

## Cabinet (Resources) Panel

18 October 2023

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

### Recommendations for decision:

The Cabinet (Resources) Panel is recommended to:

1. Delegate authority to the Cabinet Member for Visitor City, in consultation with the Director of Communications and Visitor Experience, to approve the award of a contract for Events Security when the evaluation process is complete.
2. Delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Adult Social Care to approve the award of a contract for Dementia Community Support Service when the evaluation process is complete.
3. Delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Adult Social Care to approve the award of a contract for Direct Payment Support, and Bookkeeping and Payroll Service when the evaluation process is complete.
4. Delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Public Health, to approve the award of a contract for the Wolverhampton Young Peoples Activity Programme when the evaluation process is complete.

## 1.0 Councillor Bhupinder Gakhal, Cabinet Member for Visitor City

### 1.1 Delegated Authority to Award a Contract - Events Security

Ref no: CWC23115	
Council Plan Aim	Thriving economy in all parts of the city
Originating service	City Events
Accountable officer	Jules Raikes, City Events Business Manager (01902) 551475
Leadership Team approval	28 September 2023
Accountable Lead Cabinet Member	Cllr Bhupinder Gakhal, Cabinet Member for Visitor City
Date Lead Cabinet Member briefed	4 October 2023
Procurement advisor	Sheena Douglas, Procurement Buyer (01902) 553406

### 1.2 Background

- 1.3 The City Events Team run a number of annual events throughout the year. The programme of events is growing year on year, meaning an increased requirement for security to deliver our events. The functions carried out by the supplier will include, but is not limited to, stewarding, entrance supervision, customer facing interactions and overnight asset supervision. All security crew are booked and managed onsite by the Security Supervisor and the Event Manager in the City Events Team.
- 1.4 It is imperative that the selected supplier is competent and is able to manage the security provision of these events safely and efficiently. The contract management approach will be in the form of Key Performance Indicators (KPIs), with a designated CWC officer monitoring at the event.

Proposed Contract Award	
Contract duration	Three years (2 + 1)
Contract Commencement date	1 March 2024
Annual value	£92,516
Total value	£277,548

## 1.5 Procurement Process

- 1.6 The intended procurement procedure will be an open process in accordance with the Public Contract Regulations 2015. This process will provide the opportunity for local organisations to bid for the contract supporting the Wolverhampton Pound.
- 1.7 The evaluation scoring balance will be Price 40%, Quality 50%, Social Value 5% and 5% Equality, Diversity and Inclusion (EDI). 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.
- 1.8 The evaluation team will comprise:

Name	Job Title
Bethany Hazlehurst	Events Co-ordinator
Neil Johnson	City Events Operations Manager
Jules Raikes	City Events Business Manager

## 1.9 Evaluation of alternative options

- 1.10 The first alternative option would be to not procure a contracted supplier. However, as the events would still be held, this would leave CWC non-compliant with health and safety policies and at greater risk should any incidents occur at any event. This would also make the events unmanageable.
- 1.11 The second alternative option would be to undertake the service in-house. There is no provision available in-house for this service so a full team would need to be recruited.

## 1.12 Reason for decisions

- 1.13 Having a competent security provider is crucial for the safe delivery of all events run by CWC. An external provider will supply team members with expertise and the necessary qualifications. The contractor will be responsible for recruitment and training of the security team. There is a requirement for a high number of staff for long hours and the City Events could not support a staffing pool of that size.

## 1.14 Financial implications

- 1.15 The total maximum contract value for three years is £277,550. This contract will be funded from within the individual events security budgets held for Darts at Aldersley, Fireworks Spectacular, Vaisakhi, Christmas Festivities, Diwali, Bilston Town Hall, Armed Forces Day, Kabaddi, Crazy Races and Wolverhampton Pride.

### **1.16 Legal implications**

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

### **1.18 Equalities implications**

- 1.19 As part of the tender process, and prior to a contract being awarded, the selected supplier must sign up to CWC's EDI principles. The supplier must also evidence that they have an understanding of the make-up of our diverse city. The selected supplier will need to submit their policies/statements, such as EDI Policy, Harassment and Discrimination, which ensure that their organisation is fair and inclusive. Additionally, the selected supplier will need to ensure that events are accessible, taking account of all equality groups such as accessibility needs for disability person and cultural barriers.

### **1.20 All other implications**

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

### **1.22 Recommendation**

- 1.23 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Visitor City, in consultation with the Director of Communications and Visitor Experience to approve the award of a contract for Events Security when the evaluation process is complete.

## 2.0 Councillor Jasbir Jaspal, Cabinet Member for Adults and Wellbeing

### 2.1 Delegated Authority to Award a Contract - Dementia Community Support Service

Ref no:	CWC23145
Council Plan aim	Fulfilled lives for all with quality care for those that need it.
Originating service	Adults' Commissioning
Accountable officer	Raymond Codner, Commissioning Officer (01902) 550820
Leadership Team approval	7 September 2023
Accountable Lead Cabinet Member	Cllr Jasbir Jaspal, Cabinet Member for Adults and Wellbeing
Date Lead Cabinet Member briefed	18 September 2023
Procurement advisor	Adebimpe Winjobi, Procurement Manager

## 2.2 Background

2.3 In 2022 CWC commissioned a comprehensive post dementia diagnosis support service. The service comprises of two components: Dementia Navigators (DN) and Community Café. The DN support service is available for all Wolverhampton residents with a dementia diagnosis and their carers. The community café builds upon the DN element and provides a support network for eligible residents and their carers; with service users, carers and their families actively encouraged to contribute to, and support the operation of the café. This is an established service in CWC and forms part of the Council's Dementia Strategy.

2.4 In 2023, the reported dementia diagnosis rate in Wolverhampton is at 67.2% - similar to the national average at 62%. Projecting Older People Population Information (POPPI) estimates that by 2040 there will be a 37% increase in the number of Wolverhampton residents living in the city with dementia.

Proposed Contract Award	
Contract duration	Seven years (5+1+1)
Contract Commencement date	1 April 2024
Annual value	£72,895
Total value	£510,265

## 2.5 Procurement Process

- 2.6 The intended procurement procedure will be an open, below Light Touch Regime threshold procedure in accordance with Public Contract Regulations 2015 and Council's Contracts Procedure Rules. This route to market has been decided because the Council 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.
- 2.7 The evaluation scoring balance will be quality 70%, 5% Social Value, 5% EDI and 20% Price.
- 2.8 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.
- 2.9 The evaluation team will comprise.

Name	Job Title
Vicki Mosley	Senior Commissioning Officer
Raymond Codner	Commissioning Officer
Parpinder Singh	Principal Public Health Specialist
Lesley Johnson	Carer & Community Support Manager

## 2.10 Evaluation of alternative options

- 2.11 The option to use internal resources has been discounted as the Council does not have the resources or infrastructure to undertake the service, nor does it hold the service area expertise, unlike dementia-specific organisations and charities.
- 2.12 The option to extend has been discounted as there are no further extension provisions built into the contract.
- 2.13 The option to utilise a framework has been discounted as there are no frameworks available for this type of service requirement.
- 2.14 The option to undertake an open above threshold tender process would allow all providers in the market to submit their offer and thereby establish value for money.

## 2.15 Reason for decisions

- 2.16 The number of people with a dementia diagnosis is expected to increase in the coming years. The result of not commissioning this service would mean an increased risk of CWC not adhering to the Care Act in providing greater choice, control and independence

as services would be significantly restricted. Additionally, without such a service would likely increase the risk of diagnosed individual's and carer's needs escalating at a faster pace and therefore will add extra pressure to the social care and health system.

2.17 CWC is known as a dementia friendly city, and this service forms part of the Council's Dementia Strategy.

2.18 An improved service specification together with effective contract management will ensure delivery of outcomes and KPIs.

### **2.19 Financial implications**

2.20 The estimated annual contract value can be met from an existing approved budget in Commissioning and Transformation.

### **2.21 Legal implications**

2.22 The procurement procedure will be an open, Light Touch Regime threshold procedure in accordance with Public Contract Regulations 2015 and Council's Contracts Procedure Rules.

### **2.23 Equalities implications**

2.24 Positive impacts, and solutions to negative impacts have been recorded within the project's equality analysis, ensuring all relevant equality themes, and their protected characteristics have been considered and mitigated.

### **2.25 All other implications**

2.26 Transfer of Undertakings Protection of Employment Rights (TUPE) may apply.

### **2.27 Recommendation**

2.28 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Adult Social Care to approve the award of a contract for Dementia Community Support Service when the evaluation process is complete.

### 3.0 Councillor Jasbir Jaspal, Cabinet Member for Adults and Wellbeing

#### 3.1 Delegated Authority to Award a Contract – Direct Payment Support and Bookkeeping and Payroll Service

Ref no:	CWC23124
Council Plan aim	Fulfilled lives for all with quality care for those that need it
Originating service	Commissioning - Adults
Accountable officer	Manju Raillay, Commissioning Officer (01902) 556244
Leadership Team approval	7 September 2023
Accountable Lead Cabinet Member	Cllr Jasbir Jaspal - Cabinet Member for Adults and Wellbeing
Date Lead Cabinet Member briefed	4 September 2023
Procurement advisor	Babita Mal, Procurement Manager

#### 3.2 Background

3.3 The Care Act (2014) places a duty on all local authorities to ensure that every adult assessed as being eligible for funded care and support can access a Personal Budget (PB), which is sufficient to meet their assessed needs. Direct Payments (DP) are the established route by which an individual can receive their allocated budget if they prefer to arrange their own support rather than receive a commissioned service.

3.4 The DP Support Service enables access to information, advice, and signposting. The Bookkeeping and Payroll Service is only for those individuals who have either been assessed under Section 2 of the Carers and Disabled Children Act 2000, Care Act 2014 or Children and Families Act 2014 and who are ordinarily a resident within the City of Wolverhampton. This will include older and disabled people over the age of 16, people with parental responsibility for a disabled child and carers aged 16 and over or an appointed suitable person.

3.5 As of 8 August 2023, there were 548 individuals (Adults over 18yrs and carers) in receipt of a DP's in the city of Wolverhampton.

Proposed Contract Award	
Contract duration	5 years + 1 year + 1 year
Contract Commencement date	17 April 2024
Annual value	£110,000
Total value	£770,000



### 3.6 Procurement Process

- 3.7 The intended procurement procedure will be an open above threshold tender 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.
- 3.8 The evaluation scoring balance will be quality 70%, 5% Social Value, 5% EDI and Price 20%.
- 3.9 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
Manju Raillay	Commissioning Officer (Adults)
Vicky Mosley	Senior Commissioning Officer
Nicky Hack	Senior Social Work Manager
David Drayton-Green	Direct Payments Service Manager

### 3.11 Evaluation of alternative options

- 3.12 The option to use internal resources has been discounted as CWC does not have the resources or infrastructure to undertake the service, nor does it hold the service area expertise.
- 3.13 The option to extend has been discounted as there are no further extension provisions built into the contract.
- 3.14 The option to utilise a framework has been discounted as there are no framework's available for this type of service requirement.
- 3.15 The option to undertake an open above threshold tender process would allow all providers in the market to submit their offer and thereby establish value for money.

### 3.16 Reason for decisions

- 3.17 The number of people accessing DPs is increasing every year. The proportion of adults receiving a DP has increased from 19.6% in 2016-2017 to 25.8% in 2021-2022. The proportion of carers receiving a DP for carer support has increased from 23.4% in 2016-2017 to 24.9% in 2021-2022.

3.18 The result of not commissioning this service would mean support would not be given for those individuals who want to access a direct payment. DP's are required in the Care Act to be offered to individuals to increase choice and flexibility in their care.

3.19 Adults' Leadership Team 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, value for money, a better customer journey and experience; and ultimately offering an opportunity to deliver efficiencies.

### **3.20 Financial implications**

3.21 The estimated annual contract value can be met from an existing approved budget in Commissioning and Transformation.

### **3.22 Legal implications**

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

3.24 This service is an important part of CWC's performance of its obligations under the Children's and Families Act 2014 and the Care Act 2014.

### **3.25 Equalities implications**

3.26 Positive impacts, and solutions to negative impacts have been recorded within the project's equality analysis, ensuring all relevant equality themes, and their protected characteristics have been considered and mitigated.

### **3.27 All other implications**

3.28 TUPE may apply. Potential providers will have access to TUPE information from the incumbent provider during the tender process.

### **3.29 Recommendation**

3.30 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Adult Social Care to approve the award of a contract for Direct Payment Support, and Bookkeeping and Payroll Service when the evaluation process is complete.

#### 4.0 Councillor Jasbir Jaspal, Cabinet Member for Adults and Wellbeing

#### 4.1 Delegated Authority to Award a Contract - Wolverhampton Young People's Activity Programme

Ref no:	CWC23111
Council Plan aim	Healthy, inclusive communities
Originating service	Public Health
Accountable officer	Richard Welch, Head of Partnerships (Public Health) (01902) 552162
Leadership Team approval	27 June 2023
Accountable Lead Cabinet Member	Cllr Jasbir Jaspal, Cabinet Member for Adults and Wellbeing
Date Lead Cabinet Member briefed	3 July 2023
Procurement advisor	Adebimpe Winjobi, Procurement Manager

#### 4.2 Background

- 4.3 The Wolverhampton Young People's Activity Programme (WYPAP) aims to support children and young people in the city of Wolverhampton to undertake physical activity to meet recommended government guidelines. The WYPAP will offer ongoing, free, physical activity sessions across the city, throughout the school year, supporting the established Holiday Activity Fund (HAF) and #YES youth engagement strategy.
- 4.4 The proposed service will appoint a lead service provider which will directly deliver, schedule, and manage a variety of activity sessions across WVActive, and community-based facilities.

Proposed Contract Award	
Contract duration	24 months
Contract Commencement date	20 November 2023
Annual value	£150,000
Total value	£300,000

#### 4.5 Procurement Process

- 4.6 The intended procurement procedure will be an open, below Light Touch Regime procedure in accordance with Public Contract Regulations 2015 and Council's Contracts Procedure Rules. 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.
- 4.7 The evaluation scoring balance will be Price (30%), Quality (60%), Social Value (5%) and Equality, Diversity and Inclusion (EDI) (5%). 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.
- 4.8 The evaluation team will comprise:

Name	Job Title
Andrea Fieldhouse	Principal Public Health Specialist
Hettie Pigott	Senior Public Health Specialist
Paul Yeomans	WVActive Service Lead
Tessa Meek	Community Hubs Development Manager

#### 4.9 Evaluation of alternative options

- 4.10 The option to use internal resources has been discounted due to no existing resource being available, and the challenge in being able to recruit appropriately skilled personnel within the timeframe needed, for a fixed term contract.
- 4.11 There are no existing frameworks available for this type of service provision.
- 4.12 Market engagement highlighted that sufficiently skilled resource was available in the local provider market.
- #### 4.13 Reason for decisions
- 4.14 The service model requires the lead service provider to manage a wide variety of activity sessions, which will be achieved via sourcing subcontracted local providers, supporting value for money and the Wolverhampton Pound.
- 4.15 Having one main provider, acting in a lead delivery position will provide stability, enable strategic contract management, and support an effective variety of activity opportunities for the youth of Wolverhampton.

#### **4.16 Financial implications**

4.17 The estimated contract cost will be met from the approved budget of £450,000 for Yo Wolves within the Healthy Life Expectancy Service funded from the Public Health grant reserve.

#### **4.18 Legal implications**

4.19 The procurement procedure will be an open, Light Touch Regime procedure in accordance with Public Contract Regulations 2015 and Council's Contracts Procedure Rules.

#### **4.20 Equalities implications**

4.21 Positive impacts, and solutions to negative impacts have been recorded within the project's equality analysis, ensuring all relevant equality themes, and their protected characteristics have been considered and mitigated.

#### **4.22 All other implications**

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

#### **4.24 Recommendation**

4.25 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Adults and Wellbeing, in consultation with the Director of Public Health, to approve the award of a contract for the Wolverhampton Young Peoples Activity Programme when the evaluation process is complete.

## **5.0 Financial implications**

5.1 All financial implications are included within the relevant section of the report.  
[RP/20231006/P]

## **6.0 Legal implications**

6.1 All legal implications are included within the relevant section of the report.  
[SZ/09102023/P]

## **7.0 Equalities implications**

7.1 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.

## **8.0 All other implications**

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

## **9.0 Schedule of background papers**

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