

Cabinet (Resources) Panel

21 February 2024

Report title	Procurement – Award of Contracts for Works, Goods and Services	
Decision designation	AMBER	
Cabinet member with lead responsibility	Councillor Louise Miles Resources	
Key decision	Yes	
In forward plan	Yes	
Wards affected	All Wards	
Accountable Director	James Howse, Interim 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 Governance and Equalities, in consultation with the Deputy Director of City Assets, to approve the award of a contract for Washroom Services when the evaluation process is complete.
2. Delegate authority to the Cabinet Member for Environment and Climate Change, in consultation with the Director of Resident Services, to approve the award of a contract for Black Country Transport Local Cycling and Walking Infrastructure Plans (LCWIP) Early Development Works Lots 1, 2, 3 and 4 when the evaluation process is complete.
3. Delegate authority to the Cabinet Member for Environment and Climate Change, in consultation with the Director of Resident Services, to approve the award of a contract for Hire of Winter Service Vehicles including Maintenance when the evaluation process is complete.

4. Delegate authority to the Cabinet Member for Jobs, Skills and Education, in consultation with the Deputy Director of Education, to approve the award of a contract for UK Shared Prosperity Fund (UKSPF) Employment Support when the evaluation process is complete.
5. 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.
6. 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 Our People Project when the evaluation process is complete.
7. Delegate authority to the Cabinet Member for Cabinet Member for Adults and Wellbeing, in consultation with the Director of Adult Social Care, to approve the award of a contract for Service, Repair and Lifting Operations and Lifting Equipment Regulations (LOLER) testing of Community Equipment when the evaluation process is complete.
8. Delegate authority to the Cabinet Member for Resources in consultation with the Director of Finance, to approve the award of a contract for Leaseholder Insurance Services when the evaluation process is complete.

1.0 Councillor Paula Brookfield, Cabinet Member for Governance and Equalities

1.1 Delegated Authority to Award a Contract – Washroom Services

Ref no:	CWC23140
Council Plan aim	Healthy, inclusive communities
Originating service	Facilities Management (Cleaning)
Accountable officer	Lisa Green, Cleaning Manager (01902) 555202
Leadership Team approval	24 January 2024
Accountable Lead Cabinet Member	Cllr Paula Brookfield, Cabinet Member for Governance and Equalities
Date Lead Cabinet Member briefed	29 January 2024
Procurement advisor	Sheena Douglas, Procurement Buyer

1.2 Background

- 1.3 The City of Wolverhampton Council (CWC) requires a contractor to provide various washroom facilities and consumables, carryout installation, appropriate servicing, and maintenance at required intervals on multiple sites and provide excellent account management and a responsive customer service.
- 1.4 CWC are seeking a suitably experienced provider who has current experience of working within Local Authorities environment.
- 1.5 CWC and Wolverhampton Homes (WH) must ensure that clinical waste is stored, segregated, and handled in a secure manner. CWC and WH ensure compliance by having a contract in place with a Provider to deliver Washroom Services to the premises dependant of CWC and WH.
- 1.6 The contract will be available to use by CWC and WH.

Proposed Contract Award	
Contract duration	Four years
Contract Commencement date	1 June 2024
Annual value	CWC £105,000 WH £10,000
Total value	Total £460,000

1.7 Procurement Process

- 1.8 The intended procurement procedure will be an Open tender process in accordance with Public Contract Regulations 2015. This route to market has been determined to provide opportunities for local providers to bid supporting the Wolverhampton Pound.
- 1.9 A market warming exercise will be undertaken to support development of relevant documentation.
- 1.10 The evaluation scoring balance will be 60% price, 30% quality (including Equalities), 10% social value. 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.
- 1.11 The evaluation team will comprise:

Name	Job Title
Chris East	Head of Facilities
Lisa Green	Cleaning Manager
Jayne Weaver	Area Cleaning Officer
Wolverhampton Homes Evaluator	TBC

1.12 Evaluation of alternative options

- 1.13 Due to the number of sites that receive a service which includes, sanitary bins, hand dryers, clinical waste disposal, vending machines, the option to divide the contract into lots would be uneconomical. In addition, it would be damaging to the environment as the potential of multiple suppliers would increase the number of vehicles on the roads within the city.
- 1.14 Option 1 – Do nothing. The current contract will expire and as there is a requirement to provide washroom facilities in CWC's corporate landlord buildings, without a contract in place, CWC may not be able to deliver this service.
- 1.15 Option 2 – Undertake this service in-house. CWC does not have the resources internally to undertake this service. Failure to provide such service may pose a health and safety risk as clinical waste must be handled and disposed of in the correct manner.

1.16 Reason for decisions

- 1.17 There are providers in the market who have the facilities and resources to deliver this service, to ensure that CWC meets its obligations, this service is to be procured externally.

1.18 Financial implications

1.19 Of the estimated annual contract cost of £115,000, £105,000 can be accommodated within the annual Civic Centre Budget. Wolverhampton Homes (WH) are to cover the remaining estimated annual contract of £10,000.

1.20 Legal implications

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

1.22 Equalities implications

1.23 The Equalities team have confirmed there are no implications providing provisions are available to all protected characteristics and contractor aligns with equality values.

1.24 Recommendation

1.25 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Governance and Equalities, in consultation with the Deputy Director of City Assets, to approve the award of a contract for Washroom Services when the evaluation process is complete.

2.0 Councillor Craig Collingswood, Cabinet Member for Environment and Climate Change

2.1 Delegated Authority to Award a Contract – Black Country Transport Local Cycling and Walking Infrastructure Plans (LCWIP), Early Development Works

Ref no:	CWC23181
Council Plan aim	Healthy, inclusive communities
Originating service	Strategic Transport
Accountable officer	Stuart Everton, Black Country Transport Director
Leadership Team approval	9 September 2022
Accountable Lead Cabinet Member	Cllr Craig Collingswood, Cabinet Member for Environment and Climate Change (01902) 551798
Date Lead Cabinet Member briefed	9 September 2022
Procurement advisor	Alison Porter, Procurement Manager

2.2 Background

2.3 Black Country Transport (BCT) has produced The Black Country Walking Wheeling and Cycling Plan, a Black Country wide strategy to increase the number of journeys taken by active travel modes. The plan will identify local improvements that can be made to infrastructure for cyclists and pedestrians to create a walking, wheeling and cycling network enabling a long-term approach for active travel in the region. The plan will also play a crucial role in the West Midlands commitment to a net zero transport system by 2041, as well as combat physical inactivity in the region.

2.4 Early development works are required to develop walking and cycling infrastructure improvements across the Black Country. These will include concept designs, feasibility studies and outline business cases for cycling routes and walking zones across the Black Country. This will be procured as four lots: Lot One is for Dudley Metropolitan Borough Council to enhance the development of the A4168 and A459 Walking and Cycling improvements. Lot Two will be on behalf of Sandwell Metropolitan Borough Council to develop plans for the A4182 and A457; Lot Three will be on behalf of Walsall Metropolitan Borough Council to develop Rushall to Walsall, Walsall to Streetly, Arboretum to Walsall boundary and North East Ring Road cycle routes. Lot Four will be to undertake further development of two schemes in the Wolverhampton area; Wednesfield to Darlaston LCWIP route and East Park Active Travel Link.

Proposed Contract Award	
Contract duration	Nine months
Contract Commencement date	1 April 2024
Total value	Total Value £1,100,000 Lot 1- £237,501 Lot 2- £337,499 Lot 3 - £237,501 Lot 4 - £287,499

2.5 Procurement Process

- 2.6 The intended procurement procedure will be a further Competition from the Framework East Shires Purchasing Organisation (ESPO) 664_21 Consultancy Services Lot 5 Highways, Traffic and Transport.
- 2.7 This route has been decided as this will encourage interest from pre-qualified and prechecked suppliers which will prevent delays and allow for grant agreement deadlines to be met.
- 2.8 The evaluation scoring balance will be Quality (including EDI) - 55%, Price - 35%, and Social Value - 10%.
- 2.9 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.
- 2.10 The evaluation team will comprise:

2.11 Lot 1

Name	Job Title	Organisation (if not WCC)
Lauren Tissington	Graduate Management Trainee	
Gregory Walton	Graduate Management Trainee	
Mark Sorrill	Transport Policy Lead	Dudley MBC
Stuart Everton	Black Country Transport Director	

2.12 Lot 2

Name	Job Title	Organisation (if not WCC)
Lauren Tissington	Graduate Management Trainee	
Gregory Walton	Graduate Management Trainee	
Wayne Moore	Senior Transportation Officer	Sandwell MBC
Chad Smallman	Transportation Engineer	Sandwell MBC

2.13 Lot 3

Name	Job Title	Organisation (if not WCC)
Lauren Tissington	Graduate Management Trainee	
Gregory Walton	Graduate Management Trainee	
Oliver Ford	Senior Transport Planner	Walsall MBC
Stuart Everton	Black Country Transport Director	

2.14 Lot 4

Name	Job Title
Lauren Tissington	Graduate Management Trainee
Gregory Walton	Graduate Management Trainee
Tim Philpot	Transport Strategy Service Lead
Daniel Grealey	Consultant Engineer
Gerwyn Owen	Transport Strategy Professional Lead
Mark Nicholls	New Works Service Manager

2.15 Evaluation of alternative options

2.16 It is not viable for this work to be completed in house by BCT or the local authorities as we do not have the resource to complete all the required work. It is also not an option to do nothing and not develop the schemes further as the Black Country have been allocated Capability and Ambition Funding and Transforming Cities fund to develop transport infrastructure improvement works. Alongside the overall goal of meeting CWC: Our City, Our Plan policies and other local authority policies. It is therefore not an option to not develop these schemes further.

2.17 Reason for decisions

2.18 We have a commitment to spending the Black Country's allocation of the Capability and Ambition Funding as well as further developing routes of the Black Country Local Cycling and Walking Infrastructure Plan (LCWIP) in line with various policies set out by the four Black Country local authorities.

2.19 Further competition from ESPO framework was chosen to allow for competition in the procurement process whilst allowing pre-qualified and pre-approved providers who have already been through a stringent procurement process to bid. There is a requirement to spend the Capability and Ambition Funding by December 2024 therefore, we need to select the most expedient and compliant route to market.

2.20 Financial implications

2.21 On behalf of the Black Country authorities the West Midlands Combined Authority has allocated £1.3 million Capability and Ambition Funding to CWC to develop transport infrastructure improvement works. Upon receipt of a signed grant agreement CWC will seek approval for a revenue budget under supplementary budget to cover the £1.1 million cost of this contract. Should there be any delays with the grant agreement and budget approval the cost of this contract can be covered by the 2024-2025 revenue budget for the Black Country Transport Team. This is fully funded through City Region Sustainable Transport Settlement (CRSTS) revenue grant available for the development of schemes under the CRSTS programme.

2.22 Legal implications

2.23 The procurement will be an above threshold further Competition from the Framework accordance with the Public Contract Regulations 2015 and the Council's Contract Procedure Rules.

2.24 Equalities implications

2.25 The eventual outcomes of the various schemes involved in this programme of work will impact various protected characteristics group. These have been identified as age, disability, sex, race, religion/belief, pregnancy and maternity. This is because these groups are more likely to be impacted by a lack of active travel infrastructure in one or more ways.

2.26 Consultants should ensure design options are drawn up in compliance with cycle design standard: Local Transport Note 1/20 (LTN1/20) which ensures the highest standard of

active travel infrastructure. Good quality active travel infrastructure will provide benefits to those of protected characteristics mentioned.

2.27 All other implications

2.28 There are no other implications applicable to this report.

2.29 Recommendation

2.30 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Environment and Climate Change, in consultation with the Director of Resident Services, to approve the award of a contract for LCWIP Early Development Works Lots 1, 2, 3 and 4 when the evaluation process is complete.

3.0 Councillor Craig Collingswood, Cabinet Member for Environment and Climate Change

3.1 Delegated Authority to Award a Contract - Hire of Winter Service Vehicles including Maintenance

Ref no:	CWC23146
Council Plan aim	Thriving economy in all parts of the city
Originating service	Fleet Services
Accountable officer	Elizabeth Hartle (01902) 551190
Leadership Team approval	9 January 2024
Accountable Lead Cabinet Member	Cllr Craig Collingswood, Cabinet Member for Environment and Climate Change
Date Lead Cabinet Member briefed	11 January 2024
Procurement advisor	Sean Hynes, Procurement Manager (01902) 554950

3.2 Background

3.3 CWC requires nine winter maintenance vehicles for a 29-week period to provide winter services, “gritting”, during the winter season. This will also include maintenance and repair of the vehicles. This will be for a four-year contract period.

3.4 CWC has a statutory requirement to ensure, so far as is reasonably practicable, that safe passage along highways is not endangered by snow or ice.

Proposed Contract Award	
Contract duration	Four years
Contract Commencement date	1 May 2024
Annual value	£210,000
Total value	£840,000

3.5 Procurement Process

- 3.6 The intended procurement procedure will be a framework call off from YPO reference 1170 – Specialist Vehicles, utilising a further competition process, in accordance with Public Contract Regulations 2015.
- 3.7 This route to market has been decided because it offers CWC the most economical route to market through a Framework mini competition that will provide opportunity for a wide selection of approved specialist suppliers on this framework to bid, thus providing assurance that CWC's requirements can be met.
- 3.8 The evaluation scoring balance will be quality 55%, price 40%, social value & sustainability 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.
- 3.9 The evaluation team will comprise:

Name	Job Title
Carl Rowntree	Highways Operations Manager
Elizabeth Hartle	Fleet and Transport Change Manager

3.10 Evaluation of alternative options

- 3.11 CWC could purchase outright, rather than hiring. However, hiring the vehicles is the most cost-effective option for CWC on this occasion as this is a seasonal requirement. Hiring also eliminates the risks of deterioration from salt corrosion and erosion associated with fleet ownership of gritting vehicles when they are stored while not in use.
- 3.12 Not having these specialist vehicles on CWC's 'owned' fleet will also reduce budget pressure in Fleet Services. As part of the contract, the hire company are liable for all fair wear and tear service, maintenance and repair costs.
- 3.13 Doing nothing is not an option. This is a statutory service for CWC and vehicles must be provided to support this.

3.14 Reason for decisions

- 3.15 Hiring vehicles is the most cost-effective option for CWC as this is a seasonal requirement only.
- 3.16 Hire costs will be fixed for the duration of the contract, four years, enabling Fleet Services to manage budgets more effectively.
- 3.17 The hire vehicles will be returned to the supplier each year, once the operating 7-month season has ended, thus reducing the risk of salt corrosion and degradation whilst not in use and standing idle. This has previously been a problem when CWC owned this type of specialist vehicle in the past.

3.18 The hire contract currently in place has been extremely successful and enabled CWC to effectively carry out the winter gritting service throughout the duration of the contract.

3.19 Financial implications

3.20 The estimated annual contract cost of £210,000 can be accommodated within the Fleet Services revenue budget for Operating Leases.

3.21 Legal implications

3.22 The procurement will be an above threshold further Competition from the Framework in accordance with the Public Contract Regulations 2015 and Council's Contract Procedure Rules.

3.23 Equalities implications

3.24 The service benefits all of the residents and visitors to the City of Wolverhampton, without exception.

3.25 The procurement involves hire of specialist vehicles to be used by Highways operatives to fulfil statutory duties throughout the year. Equality considerations took place to ensure the vehicles are 'fit for purpose' and that they meet quality standards by arranging for the service areas to engage operatives in specification discussions.

3.26 The provider shall provide all equality, diversity and inclusion (EDI) policies in relation to their operations, EDI policy vision, including workforce terms and working conditions – are they inclusive and fair; Workforce policies are they inclusive and fair – EDI Employment Policy, Bullying and Harassment policy.

3.27 CWC will include quality and social value criteria to identify how the provider is demonstrating:

- Training and Development opportunities as an inclusive employer and evidence of how they look to maintain a diverse workforce.
- How equality consideration plays a fundamental role across their organisation.
- Specify positive actions and reasonable adjustments for example how does their46 organisation support and treat disabled people.
- To disclose any evidence of discriminative practices.

3.28 All other implications

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

3.30 Recommendation

3.31 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Environment and Climate Change, in consultation with the Director of Resident Services, to approve the award of a contract for Hire of Winter Service Vehicles including Maintenance when the evaluation process is complete.

4.0 Councillor Jacqui Coogan, Cabinet Member for Jobs, Skills and Education

4.1 Delegated Authority to Award a Contract for UK Shared Prosperity Fund (UKSPF) Employment Support

Ref no:	CWC24001
Council Plan aim	More local people into good jobs and training
Originating service	Skills/External Funding and Digital Strategy
Accountable officer	Sue Lindup, Skills and Employability Manager
Leadership Team approval	1 February 2024
Accountable Lead Cabinet Member	Cllr Jacqui Coogan, Cabinet Member for Jobs, Skills and Education
Date Lead Cabinet Member briefed	6 February 2024
Procurement advisor	Babita Mal, Procurement Manager

4.2 Background

4.3 This contract is funded by the UK Government through the UK Shared Prosperity Fund (UKSPF). Under the People and Skills intervention, CWC has allocated funding from its local allocation to provide employment support for economically inactive people.

4.4 CWC is looking to commission services via three lots, for the provision of employment support for unemployed and economically inactive residents. These will add to CWC's Wolves at Work employment support programme, providing enhanced support to those who are further from the job market and providing wrap-around support to those who need it most. The contracts will deliver three separate but complementary services focusing on:

- Lot 1 - Improvement to Health
- Lot 2 - Increased Inclusion
- Lot 3 - Improvement to Employability Skills

Proposed Contract Award	
Contract duration	11 months
Contract Commencement date	1 May 2024

Annual Value	Lot 1 - £150,000 Lot 2 - £150,000 Lot 3 - £106,000
Total Value	£406,000

4.5 Procurement Process

4.6 The intended procurement procedure will be below Light Touch threshold 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.

4.7 The evaluation scoring balance will focus primarily on the quality of services - Quality 90%, 5% Social Value, 5% Equality Diversity & Inclusion. 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
Emma Kirkbride	UK SPF Programme Manager
Jamie Hunting	Wolves at Work Manager
Joseph Burley	Skills Systems Development Manager
Sue Lindup	Skills and Employability Manager

4.9 Evaluation of alternative options

4.10 Option 1

4.11 Open tender for provision of services as described above – this is the preferred route.

4.12 Option 2

4.13 Competitive grant round - Option two is not viable as a grant round under the UKSPF Communities and Place pillar is already taking place for the delivery of different priorities. For the People and Skills provision, we wish to be specific about the services to be delivered to meet UKSPF outputs and outcomes and to ensure they are complementary and aligning to other UKSPF programmes under and other employment support delivery within CWC.

4.14 Option 3

4.15 Internal delivery – Option three is not feasible, CWC is already committed to delivering a proportion of the UKSPF employment support contract to 120 beneficiaries within this timeframe. However, in order to provide enhanced support to an additional 220 beneficiaries who are further from the job market with additional needs within this timeframe, this would require the recruitment of specialist skills within the team which could delay delivery and jeopardise realisation of outputs and outcomes required for UKSPF.

4.16 Reason for decisions

4.17 Option one will provide an opportunity to bring knowledge and expertise from market and fulfil our obligations for the approved UKSPF grant funding. We hope to also support the Wolverhampton pound and are inviting those who tender to bring innovation and value for money to the tender.

4.18 Financial implications

4.19 The total estimated contract cost of £406,000 can be accommodated within the UK Shared Prosperity Funding (People and Skills intervention) ringfenced budget for the 2024-2025 financial year. The budget of £406,000 has been approved by Cabinet (Resources) Panel on 16 November 2022. The funding is provided by the West Midlands Combined Authority as Lead Authority for the West Midlands UK SPF programme. The service area for the contract is the Skills and External Funding and Digital Strategy.

4.20 Legal implications

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

4.22 Equalities implications

4.23 A key challenge in the city is the high level of unemployment. The claimant count rate for Wolverhampton (working age group) in October 2023 is 7.4%, the second highest in England. In addition, there are high levels of economically inactive residents who are not claiming benefits and are at higher risk of living in deprivation, without the means and support to claim benefits. The contracts will offer the opportunity for providers to address key barriers which are faced by residents in Wolverhampton and enable them to level the playing field for residents to access benefits and support services in the city.

4.24 All other implications

4.25 There are no other implications associated with this report.

4.26 Schedule of background papers

4.27 Cabinet (Resources) Panel 16 November 2022 – External Funding Update – UK Shared Prosperity Fund

4.28 Recommendation

- 4.29 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Jobs, Skills and Education, in consultation with the Deputy Director of Education, to approve the award of a contract for UK Shared Prosperity Fund (UKSPF) Employment Support 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 - 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	18 January 2024
Accountable Lead Cabinet Member	Cllr Jasbir Jaspal, Cabinet Member for Adults and Wellbeing
Date Lead Cabinet Member briefed	29 January 2024
Procurement advisor	Adebimpe Winjobi, Procurement Manager

5.2 Background

5.3 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 CWC's Dementia Strategy.

5.4 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 October 2024
Annual value	£82,500
Total value	£577,500

5.5 Procurement Process

- 5.6 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 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.
- 5.7 The evaluation scoring balance will be quality 70%, 5% Social Value, 5% EDI and 20% Price.
- 5.8 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.
- 5.9 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

5.10 Evaluation of alternative options

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

5.15 Reason for decisions

- 5.16 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.

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

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

5.19 Financial implications

5.20 The estimated annual contract cost of £82,500 can be accommodated within the annual budget for the Dementia Community Support Service held within Adults/Strategic Commissioning.

5.21 Legal implications

5.22 The 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.

5.23 Equalities implications

5.24 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.

5.25 All other implications

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

5.27 Recommendation

5.28 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.

6.0 Councillor Jasbir Jaspal – Cabinet Member for Adults and Wellbeing

6.1 Delegated Authority to Award a Contract – Our People Project

Ref no:	CWC23198
Council Plan aim	Healthy, Inclusive Communities
Originating service	Homelessness & Migration
Accountable officer	Satvinder Goraya – Lead Officer New Communities and Housing
Leadership Team approval	Public Health Leadership Team 10 October 2023
Accountable Lead Cabinet Member	Cllr Jasbir Jaspal – Cabinet Member for Adults and Wellbeing
Date Lead Cabinet Member briefed	1 February 2024
Procurement advisor	Adebimpe Winjobi – Procurement Manager

6.2 Background

6.3 International migration and displacement have increased pressures on resources and support systems across CWC since 2021. Contributing factors were due to the Home Office’s installation of two asylum contingency hotels, inequalities faced by households in asylum dispersed accommodation, the Afghan evacuation, the implementation of the Homes for Ukraine scheme, Sudan evacuation and the rising ‘unknown’ risks related to international migration and Brexit.

6.4 In response to these CWC has recognised the need to implement a service to mitigate risk and provide priority access to support, advice and guidance for new, transient, and migrant cohorts living in or arriving at Wolverhampton.

Proposed Contract Award	
Contract duration	Two years (1+1 with the further 12 months extension period dependent upon funding)
Contract Commencement date	1 April 2024
Annual value	£250,000
Total value	£500,000

6.5 Procurement Process

- 6.6 The intended procurement procedure will be an open, above threshold 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.
- 6.7 The evaluation scoring balance will focus primarily on the quality of services - Quality 85%, 10% Social Value, 5% Equality Diversity & Inclusion. 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
Satvinder Goraya	Lead Officer – New Communities & Housing Officer
Anthony Walker	Head of Homelessness & Migration
Clare Reardon	Principal Public Health Specialist
Mark Smith	Citizenship Language & Learning Senior Advisor

6.9 Evaluation of alternative options

- 6.10 In-house service delivery was considered, however there were several factors that led to the conclusion that this was not a viable option. The mobilisation period would be a lengthy process due to the need to employ new skilled staff and ensure that they were able to provide the specialist intervention and immigration support that has been identified. Furthermore, the legal requirement of the local authority to become OISC registered to meet elements within the service would require additional exploration and would cause further delays in the service commencement. The total cost of developing this new service area would not be commercially viable.
- 6.11 Utilising existing services to meet the need and demand was evaluated but was not considered a suitable approach due to the diverse and complex needs of the service user cohort. Lessons learned from previous projects and the consultation conducted across departments highlighted that there was a need for a specialist service provision due to additional complexities of immigration that the cohort face. Where services will endeavour to support the cohort, it is recognised that not all services have the infrastructure or skills to offer the intervention required to mitigate against risk.

6.12 The option to utilise a framework has been discounted as there are no framework's available for this type of service requirement.

6.13 Reason for decisions

6.14 The proposed service will align the different elements that are currently separately commissioned to support those from new, transient, and migrant household living in or arriving to Wolverhampton. This will provide a more streamlined pathway for beneficiaries of the service and will allow support to be increased or decreased for an individual in response to changing needs, ensuring the best possible outcome. This will also support value for money by combining current services.

6.15 The elements within this contract directly support the Council Plan:

- Healthy, inclusive communities and Fulfilled lives for all with quality care for those that need it: Health Navigation to reduce health inequalities faced by new, transient, and migrant household living in or arriving to Wolverhampton. Ensuring access to provision and services in a timely, and equitable manner.
- More local people into good jobs and training: The Our People aims to bring new opportunity for local delivery and recruitment of local people, offering three-year minimum stability.
- Strong families where children grow up well and well and achieve their full potential: Education and Family Navigation ensuring household can thrive as resident of the city. Providing household with information, support and assistance, empowering household to feel fully informed on their right and entitlement; gaining access to opportunity that can lead to safe and prosperous families.

6.16 Financial implications

6.17 The annual contract cost of £250,000 for year 1 will be accommodated by the Homelessness and New Communities Service budgets within the Public Health division and funded entirely from Home Office grant funding for Asylum dispersal confirmed for 2024-2025. Extension of the contract for the second year will be dependent on confirmation of further grant funding of £250,000 for 2025-2026.

6.18 Legal implications

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

6.20 Equalities implications

6.21 A full equality impact assessment has been undertaken for the services under the contract which ensures that people experiencing multiple disadvantages can access services and receive the best possible support.

6.22 All other implications

6.23 There are no other implications associated with this report.

6.24 Recommendation

6.25 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 Our People Project when the evaluation process is complete.

7.0 Councillor Jasbir Jaspal, Cabinet Member for Adults and Wellbeing

7.1 Delegated Authority to Award a Contract - Service, Repair and Lifting Operations and Lifting Equipment Regulations (LOLER) testing of Community Equipment

Ref no:	CWC23202
Council Plan aim	Fulfilled lives for all with quality care for those that need it
Originating service	Community Equipment Service
Accountable officer	Tom Denham, Head of Adult Services (01902) 553323
Leadership Team approval	21 December 2023
Accountable Lead Cabinet Member	Cllr Jasbir Jaspal, Cabinet Member Adults and Wellbeing
Date Lead Cabinet Member briefed	9 January 2024
Procurement advisor	Adebimpe Winjobi, Procurement Manager

7.2 Background

7.3 This contract is for the repair, servicing and Lifting Operations and Lifting Equipment Regulations (LOLER) testing of independent living equipment e.g., hoists, riser/recliner chairs, etc, which are delivered to people by City of Wolverhampton Council's (CWC) Community Equipment Service (CES).

7.4 The service helps to meet the statutory duties and strategic objectives contained within the Care Act (2014) and Better Care Fund in providing equipment to promote and maintain people's independence in their own home. The equipment, which is provided on loan, requires regular maintenance, and are repaired, and tested when required, to ensure that it remains fit for purpose.

7.5 Deliveries of mobility equipment were made to over 4,000 clients in 2022-2023 with over 11,000 items of equipment being supplied. There are around 1,300 items of lifting or riser/reclining equipment which require the regular servicing and LOLER testing.

Proposed Contract Award - Lot 1 Service and Repair of Community equipment	
Contract duration	Five years (3 years initially plus Extension period +1 +1)
Contract Commencement date	1 July 2024
Annual value	£60,000
Total value	£300,000

Proposed Contract Award - Lot 2 LOLER testing for Community equipment	
Contract duration	Five years (3 years initially plus Extension period +1 +1)
Contract Commencement date	1 July 2024
Annual value	£40,000
Total value	£200,000

7.6 Procurement Process

- 7.7 The intended procurement procedure will be an open 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.
- 7.8 The evaluation scoring balance will focus primarily on the quality of services - Quality 60%, 5% Social Value, 5% Equality Diversity & Inclusion, and 30% 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.
- 7.9 The evaluation team will comprise:

Name	Job Title
Tom Denham	Head of Service
Michelle Spruce	Service Manager
Macaila White	CES Manager

7.10 Evaluation of alternative options

- 7.11 The option to use internal resources has been discounted as the Council does not have the resources or infrastructure undertake the service, nor does it hold the service area expertise.
- 7.12 The option to utilise a framework has been discounted as there are no framework's available for this type of service requirement.
- 7.13 The option to undertake an open above threshold tender process would allow all providers in the market to submit their offer, supporting value for money.

7.14 Reason for decisions

7.15 The equipment supports people to live independently at home, maximising their independence for as long as possible in the community. The equipment helps to avoid care home admissions, reduce falls, and avoid hospital admissions.

7.16 Financial implications

7.17 The estimated annual contract cost of £40,000 can be accommodated within the annual budget for the Community Equipment Service (CES) for equipment Repairs and Maintenance within ASC's Adults Provision Services.

7.18 Legal implications

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

7.20 Equalities implications

7.21 There are no new equalities implications arising from the recommendations of this report.

7.22 This contract will ensure the continuation of a consistent supply of mobility equipment for delivery to people with ongoing and temporary disabilities in order to support them to continue living in their own homes.

7.23 The contract will ensure that this equipment will remain safe and fully operational while being used in people's homes.

7.24 The Equality Impact Assessment for the Community Equipment Service has been amended to include reference to this equipment testing and servicing requirement.

7.25 All other implications

7.26 There are no other implications associated with this report.

7.27 Recommendation

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

8.0 Councillor Louise Miles – Cabinet Member for Resources

8.1 Delegated Authority to Award a Contract – Leaseholder Property Insurance

Ref no:	CWC23193
Council Plan aim	Fair and Equal
Originating service	Insurance Services
Accountable officer	Giselle Cook, Insurance Manager (01902) 554565
Leadership Team approval	24 January 2024
Accountable Lead Cabinet Member	Cllr Louise Miles, Cabinet Member for Resources
Date Lead Cabinet Member briefed	30 January 2024
Procurement advisor	Sean Hynes, Procurement Manager (01902) 554950

8.2 Background

- 8.3 The current insurance for CWC for leasehold property insurance is due to expire 31 March 2024. This insurance is for properties purchased under Right to Buy Legislation where CWC remains the Freeholder, therefore maintaining the responsibility for the arrangement of Buildings Insurance.
- 8.4 Arthur J Gallagher has been appointed as the broker, as a broker is required to assist in the procurement to liaise with the insurers.

Proposed Contract Award	
Contract duration	Five years
Contract Commencement date	1 April 2024
Annual value	£720,000
Total value	£3,600,000

8.5 Procurement Process

- 8.6 The intended procurement procedure will be a further competition using the Yorkshire Purchasing Organisation (YPO) Dynamic Purchasing System (DPS) for Insurance Placement Services in accordance with Public Contract Regulations 2015. This route to

market has been decided because the insurance market is dominated by a few market leaders who can offer all types of classes of insurance. Also, the nature of the insurance market is cyclical, characterised by fluctuating availability of insurers. Insurers join and leave the public sector depending on the market conditions.

8.7 The evaluation scoring balance will be 65% price and 35% quality (including 5% equalities and 5% social value) . 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.

8.8 The evaluation team will comprise:

Name	Job Title	Organisation (if not WCC)
Giselle Cook	Insurance Manager	
Chris Churm	Home Sales & Leases Officer	Wolverhampton Homes
Steven Simmonds	Client Director	Arthur J Gallagher

8.9 Evaluation of alternative options

8.10 Option 1 – Do nothing. The current contract will expire and as there is a requirement to provide insurance services for properties purchased under the Right to Buy Legislation, without a contract in place, CWC may not be able to deliver this service.

8.11 Option 2 – Undertake this service in-house. CWC does not have the specialist resources internally to undertake this service. Failure to provide such a service will pose a risk to CWC providing insurance cover to leaseholders under the Right to Buy legislation.

8.12 Reason for decisions

8.13 This route to market has been decided as the YPO framework provides an easily accessible route to providers who have already been established as expert providers through the qualification process to the YPO framework that they can undertake this specialist niche service.

8.14 Financial implications

8.15 This insurance premium is initially charged to the Insurance Fund, but the cost is then passed to the Housing Revenue Account and ultimately recovered from leaseholders through a service charge.

8.16 Legal implications

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

8.18 Equalities implications

8.19 This procurement deals with the Leasehold Insurance which looks particularly at property. As part of the Procurement Process the organisations will answer a number of key questions around how they operate with their staff, customers and their operations. This will demonstrate their commitment to EDI and how they operate.

8.20 All other implications

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

8.22 Recommendation

8.23 Cabinet (Resources) Panel is recommended to delegate authority to the Cabinet Member for Resources in consultation with the Director of Finance, to approve the award of a contract for Leaseholder Insurance Services when the evaluation process is complete.

9.0 Financial implications

9.1 All financial implications are included within the relevant section of the report.
[RP/09022024/Q]

10.0 Legal implications

10.1 All legal implications are included within the relevant section of the report.
[SZ/09022024/P]

11.0 Equalities implications

11.1 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.

12.0 All other implications

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

13.0 Schedule of background papers

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