, Cabinet Member for Resources and Digital Cllr Craig Collingwood, Cabinet Member for City Environment and Climate Change
Date Lead Cabinet Member briefed	Lots 1 & 2 - 8 June 2023 Lot 3 - 27 July 2023
Procurement advisor	Sean Hynes, Procurement Manager (01902) 554950

1.3 Background

1.4 Local Authorities have a duty to collect unpaid Council Tax, Non-Domestic rates, Business Improvement District levy and sundry debts and Penalty Charge Notices (PCN's). City of Wolverhampton Council (CWC) is part of a consortium of local authorities taking part in this procurement. The other authorities being Dudley, Sandwell, and South Staffordshire.

1.5 This procurement will be split into Lots as follows:

- Lot 1 - Enforcement Agents for the Collection of Council Tax, Non-Domestic Rates, Business Improvement Districts (BIDs), County and High Court Judgements and

Commercial Rent Arrears Recovery and Collection Agent for Sundry Debts, including housing benefit overpayments - it is CWC's intention to award contracts to deliver these services to at least two companies as the primary providers.

- Lot 2 - Second referral Enforcement Agent Collection Service for unpaid Council Tax and Business Rates - it is CWC's intention to award a contract to deliver these services to one company due to the reduced level of work created at this level secondary level.
- Lot 3 - Enforcement Agents for the Collection of Penalty Charge Notices (PCN's). CWC requires a contract for the collection of unpaid PCN's. It is CWC's intention to award contracts to deliver these services to two companies.

- 1.6 The contract is at no cost to CWC. The service providers will collect fees from the debtors, such fees being fixed in accordance with The Taking Control of Goods (Fees) Regulations 2014.

Proposed Contract Award	
Contract duration	Five Years
Contract Commencement date	1 December 2023
Annual value	Lot 1 - £600,000 Lot 2 - £200,000 Lot 3 - £175,000
Total value	Lot 1 - £3,000,000 Lot 2 - £1,000,000 Lot 3 - £875,000 Contract Value £4.875 million

1.7 Procurement Process

- 1.8 The intended procurement procedure will be a further competition using the Crown Commercial Services (CCS) Framework RM6226 Debt Resolution Services (Lot 5) Enforcement Services and in accordance with Public Contract Regulations 2015. This route to market has been decided because the framework provides access to a panel of enforcement agencies who have the capacity and capability to work nationally, having expertise in debt and strong controls in place to make sure all legal processes are followed.

- 1.9 The evaluation scoring balance will be 90% quality / 10% price, due to costs being legislated. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in

consultation with the relevant Director in accordance with the delegation within this report.

- 1.10 The quality criteria will assess the tenderers proposals in providing enforcement agent services to the Council. Quality is of high importance on this contract due to the companies being required to deal with vulnerable people sensitively. Given that the fees to debtors are now fixed the price criteria asks bidders to confirm their adherence to the legislation and whether other ancillary costs are incurred i.e., telephone calls, methods of payment, etc.
- 1.11 The evaluation team will comprise:

Name	Job Title	Organisation (if not WCC)
Tracey Richards	Head of Revenues and Benefits	
Paul Dainty	Revenues and Benefits Manager	
James Skeldon	Revenues Manager	Dudley MBC
Chris Lander	Revenues Team Manager	South Staffordshire District Council
Anthony Griffiths	Revenue & Benefits Recovery Team Manager	Sandwell MBC
Yvonne Walker	Parking Enforcement Manager	
Steve Cooksey	Team Manager – Parking Services	Dudley MBC

1.12 Evaluation of alternative options

- 1.13 The option to use internal resources has been discounted due to the challenge in being able to recruit appropriately skilled personnel and satisfying the legislative requirements to undertake an enforcement role.
- 1.14 The option not to employ external enforcement agents in the collection of outstanding debts owed to CWC has been discounted to ensure that all options are utilised to maximise the income received by CWC, which in turn can be used to deliver its services.
- 1.15 The option to undertake an Open above threshold tender exercise has been discounted due to the additional resources and time required and that it is deemed that this would not be beneficial.

1.16 Reason for decisions

- 1.17 The reason for procuring external enforcement agents utilising a framework agreement, being CCS Framework RM6226 Debt Resolution Services (Lot 5: Enforcement Services), is that it requires suppliers to evidence their capacity, capability, and expertise in the collection of debts and provides access to a range of high quality and highly capable suppliers who are committed to providing excellence and strong collections and recoveries performance meaning the agreement will maximise the amount of debt recovered. This framework is further endorsed by major debt charities and committed to providing social value and achieving fair outcomes therefore using this framework to procure these services provides value for money with the assurance of a good quality service.

1.18 Financial implications

- 1.19 The contract has no direct financial implications to the council. The service providers collect their fees and disbursements from the debtors, such fees being set in accordance with The Taking Control of Goods (Fees) Regulations 2014.

1.20 Legal implications

- 1.21 The procurement will be an above threshold framework call-off procedure in accordance with the Public Contract Regulations 2015 and Council's Contract Procedure Rules.

1.22 Equalities implications

- 1.23 As part of this contract, we will ensure through the procurement arrangements that the proposed supplier have a clear Equality, Diversity and Inclusion (EDI) Policy and Vision that is similar to CWC. One of the key aspects will be to ensure that the customer's individual circumstances are considered when action is proceeding, in order that we can demonstrate that we have been able to treat them as fair as possible.
- 1.24 The Code of Conduct, aligned to the contract, identifies the requirement to act in accordance with the Equality Act 2010 and identifies the action required if dealing with a vulnerable person, whether due to age, disability, pregnancy, communication difficulties or any other protected characteristic.

1.25 Recommendation

- 1.26 The Cabinet Resources Panel is recommended to delegate authority to the:
1. Cabinet Member for Resources and Digital, in consultation with the Director of Finance, to approve the award of a contract for Enforcement Agents (Lot 1) for five years when the evaluation process is complete.
 2. Cabinet Member for Resources and Digital, in consultation with the Director of Finance, to approve the award of a contract for Second Referral Enforcement Agents (Lot 2) for five years when the evaluation process is complete.

3. Cabinet Member for City Environment and Climate Change, in consultation with the Director of Resident Services to approve the award of a contract for Enforcement Agents for the Collection of PCN's (Lot 3) for five years when the evaluation process is complete.

2.0 Councillor Obaida Ahmed, Cabinet Member for Resources and Digital
2.1 Delegated Authority to Award a Contract – Data Back Up

Ref no:	CWC23093
Council Plan aim	Driven by Digital
Originating service	Digital & IT
Accountable officer	Jai Ghai, Head of Digital and IT (01902) 552072
Leadership Team approval	9 June 2023
Accountable Lead Cabinet Member	Cllr Obaida Ahmed, Cabinet Member for Resources and Digital
Date Lead Cabinet Member briefed	17 July 2023
Procurement advisor	Barry Greenwood, ICT Procurement Business Partner

2.2 Background

- 2.3 City of Wolverhampton Council (CWC) wishes to replace its current data backup solution with a modern enterprise solution that is resistant to Ransomware and able to provide a guaranteed service level agreement (SLA) for restoration of data based on internally agreed service levels.
- 2.4 Not replacing the existing backup solution will lessen the overall operational effectiveness of disaster recovery and business continuity.

Proposed Contract Award	
Contract duration	Five years (3+1+1)
Contract Commencement date	1 January 2024
Annual value	£50,000
Total value	£250,000

2.5 Procurement Process

- 2.6 The intended procurement procedure will be a further competition using the Crown Commercial Framework (CCS) Technology Products and Associated Services RM6068

in accordance with Public Contract Regulations 2015. This route to market has been decided because it provides an efficient, effective and compliant procedure using a further competition against suppliers that have already been pre-approved by CCS under agreed specific ICT framework terms and conditions.

2.7 The evaluation scoring balance will be Quality 60% and Price 40%. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.

2.8 The evaluation team will comprise:

Name	Job Title
Chris Jones	Architects and Security Manager
Peter Davies	Domain Architect – Database & Storage
Matt Turner	Digital Infrastructure Engineer (Database & Storage)

2.9 Evaluation of alternative options

2.10 Do nothing: Not a viable option as the current contractual arrangement for the existing data backup solution expires 31 March 2024 and there needs to be continuity in the provision of a data backup solution.

2.11 Extend existing contract: there are no further extensions built into the contract.

2.12 Direct Award: Market research was carried out with leading market providers for input to a requirements specification. Following this exercise it was assessed that a direct award could not address the complexity of the required solution and a further competition under a Framework would provide the best value for money for the Council.

2.13 Reason for decisions

2.14 As stated above in 2.12, the detailed specification produced from the market research has directed us in determining the most effective procurement route.

2.15 The Framework selected for a further competition:
a) offers a wide choice of potential suppliers,
b) offers solutions that meet the requirement for an on-premise solution
c) meets out required timescales which allow for a possible period of transition

2.16 Financial implications

2.17 The estimated contract cost can be accommodated within the existing ICT Capital budget per the approved Capital programme.

2.18 Legal implications

2.19 The procurement will be an above threshold further competition procedure via framework (ref number RM6068) in accordance with the Public Contract Regulations 2015 and Council's Contract Procedure Rules.

2.20 Equalities implications

2.21 There are no equalities implications as this is a software solution intended for internal use only to support IT operations.

2.22 All other implications

2.23 There are no other implications arising from the recommendations of this report.

2.24 Recommendation

2.25 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Resources and Digital, in consultation with the Director of Strategy, to approve the award of a contract for Data Back Up when the evaluation process is complete.

- 3.0 Councillor Obaida Ahmed, Cabinet Member for Resources and Digital**
- 3.1 Councillor Jasbir Jaspal, Cabinet Member for Adults and Wellbeing**
- 3.2 Delegated Authority to Award a Contract for Library Self-Service Kiosks**

Ref no: CWC23036	
Council Plan aim	Driven by Digital
Originating service	Public Library Service
Accountable officer	Robert Johnson, Chief Librarian (01902) 552186
Leadership Team approval	10 January 2023
Accountable Lead Cabinet Member	Cllr Obaida Ahmed, Cabinet Member for Resources and Digital Cllr Jasbir Jaspal, Cabinet Member for Adults and Wellbeing
Date Lead Cabinet Member briefed	Cllr Jaspal: 24 May 2023 Cllr Ahmed: 17 July 2023
Procurement advisor	Sean Hynes, Procurement Manager

3.3 Background

- 3.4** As a vital part of its services infrastructure, Wolverhampton Public Libraries provides self-service kiosks for the public to use, renew and return stock as well as pay library fines. If self-service provision were not to continue, this would lead to extra demands on already stretched single staffed libraries and reduce the capacity to stage much loved and popular community events.
- 3.5** The self-service kiosks in Wolverhampton’s public libraries are end of life and need to be replaced.
- 3.6** The new self-service kiosks will enhance available functionality by adding additional services for customers to utilise.

Proposed Contract Award	
Contract duration	Seven years (5+1+1)
Contract Commencement date	1 September 2023
Annual value	Year 1: £160,000 Capital outlay Year 1-7: £15,000 maintenance and support
Total value	£265,000

3.7 Procurement Process

- 3.8 The intended procurement procedure will be a further competition on a complaint public sector framework in accordance with Public Contract Regulations 2015. This route to market has been decided because Eastern Shire Purchasing Organisation (ESPO) have a framework for Library Solutions and Systems (Framework 350_19) .
- 3.9 The evaluation scoring balance will be 60% quality and 40% price. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.
- 3.10 The evaluation team will comprise:

Name	Job Title
Robert Johnson	Chief Librarian
David Potts	Senior Librarian
Duncan Fellows	Assistant Librarian

3.11 Evaluation of alternative options

- 3.12 Alternative Option One: Replace 50% of self-service kiosk estate. Only replacing 50% of the estate runs the risk of having a mixed economy of differently aged kiosks and different suppliers. Managing the same number of kiosks with two different suppliers is untenable and technically complex when it comes to eliciting management information. Similarly, only offering cashless payments at half of our library locations would be mixed messaging for customers. The same would go for autonomous print management. It would also mean that 50% of the kiosks would retain their 'cash only' status retaining the security risk we are trying to remove. Finally, it would not take away the need to replace the older kiosks sometime soon as they are currently out of support.

3.13 Alternative Option Two: Retain existing kiosks. The risk of not replacing our current kiosks means that libraries would be offering customer self-service with technology that is now out of support. This means that if it malfunctions (and the machines are ten years old already) the chances of repair and upgrade are dramatically reduced – it is also possible there can be no repair at all. This will significantly impact on library staff and customers as all stock transactions would have to return to the counter meaning there is less time for staff to hold community events and help with customer enquiries. Finally, this would mean that all our kiosks would remain as ‘cash only’ facilities retaining the security risk.

3.14 Reason for decisions

3.15 The current approach of replacing all kiosks was chosen because:

- A complete replacement of self-service kiosks would mean library customers would have the latest self-service technology covering the next the next seven years. This provides stability in our customer offer and technical reassurance any functional issues can be swiftly resolved.
- Being able to offer cashless payments at the kiosks is more in keeping with today’s increasingly cashless society and a service previously unavailable to customers. It also removes the security risk of kiosks holding cash. Finally, it will hugely improve our banking processes by automating the transaction transfer to the banking team rather than having to count cash and complete manual proformas.
- New kiosks will mean that customers will be able to control the process for print management. This reduces their waiting time for printouts by taking the process away from the currently manual process based at the staff desk. Another added benefit to customers will be staff having more time to help with enquiries and events. The current print management process managed by staff is time consuming and cumbersome and this will help free up staff time.

3.16 Financial implications

3.17 There is an approved budget in the ICT capital programme of £160,000 for Replacement of Library Kiosks.

3.18 The annual maintenance costs of around £15,000 per year will come from existing revenue budgets within the library service.

3.19 Legal implications

3.20 The procurement will be an above threshold further competition framework call-off procedure in accordance with the Public Contract Regulations 2015, the framework rules and Council’s Contract Procedure Rules.

3.21 Equalities implications

3.22 The equalities team have been consulted and an Equalities Impact Assessment (EIA) is not required. The standard EDI questions will be used for this procurement exercise.

3.23 All other implications

3.24 There are no other implications arising from this report

3.25 Recommendation

3.26 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Adults and & Wellbeing, in consultation with the Director of Public Health and Director of Strategy, to approve the award of a contract for Library Self Service Kiosks when the evaluation process is complete.

4.0 Councillor Paula Brookfield, Cabinet Member for Governance and Equalities

4.1 Delegated Authority to Award a Contract - Management and Leadership Coaching and Workshop Facilitation

Ref no:	CWC23092
Council Plan aim	Fair and Equal
Originating service	Organisational Development
Accountable officer	Laura Phillips Deputy Director of People and Change (01902) 558892
Leadership Team approval	4 July 2023
Accountable Lead Cabinet Member	Cllr Paula Brookfield, Cabinet Member for Governance and Equalities (01902) 551217
Date Lead Cabinet Member briefed	17 July 2023
Procurement advisor	Carol Wintle Procurement Business Partner (01902) 553836

4.2 Background

4.3 City of Wolverhampton Council (CWC) are invested in being an employer of choice, developing our workforce and supporting managers and leaders to enable and support them to deliver for the city. Executive coaching, facilitated team building, development workshops and personal development is a crucial part of management and leadership development and supports the Council priority to 'grow our own' and respond proactively to local and national recruitment and retention challenges. Management and leadership development has been paramount in strengthening the Council's 'people centric' culture, commitment to equalities, diversity and inclusion and developing new ways of working – all supporting and enabling the leadership within the Council to deliver for the city.

Proposed Contract Award	
Contract duration	Three years
Contract Commencement date	1 November 2023
Total value	Up to £470,000

4.4 Procurement Process

4.5 The intended procurement procedure will be an open procedure in accordance with The Public Contract Regulations 2015. This route to market has been decided because there is a sufficient supply market to encourage competition and therefore ensure best value and this also offers opportunities for local suppliers to submit bids supporting the Wolverhampton Pound.

4.6 The evaluation scoring balance will be 60% Quality and 40% price. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.

4.7 The evaluation team will comprise:

Name	Job Title
Laura Phillips	Deputy Director of People and Change
Tina Cook	Interim Head of Organisational Development
Sean Cullen	Senior Organisational Development Advisor

4.8 Evaluation of alternative options

4.9 An internal training programme was considered, however this option was not cost effective or logistically feasible to achieve the desired outcomes. However, we have built into the contract that the preferred supplier will support the Council in growing their own employees to enable the Council to carry out some of this activity internally in the future.

4.10 Reason for decisions

4.11 To provide a proven, credible approach and a personalised development solution for managers, leadership and future leaders, cost effectively from a supplier with expert knowledge of Public Sector organisations.

4.12 Financial implications

4.13 The cost of the contract for the first year will be funded from within existing budgets held within Corporate Accounts. The cost of the contract for years two and three will be included in future council budget setting reports, seeking budget approval upon identification of potential funding sources taken into consideration with the medium term financial strategy (MTFS). In the event that funding is not identified or approved, efficiencies will need to be identified to fund these contracted costs.

4.14 Legal implications

4.15 The procurement will be an above threshold open procedure in accordance with the Public Contract Regulations 2015 and Council's Contract Procedure Rules.

4.16 Equalities implications

4.17 To understand the equalities impact on employees who will be engaging in the Lumina Spark psychometric assessments. To ensure all employees have the relevant support they need to deliver the outcomes of their role, are supported with any wellbeing issues and activities, are given the opportunity to develop within their current role and with career development.

4.18 All employees will have the relevant support they need to deliver the outcomes of their role. Equality of opportunity for our diverse workforce is an essential value, this means recognising the inequalities and continuing to take action to eliminate/reduce them.

4.19 Consensual good practices adopted to create an accessible working environment where individuals can maximise their potential and fulfil development aspirations.

4.20 All other implications

4.21 Information Governance (IG) Impact Assessment has been completed and reviewed by IG. Provider should complete the third-party supplier checklist through the procurement process.

4.22 Recommendation

4.23 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Governance and Equalities, in consultation with the Deputy Director of People and Change, to approve the award of a contract for Management and Leadership Coaching and Workshop Facilitation when the evaluation process is complete.

5.0 Councillor Jasbir Jaspal, Cabinet Member for Adults and Wellbeing

5.1 Delegated Authority to Award a Contract - Low-Level Preventative Community Wellbeing Service

Ref no:	CWC23016
Council Plan aim	Fulfilled lives for all with quality care for those that need it
Originating service	Commissioning - Adults
Accountable officer	Shen Campbell - Commissioning Officer (01902) 551040
Leadership Team approval	20 April 2023
Accountable Lead Cabinet Member	Cllr Jasbir Jaspal - Cabinet Member for Adults and Wellbeing
Date Lead Cabinet Member briefed	17 July 2023
Procurement advisor	Babita Mal - Procurement Manager

5.2 Background

5.3 Currently two providers are commissioned to deliver preventative, community-based services:

- Starfish CIC was awarded the contract to commence delivery of the low-level Community Mental Health Service on 1 April 2017.
- P3 was awarded the contract to commence delivery of the low-level Generic Housing and Preventative Floating Support Service on 13 December 2017.

5.4 Service reviews have been conducted and needs and value for money aspects of provision determined. Briefing papers were presented to Adult Leadership Team (ALT) on 20 April 2023 which outlined the findings from the service reviews and options for commissioning and procuring a preventative service. ALT endorsed the option to commission a new enhanced preventative service which brings together the aims and outcomes of both services. The streamlined pathway will help minimise or avoid the escalation of needs, whilst also ensuring there is no duplication and maximising value for money.

5.5 A briefing note was presented at Senior Leadership Team and no future funding sources were identified after September 2023 for the low-level Community Mental Health Service.

5.6 Adults Commissioning, Children's Commissioning and Public Health were asked by Senior Management to explore synergies with contracts due for (re)procurement within

the work areas and opportunities where they can be aligned. In order for this work to be completed and to allow adequate time for the planning, procurement, and mobilisation of the new contract, both services continue to be funded via Adult Social Care until 30 March 2024.

- 5.7 Adults Commissioning have been working with Public Health to remodel provision. All elements of the contracts relating to housing related support will come under the remit of services due to be established and commissioned by Public Health. The in-house Call Us First housing related support service is due to go live in August 2023. The Single Persons Accommodation and Support and Rough Sleeper services are to be commissioned with start date of 1 April 2024.

Proposed Contract Award	
Contract duration	Five years (4 + 1)
Contract Commencement date	1 April 2024
Annual value	£201,000
Total value	£1,005,000

5.8 Procurement Process

- 5.9 The intended procurement procedure will be an open above threshold procedure in accordance with Public Contract Regulations 2015 under the Light Touch Regime. This route to market also offers opportunities for local suppliers to submit bids supporting the Wolverhampton Pound.
- 5.10 The evaluation scoring balance will be Quality 70% (including Social Value 5% and 5% EDI) and Price 30%. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.
- 5.11 The evaluation team will comprise of:

Name	Job Title
Shen Campbell	Commissioning Officer (Adults)
Jamie Annakin	Principal Public Health Specialist
Karen Chance	Mental Health Service Manager

5.12 Evaluation of alternative options

5.13 Options such as a framework and lots are not appropriate as a single service will be commissioned.

5.14 Reason for decisions

5.15 As a result of the duplication identified through the service reviews, ALT approved the recommended option to bring together the aims and outcomes of both services streamlining the pathway. One service is to be procured. This approach will achieve economies of scale and value for money. This will also provide an opportunity to deliver efficiencies.

5.16 Financial implications

5.17 The annual cost of £201,000 will be met from an existing approved budget in Commissioning and Transformation.

5.18 Legal implications

5.19 The procurement will be an above threshold open procedure in accordance with the Light Touch Public Contract Regulations 2015 and Council's Contract Procedure Rules.

5.20 Equalities implications

5.21 The service is city-wide and will continue to support equality and be compliant with equality and disability legislations. In addition, the new provision will target 'hard to reach' and marginalised individuals to augment equality. The service specifications will include a requirement for the provider to collate demographic information.

5.22 All other implications

5.23 Transfer of Undertakings Protection of Employment Rights (TUPE) will apply.

5.24 Recommendation

5.25 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Adult Services to approve the award of a contract for a Low-Level Preventative Community Wellbeing Service when the evaluation process is complete.

6.0 Councillor Paula Brookfield, Cabinet Member for Governance and Equalities
6.1 Delegated Authority to Award a Contract – Applicant Tracking System

Ref no: CWC23103	
Council Plan aim	Driven by Digital
Originating service	People Services (formerly HR)
Accountable officer	Sukhvinder Mattu, Head of People Services (01902) 555375
Leadership Team approval	18 July 2023
Accountable Lead Cabinet Member	Cllr Paula Brookfield, Cabinet Member for Governance and Equalities
Date Lead Cabinet Member briefed	24 July 2023
Procurement advisor	Barry Greenwood, Procurement Business Partner

6.2 Background

6.3 City of Wolverhampton Council (CWC) currently use Talentlink which is an applicant tracking system used to digitise recruitment and recruitment transactions. CWC procure Talentlink through West Midlands Employers (WME), as do 14 other local authorities. The contract between WME and Talentlink is ending on 31 March 2024. WME have conducted a procurement exercise and an award has been made to a new supplier – Tribepad. Combining Applicant Tracking System, Customer Relationship Management, Video interviewing and onboarding.

6.4 CWC wish to enter into a contract with WME to move to Tribepad to enable our recruitment processes to continue to be digitised and support us to improve our offer to new entrants to the council creating a good first impression.

Proposed Contract Award	
Contract duration	Five years (3+1+1)
Contract Commencement date	October 2023
Annual value	£46,000 (year one, year 2 and 3 will be subject to RPI)
Total value	£230,000 (3 years subject to RPI and other increases)

6.5 Procurement Process

6.6 The intended procurement procedure will be a framework award using West Midlands Employers framework in accordance with Public Contract Regulations 2015. This route to market has been decided because West Midlands Employers have combined the whole of the West Midlands spending on applicant tracking systems to achieve a more competitive price. The Council would not receive the same offer if it procured an Applicant System individually.

6.7 The framework is a single supplier framework so no evaluation criteria will be used for the award of contract. West Midlands Employers have already conducted the evaluation process. Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.

6.8 The evaluation team will comprise:

Name	Job Title
Sukhvinder Mattu	Head of People Services
Joanne Farley	Human resources Business Partner

6.9 Evaluation of alternative options

6.10 CWC undertake their own procurement exercise for a new applicant tracking system.

6.11 Reason for decisions

6.12 The Head of People Services was part of the WME procurement evaluation team and therefore reviewed other applicant tracking systems that met WME's criteria. Tribepad would have been CWC's preferred provider based on the information and demonstration of system provided. In addition, CWC will benefit from regional expertise and knowledge around system use, will receive wrap around support from WME including knowledge sharing and quarterly updates.

6.13 To procure Tribepad directly it would cost CWC £55,200 per annum and we would need to pay £15,631 plus VAT to advertise our vacancies on WMJobs in addition to this.

6.14 Financial Implications

6.15 The current budget for 2023-2024 held within HR Advice of £30,844 to cover existing Applicant Tracking System costs will contribute to funding the new contract.

6.16 The additional costs of the contract for 2024-2025 total £16,000 and will be included in future council budget setting reports, seeking budget approval upon identification of potential funding sources taken into consideration with the medium term financial

strategy (MTFS). In the event that funding is not identified or approved, efficiencies will need to be identified to fund these contracted costs.

6.17 Legal implications

6.18 The procurement will be an above threshold procedure in accordance with the Public Contract Regulations 2015 and Council's Contract Procedure Rules.

6.19 Equalities implications

6.20 Tribepad has similar tools and techniques to support CWCs choice of anonymising application forms. However, we will need to move away from CV application back to application form. Tribepad also has the same functionality to identify applicants who have declared their disability allowing us to offer them reasonable adjustments.

6.21 All other implications

6.22 System integration and implementation within People Services, the HUB and schools recruitment. Phase out of current recruitment system and impact on applicants to be considered during implementation. Communication to affected stakeholders will commence asap.

6.23 Recommendation

6.24 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Governance and Equalities, in consultation with the Chief Operating Officer, to approve the award of a contract for West Midlands Employers/Tribepad when the evaluation process is complete.

7.0 Councillor Stephen Simkins, Deputy Leader: Inclusive City Economy

7.1 Delegated Authority to Award a Contract – UKSPF Start Up Tender

Ref no: CWC23094	
Council Plan aim	Thriving economy in all parts of the city
Originating service	Enterprise/External Funding and Digital Strategy
Accountable officer	Emma Kirkbride, External Funding Programme Manager
Leadership Team approval	21 February 2023
Accountable Lead Cabinet Member	Cllr Stephen Simkins: Deputy Leader: Inclusive City Economy
Date Lead Cabinet Member briefed	24 July 2023
Procurement advisor	Sean Hynes, Procurement Manager (01902) 554950

7.2 Background

7.3 The UK Shared Prosperity Fund (UK SPF) aims to increase life chances and build pride in place across the UK, by empowering places to invest in local priorities across three priority areas: communities and place, local business and people and skills. Wolverhampton's local allocation under the Local Business investment priority, is intended to be used to strengthen local entrepreneurial systems.

7.4 The commissioning of this project will deliver start-up support to increase new business and strengthen young businesses, that targets Wolverhampton residents, including unemployed, those living in deprived areas and at risk of redundancy, to engage and access skills that will provide the foundation to prepare, start and ensure businesses start up and business survival in the city. Although the focus is on start-up, should residents supported decide that start up is not right for them, we expect the provider to support them onto other positive destinations, for example into employment, working closely with Wolves at Work.

Proposed Contract Award	
Contract duration	1 year and 6 months
Contract Commencement date	1 October 2023

Annual value	£100k Year 1 (1 October 2023 – 31 March 2024) £200k year 2 (1 April 2024 - 1 March 2025)
Total value	£300,000

7.5 Procurement Process

7.6 The intended procurement procedure will be open tender procedure in accordance with Public Contract Regulations 2015. This route to market has been decided because CWC is committed to demonstrating that the services it procures represent good value for money which have been sourced using open, transparent, and equitable processes. This route to market also offers opportunities for local suppliers to submit bids supporting the Wolverhampton Pound.

7.7 Any amendments to the procurement procedure will be reported in an Individual Executive Decision Notice (IEDN) to the relevant Cabinet Member in consultation with the relevant Director in accordance with the delegation within this report.

7.8 The evaluation team will comprise:

Name	Job Title
Emma Kirkbride	External Funding Programme Manager
Heather Clark	Head of External Funding and Digital Projects
Isobel Woods	Head of Enterprise
Jeff Marlow	Business Development Manager

7.9 Evaluation of alternative options

7.10 Not spending the local business start-up allocation of UK SPF would result in a loss of external funding to the city and impact on our ability to address key challenges.

7.11 Reason for decisions

7.12 The preferred route is an open tender process to provide start-up support, which will help increase new businesses in the city and strengthen young businesses. This will provide an opportunity to bring knowledge and expertise from the market and fulfil our obligations for the approved UK SPF grant funding. This will also help support the Wolverhampton Pound, inviting those who tender to bring innovation and value for money.

7.13 Financial implications

7.14 The contract will be fully met from the UK Shared Prosperity Funding budget for 2023-2024 and 2024-2025 financial years.

7.15 Legal implications

7.16 The open tender procedure will be in accordance with the Public Contract Regulations 2015 and Council's Contract Procedure Rules.

7.17 Equalities implications

7.18 As part of the governance for UK Shared Prosperity Fund programme, an Equalities Impact Assessment (EIA) has taken place. This has extended to this contract. The service will have positive impact given focus on unemployed and deprived areas and the support that will be provided to people to start-up businesses or explore employment if they decide self-employment is not suitable for them.

7.19 All other implications

7.20 There are no other implications arising from the recommendations of this report.

7.21 Schedule of background papers

7.22 Cabinet (Resources) Panel 7 May 2023 UK Shared Prosperity Fund 2023/24 Approvals

7.23 Recommendation

7.24 Cabinet (Resources) Panel is recommended to delegate authority to the Deputy Leader: Inclusive City Economy, in consultation with the Director of Regeneration and Director of Strategy, to approve the award of a contract for UKSPF Start-Up Tender when the evaluation process is complete.

8.0 Financial implications

8.1 All financial implications are included within the relevant section of the report.
[RP23082023/HP]

9.0 Legal implications

9.1 All legal implications are included within the relevant section of the report.
[SZ/28072023/P]

10.0 Equalities implications

10.1 The relevance to equalities and progress in terms of equality analysis will vary for each proposal included in this report. Accountable officers have and will ensure that evidence is collected and used to demonstrate compliance with CWC's legal obligations under the Equality Act 2010.

11.0 All other implications

11.1 All other implications are included within the relevant section of the report.

12.0 Schedule of background papers

12.1 All background papers are included within the relevant section of the report.