



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

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DATE: 1 February 2016

To: Members of the
CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Councillor Judi Ellis (Chairman)
Councillor Pauline Tunnicliffe (Vice-Chairman)
Councillors Ruth Bennett, Kevin Brooks, Mary Cooke, Hannah Gray, David Jefferys,
Terence Nathan, Charles Rideout QPM CVO and Stephen Wells

Linda Gabriel, Healthwatch Bromley
Justine Godbeer, Bromley Experts by Experience
Tia Lovick, Living in Care Council
Rosalind Luff, Carers Forum

A meeting of the Care Services Policy Development and Scrutiny Committee will be held at Bromley Civic Centre on **TUESDAY 9 FEBRUARY 2016 AT 7.00 PM**

MARK BOWEN
Director of Corporate Services

Paper copies of this agenda will not be provided at the meeting. Copies can be printed off at <http://cds.bromley.gov.uk>. Any member of the public requiring a paper copy of the agenda may request one in advance of the meeting by contacting the Clerk to the Committee, giving 24 hours notice before the meeting.

Items marked for information only will not be debated unless a member of the Committee requests a discussion be held, in which case please inform the Clerk 24 hours in advance indicating the aspects of the information item you wish to discuss

A G E N D A

PART 1 AGENDA

Note for Members: Members are reminded that Officer contact details are shown on each report and Members are welcome to raise questions in advance of the meeting.

STANDARD ITEMS

- 1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS
- 2 DECLARATIONS OF INTEREST

3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING

In accordance with the Council's Constitution, questions to the Care Services Portfolio Holder or to the Chairman of this Committee must be received in writing 4 working days before the date of the meeting. Therefore please ensure questions are received by the Democratic Services Team by 5.00pm on Wednesday 3rd February 2016.

HOLDING THE PORTFOLIO HOLDER AND EXECUTIVE TO ACCOUNT

4 PRE-DECISION SCRUTINY OF CARE SERVICES PORTFOLIO REPORTS

a HOUSING IT SYSTEM (CONTRACT EXTENSION) (Pages 3 - 6)

5 PRE-DECISION SCRUTINY OF REPORTS TO THE COUNCIL'S EXECUTIVE

a PROPOSAL FOR THE COUNCIL'S PUBLIC HEALTH BUDGET 2016/17 AND 2017-18 (Pages 7 - 14)

b CONTRACT AWARD FOR SUPPORTED LIVING SERVICES - SCHEME 1 (3 PROPERTIES) - SUMMARY REPORT (Pages 15 - 18)

6 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000

The Chairman to move that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

Items of Business

Schedule 12A Description

7 PRE-DECISION SCRUTINY OF PART 2 (EXEMPT) REPORTS TO THE COUNCIL'S EXECUTIVE

a CONTRACT AWARD FOR SUPPORTED LIVING SERVICES - SCHEME 1 (3 PROPERTIES) APPENDIX (DETAILS) (Pages 19 - 24)

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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Report No.
CS16009

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: Care Services Portfolio Holder

For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee

Date: 9th February 2016

Decision Type: Non-Urgent Executive Non-Key

Title: HOUSING IT SYSTEM (CONTRACT EXTENSION)

Contact Officer: Robert Denman, Procurement Officer, Procurement & Contract Compliance
Tel: 020 8313 4896 E-mail: robert.denman@bromley.gov.uk

Chief Officer: Sara Bowrey, Assistant Director Housing Needs, Tel 0208313 4013 E-mail: sara.bowrey@bromley.gov.uk

Ward: Bromley-wide

1. Reason for report

- 1.1 The Housing Department uses two information systems to support its business, Northgate and Home Connections. The annual maintenance contracts for these systems end on 31.3.2016
 - 1.2 Members agreed to fund the procurement of a new housing system in January 2015 and an initial tendering exercise has already taken place. This exercise was not successful and officers will be reporting alternative procurement options to Care Services PDS Committee and Executive in March 2016.
 - 1.3 Officers are seeking authorisation to put new 2 year contracts in place which will cover maintenance of the current systems for the period of procurement and system implementation.
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2. RECOMMENDATIONS

The Portfolio Holder for Care Services is asked to agree to an exemption from tendering in order to award contracts as set out below:

- 2.1 Award of a new contract to Home Connections at a cost of £23,312 to cover annual systems maintenance from 1.4.16 to 31.3.2018.
- 2.2 Award of a new contract to Northgate Housing system at a cost of £87,084 from 1.4.2016 until 31.3. 2018
- 2.3 Delegate authority to agree to purchase essential upgrades to the Northgate system to the Assistant Director Housing Needs in consultation with the Head of IT and Portfolio Holder for Care Services.

Corporate Policy

1. Policy Status: Existing policy.
 2. BBB Priority: Supporting Independence.
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Financial

1. Cost of proposal: Estimated cost £55,000
 2. Ongoing costs: N/A.
 3. Budget head/performance centre: 744 010 1903 and 805 004 1933
 4. Total current budget for this head: £55,000
 5. Source of funding: Revenue Support Grant
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Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: N/A
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Legal

1. Legal Requirement: Non-statutory - Government guidance. Support statutory functions and income recovery.
 2. Call-in: Call-in is applicable
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A.
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

- 3.1 Officers present a Gateway Review (CS14106) of Housing Information Systems in January 2015 (see Appendix 1). Members agreed the recommendations to proceed to procurement of a fully integrated Housing IT system. Members also agreed a capital funding bid to procure and implement the system in order to facilitate savings and provide a fit for purpose system meeting statutory requirements as the current system does not meet a range of current and future business requirement. The report advised Members that extensions of current contracts would probably be required, the length of these to be dependent on the procurement programme.
- 3.2 An initial tendering exercise using a Crown Commercial Services Framework was carried out in autumn 2015. This exercise was not successful in attracting bids. Feedback from the providers was that the Council's invitation to tender coincided with the conclusion of several other tendering exercises and the implementation of major system upgrades; therefore they did not have the resources to submit bids within our time frame. Officers have been undertaking further work with suppliers to understand the current position in the market prior to reporting alternative procurement options to Care Services PDS and Executive in March 2016
- 3.3 Following the failure of the initial tender exercise Officers have considered whether there is a business case for retaining the existing systems. However, the Northgate have informed Officers that they will not be continuing to upgrade and support their system in the long term, which would necessarily force the Council to make a change. As set out in the original Gateway Report maintenance of the current Housing systems is extremely time and labour intensive exercise. The housing system is linked to the LBB Academy and Housing Association systems by customised interfaces. Every upgrade of the Northgate system also requires bespoke upgrades of these interfaces funded by the Council. In addition the Northgate system does not meet the Council's longer term requirements for systems to be externally hosted.
- 3.4 Therefore it is essential to maintain the current housing systems whilst a new system is procured as they underpin all the work of the Housing Needs Division. The Home Connections system offers a Choice based lettings functionality and the Northgate system provides;
- An online housing application form
 - A case management system for managing housing advice, homeless cases, rent accounts, applications and other housing processes.
 - A document management system
 - Statutory reporting functions.
- 3.5 It is proposed that the Council enters into new contracts with Home Connections and Northgate for a maximum period of 2 years with the opportunity to terminate earlier on 3 months' notice if the implementation of the new system allows.

4. FINANCIAL IMPLICATIONS

- 4.1 The costs of the contracts are set out below. This cost can be contained within existing budgets.

Home Connections IT System	£	Northgate IT System	£
Annual Value	11,656	Annual Value	43,542
Whole Life Value (over 2 years)	23,312	Whole Life Value (over 2 years)	87,084
<i>Cumulative Value (over 5 years)</i>	<i>58,280</i>	<i>Cumulative Value (over 5 years)</i>	<i>206,223</i>

4.2 There are upgrades planned to the Northgate IT system during these proposed contracts. The estimated value of these over the 2 years is £54k. Expenditure will be dependent on the progress of the IT procurement as it may not be necessary to purchase the upgrades in order to maintain a working version of the current system. Any upgrades will be covered within existing IT budgets.

5. LEGAL IMPLICATIONS

5.1 Contract Procedure Rules 3.1 and 13.1 set out the authorisation procedure for agreeing an exemption for the need for competitive tendering.

A Chief Officer in agreement with Director of Resources and Finance Director and following Approval of the relevant Portfolio Holder, with a report of the use made of this exemption being made to Audit Sub committee on a bi-annual basis.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	Contract Award CS12076

Decision Maker: EXECUTIVE

For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee on 9th February 2016

Date: 10th February 2016

Decision Type: Non-Urgent Executive Key

Title: PROPOSAL FOR THE COUNCIL'S PUBLIC HEALTH BUDGET 2016/17 AND 2017-18

Contact Officers Dr Nada Lemic, Director of Public Health

Chief Officer: Dr Nada Lemic, Director of Public Health

Ward: All

1. Reason for report

1.1 This report sets out the proposal for the Public Health budget for 2016/17 and 2017-18

RECOMMENDATIONS

2.1 Care Services PDS are asked to note and comment on the contents of this report and provide their comments to the Executive for their consideration.

- Consultation on the proposals commenced with staff, trade unions and other stakeholders on 15 January 2016 and will conclude on 15 February 2016. The PDS committee are asked to consider any comments arising from consultation, which will be made available to the Committee on the day.

2.2. Members of the Executive are asked to:

- Note the comments from the Care Services PDS Committee, along with the outcome of the consultation with staff, trade unions and other stakeholders.

2.3. Subject to the outcome of consultation with all stakeholders the Executive are asked to:

- (i) recommend to Council that the Public Health grant for 2016-17 and 2017-18 is utilised as proposed in this report; and
- (ii) subject to Council approval of the above (in context of the overall Council budget), agree to give notice to relevant contracts.

Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Children and Young People Excellent Council Supporting Independence
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Financial

1. Cost of proposal: Within existing officer capacity
 2. Ongoing costs: Recurring Cost:
 3. Budget head/performance centre: Director of Public Health
 4. Total current budget for this head: £13.9million (2015/16)
 5. Source of funding: Department of Health; Public Health Grant
-

Staff

1. Number of staff (current and additional): 32
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: Statutory Requirement Non-Statutory - Government Guidance:
 2. Call-in: Applicable:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Borough Wide
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments:

3. COMMENTARY

3.1 Context

Local Authorities have been subjected to an unprecedented reduction in their funding and the need to balance their budgets, whilst still providing necessary services to residents. Additionally, in July 2015, the Department of Health announced the in-year reduction in the Public Health grant of 6.1%, which for Bromley equates to £919,000.

Following the extensive discussions and work during the autumn, this paper sets out the proposed mechanism to manage this reduction in the grant in 2016-17 and 2017-18. Proposals for the reduction of the Council's budget for Public Health were included in the Draft Budget Report, considered by the Executive at its meeting on 13 January 2016. The Executive are asked to recommend that full Council agree to these proposals as part of the Council's budget setting process for 2016/17.

3.2 Public Health Budget Proposal

To achieve the necessary saving it is proposed to:

- Focus on the provision and commissioning of statutory and mandated Public health services
- Reprioritise the use of some elements of the Public Health grant to focus on addressing wider determinant of health
- Achieve further general efficiencies

The above will be achieved over a period of 2 years (2016-17 and 2017-18) due to the nature of different contractual arrangements and other constraints to achieve savings earlier.

3.2.1 Public Health services that will be commissioned or provided in 2016-17 and 2017-18

Adult Public Health Services

Sexual Health Services

- Control of sexually transmitted infections
- Reduction of unplanned pregnancies

Substance Misuse Service

- Adult Substance Misuse Service
 - o stabilisation and assessment, recovery service and intensive prescribing
 - o needle exchange and supervised consumption
- Children and Young People Substance Misuse service

NHS Health Checks

- Identification and management of patients at risk of developing cardio-vascular disease

Smoking cessation programme – 2016-17 only

- Individual or group sessions for high risk patients who wish to give up smoking

Health improvement programme – 2016-17

- Diabetes prevention programme
- Mental wellbeing programme

Children Public Health Services

Health Visiting Service

- Antenatal visit
- New birth visit
- 6-8 week review of maternal mental health
- 1 year review
- 2-2½ year review jointly with education - support to be “ready for school”

Family Nurse Partnership

School nursing – 2016-17 only

- Immunisation
- Support for children with chronic disease
- Safeguarding

Childhood obesity programme

- National Childhood Measurement Programme (NCMP)
- Obesity programme for children identified through the NCMP – 2016-17 only

Other Statutory Public Health Functions

Joint Strategic Needs Assessment (JSNA) and Health Surveillance

- Monitoring of the health of the local population
- Production of the JSNA
- Lead on the development of the Pharmaceutical Needs Assessment (PNA)

Public Health Support to the NHS

- Assessment of health care needs of the local population
- Provision of evidence of clinical and cost-effectiveness
- Conducting appraisals to support commissioning decision
- Support to the Individual Funding Request (IFR) process

Health Protection

- Prevention and planning response to health protection incidents and communicable disease outbreaks
- Local infection prevention and control, outbreaks and incident management

Teaching and training

- Educational placements and supervision for GP trainees and Public Health trainees

Director of Public Health Function

- Principal advisor on all health matters to the Local Authority
- Leadership role across three domains of public health: health improvement, health protection and health care public health

3.2.2 Reprioritisation of the Public Health grant

The proposed focus will be on provision of key statutory Public Health services. There will be a reduction or cessation of provision and /or commissioning of non-statutory and non-mandated services and reprioritisation of the Public Health grant to address wider determinants of health.

The commissioning and provision of the following services will be either reduced or ceased:

2016-17

- Sexual health – reduction in commissioned activity
- NHS Health Checks – reduction in commissioned and provided activity
- Adult weight management – cessation of commissioned service
- Adult exercise referral scheme – cessation of commissioned service

2017-18

- General health improvement – cessation of commissioned service
- Smoking cessation – cessation of commissioned
- School nursing – cessation of commissioned service, alternative funding will be considered for 2016-17
- Childhood obesity programme – cessation of commissioned service

In order to achieve these savings, it will be necessary to give notice to relevant contracts.

3.2.3 General efficiencies

It is proposed that there will be further general efficiencies within the Public Health Division, including reduction or cessation of all non-statutory activities and costs.

In relation to the above proposal for the Public Health budget in 2016-17 and 2017-8, it is proposed to consult with relevant stakeholders in line with the Council policy. The Equality Impact Assessment has been conducted.

4. POLICY IMPLICATIONS

- 4.1 This report is in relation to the business processes that will be established or maintained to administer existing contracted services. Authorisation to commission these services remains with Members working within the stipulations and statutory responsibilities laid out in the Public Health grant. The work is in accordance with the Health and Social Care Act 2012 and The Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2012.

5. FINANCIAL IMPLICATIONS

- 5.1 The Public Health Grant is a central government grant which is ring-fenced until 2017/18. The original Department of Health grant allocation for Bromley was £12,953,600 in 2015/16. However, there will be a reduction in the Grant in 2015/16 by 6.1% overall.
- 5.2 From October 2015, responsibility for Health visiting passed from NHS Health England to Public Health in the Local Authority. The annual value for this service is £3.8m in 2016/17. £1.901m has been transferred for the part year effect in 2015/16 and was held in contingency. This was released by the Executive on the 2nd December 2015.

The Health Visiting service specification has been developed nationally and is mandated in five key areas (antenatal health promoting reviews, new baby reviews, six to eight week assessments, one year assessments, and two to two and a half year reviews) by the Department of Health. The service is currently tied up in contracts with Bromley Healthcare and the contracts have been novated over to the Local Authority. The funding is ringfenced for Public Health services. The overall grant position is derived as follows in Table 1:-

Table 1. Public Health Grant 2016-17 and 2017-18

	ORIGINAL 2015/16 BUDGET	FINAL 15/16 BUDGET (HV AND GRANT REDUCTION)	16/17 BUDGET	17/18 BUDGET
	£000	£000	£000	£000
GRANT INCOME	-12,954	-12,954	-12,954	-12,954
ADDITIONAL HEALTH VISITING GRANT		-1,901	-3,802	-3,802
GRANT REDUCTION		919	919	919
TOTAL GRANT	-12,954	-13,936	-15,837	-15,837

- 5.3 The draft 2016/17 Budget report includes a provisional estimate of further losses on public health funding over the period 2016/17 to 2019/20. Current estimates indicate a loss of £347k in 2016/17 rising to £1,542k in 2019/20. These figures should be treated with caution at this stage as the details of the final allocation including changes to the grant formula are awaited. However the Government have indicated there will be cuts to Public Health funding.
- 5.4 The grant conditions require quarterly financial reporting to the Department of Health against a set of standardised budget reporting lines and the expenditure must be explicitly linked to the Health and Wellbeing Strategy, Public Health Outcomes Framework and the Joint Strategic Needs Assessment. The Council will need to show that it spends the Grant on Public Health related expenditure. The reporting categories are sufficiently flexible to allow local decisions about what services are commissioned to be reflected sensibly. The Grant can be used for both revenue and capital purposes.
- 5.5 The expectation is that funds will be utilised in-year, but if at the end of the financial year there is any under spend this can be carried over, as part of a Public Health Reserve, into the next financial year. In utilising those funds during the next year, the grant conditions will still need to be complied with.
- 5.6 There is also a statement of assurance that needs to be completed and signed off by the Chief Finance Officer and Director for Public Health at year end. The expenditure for Public Health services will be included within the overall audit of the Council's statement of accounts and the Council needs to evidence that it spends the Grant on public health activities across the Council.
- 5.7 2016/17 and 2017-18 spending decisions are subject to Member approval as part of the Medium Term Financial Strategy/budget setting process. Therefore the 2016/17 and 2017-18 budgets for these contracts are indicative until that time.

6. LEGAL IMPLICATIONS

- 6.1 This report uses existing legal frameworks, such as the scheme of delegation, to manage and administer the responsibilities placed on the Council.
- 6.2 The need to follow the guidance in paragraph 13 of the Ring Fenced Public Health Grant letter is key:

“13. In giving funding for public health to local authorities, it remains important that funds are only spent on activities whose main or primary purpose is to improve the health and wellbeing of local populations (including restoring or protecting their health where appropriate) and reducing health inequalities.”

6.3 As is condition 3 of the Grant Conditions:

“the grant must be used only for meeting eligible expenditure incurred or to be incurred by local authorities for the purposes of their public health functions as specified in Section 73B(2) of the National Health Service Act 2006 (as amended by the Health and Social Care Act 2012) (“the 2006 Act”).”

6.4 There is independent audit and provision for claw back if the money is not spent appropriately.

6.5 Education, care and health services are subject to the application of the “light touch” regime under the Public Contracts Regulations 2015.

7. PERSONNEL IMPLICATIONS

- 7.1 There are currently 32 staff employed within the Public Health team. Informal discussions with staff around proposals for reducing public health service provision has been ongoing since the Department of Health announced the reduction in the Public Health grant earlier this year. Formal consultation with staff and trade unions, on the staffing implications arising from these proposals commenced on 15 January 2016 and will end on 15 February 2016. Consultation with trade unions has included Unison, Unite and GMB, along with the nursing and medical trade unions (RCN and BMA) who represent the health professionals employed within the team. Responses received from the consultation to date will be tabled for consideration by Members.
- 7.2. If the recommendations outlined in this report are agreed it will be necessary to restructure the Public Health team to reflect the revised priorities arising from these proposals. The proposals will place 16 staff at risk of redundancy. The Council will endeavour to avoid or minimise redundancies by seeking to redeploy staff to alternative roles, through the Council’s procedures for Managing Change wherever possible. Voluntary redundancies as an alternative to forced redundancies may be considered consistent with good HR practice and the legal requirement “to mitigate, reduce and avoid redundancies if possible”

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Report No.
CS16017

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE

Date: For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee on 9th February 2016

10th February 2016

Decision Type: Non-Urgent Executive Key

Title: CONTRACT AWARD FOR SUPPORTED LIVING SERVICES – SCHEME 1 (3 PROPERTIES) – SUMMARY REPORT

Contact Officer: Colin Lusted, Business and Planning Manager
Tel: 020 8461 7650 E-mail: colin.lusted@bromley.gov.uk
Carol Fletcher, Procurement Officer
Tel: 020 8461 7681 E-mail: carol.fletcher@bromley.gov.uk

Chief Officer: Lorna Blackwood, Assistant Director: Commissioning
Tel: 020 8313 4110 E-mail: lorna.blackwood@bromley.gov.uk

Ward: All

1. Reason for report

- 1.1 This document is a summary to the Part 2 'Contract Award for Supported living services – Scheme 1 (3 Properties)' to be considered by Executive on 10 February 2016 with pre-decision scrutiny by the Care Services Policy and Development Scrutiny Committee on 9 February 2016.
 - 1.2 The summary provides an overview of the process for the tendering of 3 learning disability supported living schemes in accordance with the Council's financial and contractual requirements.
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2. RECOMMENDATIONS

2.1 Care Services Policy Development and Scrutiny Committee is asked to note and comment on the contents of this report prior to the Executive being asked to:

- i) Note the summary when considering the recommendations in the Part 2 – Appendix Detail report to award the tender.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Supporting Independence:
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Financial

1. Cost of proposal: Please see Part 2 report
 2. Ongoing costs: Recurring Cost:
 3. Budget head/performance centre: 819*** 3618 (Learning Disabilities Supported Living)
 4. Total current budget for this head: £11,404,850 per annum
 5. Source of funding: Contained within existing budget, no additional funding required
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Staff

1. Number of staff (current and additional): N/A
 2. If from existing staff resources, number of staff hours: Approximately 0.1FTE (3.6 hours per week average) Contract Compliance Officer time to monitor the Contracts.
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Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Applicable:
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Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 11
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: N/A

3. COMMENTARY

Background:

- 3.1 A Gateway Report (CS15913) was presented to Executive on 15 July 2015 outlining the current provision of supported living services for eleven people with significant disabilities living in three properties. The report projected that these services will be required for future service users in order to prevent the move to expensive residential care. The report detailed the proposed commissioning strategy for the tendering of these services with an emphasis upon ensuring the continued safety and wellbeing of vulnerable service users whilst achieving efficiency savings.
- 3.2 The Executive agreed the following:
- i) the schemes be grouped for tendering in order to drive best possible quality / pricing; and
 - ii) commencement of the procurement procedure be approved to enable award of contract in accordance with the Council's financial and contractual requirements.
- 3.3 The tender documents required potential providers to implement innovation into the future development and delivery of the service in order to provide improved outcomes for the people living in the properties whilst delivering efficiencies for the Council.

The Tender Process:

- 3.4 In accordance with the Council's financial and contractual requirements, and following Executive approval on 15th July 2015, the 3 schemes have been subject to a full tender process.
- 3.5 The tender process was undertaken using ProContract, the Council's electronic tendering system. As it was estimated there would be significant interest in providing this service, a two stage open tender procedure was used. A total of 106 suppliers expressed an interest in providing the service with 19 suppliers submitting compliant bids. Following evaluation of the Pre-Qualification Questionnaire, 8 suppliers were shortlisted to go through to the second 'service specific' stage of the tender process.
- 3.6 The second stage of the tender process was evaluated on the basis of Award Criteria questions in accordance with the Public Contracts Regulations 2015 and the suppliers submitted pricing schedules. Following agreement by Executive on 15th July 2015, the tender submissions were evaluated on a 40% finance and 60% quality split. The evaluation of quality was based on the following criteria:

1	Financial Resources & Contract Affordability	5%
2	Implementation	15%
3	Training	10%
4	Quality Assured Services	25%
5	Complex Needs and Living Independently	20%
6	Community and Family Engagement	10%
7	Innovation	15%

- 3.7 The tender prices were evaluated using the Chartered Institute of Public Finance & Accountancy (CIPFA) Evaluation Model, which calculates all the prices received from individual bidders and produces an overall mean price value, i.e. the arithmetic average value bid across all tenders received. Individual scores are then allocated for each 1% the bidder's tender value was above or below the mean price received for all bids.

- 3.8 The overall weightings for this contract evaluation were set to identify the Most Economically Advantageous Tender (MEAT) and deliver the best possible combination of whole-life cost and quality to meet the Council’s requirements.
- 3.9 The evaluation was undertaken by a panel of Officers and was backed up with supplier interviews to clarify issues identified in the tender submissions. A service user was present at the interviews and asked questions on behalf of service users. The interviews were used to inform the suppliers’ final evaluation scores.

Justification for Award:

- 3.10 The result of the evaluation process is shown in the Part 2 Appendix Paper which contains the detailed scoring.
- 3.11 A recommendation to award the Contract for the provision of Supported Living Services – Scheme 1 (3 Properties) is included within the Part 2 Appendix Paper.

4. POLICY IMPLICATIONS

- 4.1 The Supported Living Service is designed to meet the Council’s objectives within ‘Building a Better Bromley’ to support independence within the community, particularly for vulnerable people.

5. FINANCIAL IMPLICATIONS

- 5.1 The financial implications of awarding the Contract are included within the Part 2 Appendix Paper.

6. LEGAL IMPLICATIONS

- 6.1 The Service is subject to the application of the “light touch” regime under Regulation 7 of the Public Contracts Regulations 2015.
- 6.2 The Service was tendered in accordance with the Public Contracts Regulations 2015, and the Council’s own Contract Procedure Rules and Financial Regulations as detailed within the Gateway Report CS15913.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no London Borough Bromley employed staff affected by this Tender.

Non-Applicable Sections:	N/A
Background Documents: (Access via Contact Officer)	CS15913 Gateway Report For Learning Disability Supported Living Schemes (Care Services PDS 23 June 2015 and Executive 15 th July 2015).

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

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