

**Decision Maker:** Executive

**For pre-decision scrutiny by Adult Care & Health Policy and Development Scrutiny Committee on 17<sup>th</sup> September 2019**

**Date:** 18 September 2019

**Decision Type:** Non-Urgent Executive Key

**Title:** PROCEEDING TO PROCUREMENT (GATEWAY 1): DEMENTIA POST DIAGNOSIS SUPPORT SERVICE

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**Chief Officer:** Kim Carey, Director of Adult Social Care

**Ward:** Not Applicable

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## 1. REASON FOR REPORT

- 1.1 The contract for Dementia Post Diagnosis Support Service expires on 30<sup>th</sup> June 2020. There are no further options to extend the current contract which has an annual value of £451k and cumulative spend over the life of the contract is £1.8m. It is necessary to commence a procurement process to ensure ongoing service provision and this report summarises options as to how the commissioning process should be undertaken.
- 1.2 As the value of the new contract is expected to exceed £1m, this report seeks Executive approval to commence the procurement of services in alignment with LBB Commissioning Plans, Bromley Clinical Commissioning Group (CCG) Commissioning Plans and the Health and Wellbeing Strategy 2019 to 2023.

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## 2. RECOMMENDATIONS

2.1 Members of the Adult Care and Health PDS are asked to note and comment on the report.

2.2 Executive are recommended to:

- i) Approve the commencement of a procurement process for a new Dementia Post Diagnosis Support Service (thereafter referred to as the Dementia Hub) from October 2019, subject also to CCG agreement. The new contract would commence on 1<sup>st</sup> July 2020 for a period of 5 years with the option to extend for up to a further two years at an estimated annual value of £490k (whole life value estimated at £3.43m.)

### Impact on Vulnerable Adults and Children

1. Summary of Impact: To ensure people with a diagnosis of dementia and their carers are supported to remain living in the community and are able to avoid the need for intensive, high cost services.

### Corporate Policy

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

1. Cost of proposal: Estimated cost £490k
  2. Ongoing costs: Recurring cost. £490k
  3. Budget head/performance centre: Better Care Fund
  4. Total current budget for this head: £530k
  5. Source of funding: Better Care Fund (within existing budget envelope)
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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.
  2. Call-in: Call-in is applicable
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 4,146 people with dementia and their carers, projected to rise to 6,034 by 2030.
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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 The Dementia Hub is a comprehensive support service for people who have been diagnosed with Dementia, their carers and the professionals who support them. It aims to improve health and wellbeing, reduce and/or delay the need for more costly or intensive services by delivering support in the community, where possible.
- 3.2 The Council is committed to ensuring that people in Bromley live an independent, healthy and happy life for as long as possible. Priority 4 in Bromley's Health and Wellbeing Strategy 2019 to 2023 is focused on Dementia. It sets out the partnership work we will undertake to address the following areas:
- Significantly improving awareness and understanding of dementia so people have the information they need to reduce the risk of developing dementia as well as live well with dementia.
  - Ensure people with dementia have equal access to the health and wellbeing support which is available.
- 3.3 The Strategy supports both national and local priorities including the Care Act 2014, The National Dementia Strategy (2009) and the Prime Minister's Challenge (2015).
- 3.4 Dementia mainly affects people over the age of 65. The likelihood of developing dementia increases significantly with age. The NHS Long Term Plan 2019 commits to improving the care provision available to people with Dementia whether they are in hospital or at home. According to national data, one in six people over the age of 80 has dementia and 70% of people in care homes have dementia or memory problems. There will be over one million people with dementia in the UK by 2025. Dementia can affect younger people too; more than 42,000 people in the UK under 65 have dementia.
- 3.5 There is good evidence that a healthy lifestyle can help reduce an individual's risk of developing dementia. It can also help prevent cardiovascular diseases, such as stroke and heart attacks, which are themselves risk factors for Alzheimer's disease and vascular dementia. Research indicates that by modifying the risk factors people are able to control the risk of dementia, which could be reduced by up to 30%.
- 3.6 The national strategy is to increase the number of individuals receiving an early Dementia diagnosis due to the positive impact this can have on both health and social care outcomes. Whilst the Council does not have a statutory requirement to provide a community based service, it is an important part of the Dementia Pathway in Bromley, which continues to see increasing numbers access local support for early onset Dementia – a growing trend across London.
- 3.7 A recent campaign by NHS England to increase diagnosis of dementia has seen the diagnosis rate in the borough increase to almost 72%. A diagnosis of dementia does not in itself mean that a person is eligible for Council funded support or services, as their needs are often not considered to be substantial or critical at this time.
- 3.8 The Dementia Hub provides an established pathway from the point of diagnosis to the point when a person becomes eligible for statutory services. The majority of referrals for the Dementia Hub are received from the Memory Clinic delivered by Oxleas NHS Foundation Trust. Other referral sources include GPs, self-referrals, family, friends and third sector organisations.
- 3.9 Service users are provided with information, advice and support allowing them to better manage their conditions or medication, increase their independence which in turn helps them to remain at home longer, minimises the risk of people being left in vulnerable situations leading to a crisis, presenting less at hospital, social care services or to their GP. Carers are

supported to better understand dementia and the impact it can have on the individual and are supported to manage their own well being. Professionals are provided with skills training and support to ensure Bromley residents are treated with respect and dignity and that their lifestyle is maintained as much as possible.

- 3.10 The existing Dementia Hub contract is jointly commissioned by the Council and Bromley Clinical Commissioning Group (CCG). It has been in place with Bromley, Lewisham and Greenwich MIND since 1<sup>st</sup> July 2016 and will expire on 30<sup>th</sup> June 2020. There are no further options to extend the contract and so a procurement exercise must be undertaken to ensure ongoing provision.
- 3.11 A review of the service was completed by the Council and Bromley CCG in July 2019 in their capacity as joint funders. Its scope was to review the existing service to establish what is and is not working; identify gaps or duplication of services, the key vulnerability areas and risk factors that most impact our service users. The analysis of the findings has informed the proposed commissioning intentions in relation to this service.
- 3.12 This report seeks Executive approval to progress the procurement of services to meet the current and future needs of people requiring post diagnosis dementia support in the community, which are aligned with LBB Commissioning Plans, Bromley CCG Commissioning Plans and the Health and Wellbeing Strategy.

#### **4. SUMMARY OF THE BUSINESS CASE**

- i) The population of Bromley currently stands at approximately 330,000 and is predicted to increase by a further 10% in the next 10 years to 351,841 in 2027, one in 10 residents will be 75+ by this time. Life expectancy in Bromley has been increasing steadily for the last 20 years and is currently 81.3 years for men and 85.1 years for women (JSNA 2017).
- ii) The over 65s population is forecast to increase from 60,100 currently to 82,500 by 2035. The proportion of residents with dementia is currently estimated at 4,146. This figure is predicted to rise to 6,034 by 2030. Overall analysis indicates that the older population (65+) contributes significantly to the dementia prevalence in Bromley. However, according to Public Health England 2018 data Bromley has significantly higher rates of young-onset dementia (under 65s) compared to London.
- iii) One of the key aims of the Dementia Hub is to reduce and delay the need for more costly statutory health and social care services, relieving pressure on long term support budgets.

#### **4.1 SERVICE PROFILE/DATA ANALYSIS**

- 4.1.1 The contract with Bromley, Lewisham and Greenwich MIND to deliver the Dementia Hub commenced on 1<sup>st</sup> July 2016 and will expire on 30<sup>th</sup> June 2020. There are no further options to extend the contract and procurement should be undertaken in conjunction with LBB Commissioning Plans, Bromley CCG Commissioning Plans and the Health and Wellbeing Strategy.
- 4.1.2 The contract was awarded to a consortium of providers for two years with the option to extend for up to two further years on a 2+1+1 basis. The lead provider is Bromley, Lewisham and Greenwich MIND, however service delivery is undertaken by Mind Care, its specialist dementia division. Sub-contractors are Age UK Bromley and Greenwich, and Oxleas NHS Foundation Trust.
- 4.1.3 There are four components of the existing service:
  - 1) Dementia advice and navigation service
  - 2) Community development and support service
  - 3) Carer training service

4) Skills training and support in Extra Care Housing (ECH)

4.1.4 These service elements have specific outcomes that the provider works towards and measures through Key Performance Indicators.

- **Dementia Advice and Navigation Service** has been successful in establishing a clear route from clinical diagnosis to community support through a single point of access for all referrals and follow up contacts. From 1<sup>st</sup> July 2016 until 31<sup>st</sup> March 2019, the Dementia Hub received 2224 enquiries/referrals from people within a diagnosis of dementia. Demand for the service has increased on an annual basis, as detailed below.

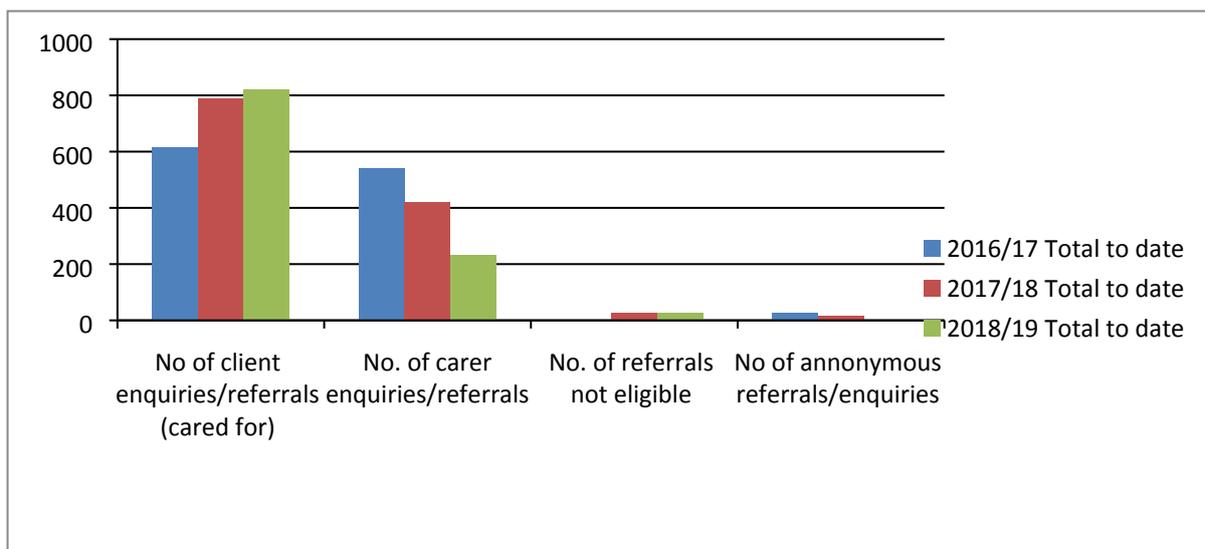


Figure 1: Total Clients

In contrast, there has been a decline in the number of enquiries/referrals from carers over the three year period, although the services target is to administer a minimum of 300 enquiries/referrals per annum. It has been reported that the decline is due to the comprehensive carers support offer delivered by Bromley Well. There were 2,317 unique contacts through the Dementia Hub.

At the end of three year reporting period, Dementia Advisor's achieved the following outputs:

Measure	Target	At the end of 2016/17	At the end of 2017/18	At the end of 2018/19	Overall Total
Total number of new cases (people with dementia and carers combined)	195	362	674	669	1705
Total number of active cases	160	536	1554	1861	3951
Total number of new referrals - with at least 1 home visit	-	229	333	429	991

Measure	Target	At the end of 2016/17	At the end of 2017/18	At the end of 2018/19	Overall Total
Total number of 1:1 visits in period	-	358	591	817	1766
Total cases moved to dormant/closed	-	207	520	764	1491
New support plans completed	-	142	175	160	477
Future wishes plans discussed	-	163	123	124	410

- **Community Development and Support Service** has been successful in helping to raise the profile and understanding of dementia across the borough. As a result a variety of activities have been organised by local community groups, organisations and businesses that are either self-funded, run on a voluntarily basis or are externally funded.

At the end of March 2019, the service has helped to establish 20 Dementia Cafes across the borough. In addition, to delivering the Memory Lane Dementia café on a weekly basis.

At the end of three year reporting period, the Service achieved the following outputs:

Measure	Target	At the end of 2016/17	At the end of 2017/18	At the end of 2018/19	Overall Total
Total number of volunteers enquiring	-	10	62	33	105
Total number of Volunteers recruited	-	4	27	11	42
Total number of active volunteer befrienders	-	4	46	53	103
Total number of people matched to a befriender	-	0	55	132	187
Total number of clients using befrienders	-	2	47	53	102
Total no of befriending hours	-	7	561	752	1320
Total number of community dementia training sessions delivered	12	5	12	14	31
Total number of people attending the sessions	-	69	141	137	347

- **Carers Training Service** has been successful in supporting carers to develop understanding, knowledge and the skills to cope with a diagnosis of dementia, whilst addressing their own needs. Carers benefit from increased wellbeing and quality of life as a result of the support, which helps them to remain in their caring role. 100% of

attendees rated the content, trainer's knowledge, experience, coping strategies and resilience as 'good to excellent'.

At the end of three year reporting period, the Service achieved the following outputs:

Measure	Target	At the end of 2016/17	At the end of 2017/18	At the end of 2018/19	Overall Total
Total number of workshop sessions held	40 year	24	37	22	83
Total number of attendees	120 year	68	102	68	238
Total number of 1:1 Coaching Sessions delivered within the home	100 year	54	101	101	256
Total number of carers receiving in-home coaching	130	64	178	148	390

In addition, the Carer Advisor successfully supported 219 carers over the three year period.

- **Skills Training and Extra Care Housing (ECH) Support** has successfully equipped and supported staff within Extra Care Housing Schemes and other professionals supporting people with dementia and their carers to provide high quality care to service users with dementia living in or moving into properties. It achieved this by helping professionals to develop the skills and techniques to promote the independence of tenants in a way that maintains their lifestyle, dignity and privacy.

There has been good uptake of the Skills Training and Extra Care Housing Support sessions by Adult Social Care Teams and Health professionals. Commissioners received positive feedback about the high quality of the training and specialist support. However, additional marketing and promotional resources were required to recruit Extra Care Housing schemes staff onto the training sessions. This is due to a number of factors including unforeseen circumstance arising on the training day, which in some cases has led to non-attendance. Commissioners will be building attendance at training in as a KPI in the future.

At the end of three year reporting period, the Service achieved the following outputs:

Measure	Target	At the end of 2016/17	At the end of 2017/18	At the end of 2018/19	Overall Total
Total number of ECH schemes delivered	-	11	12	12	35
Total number of ECH's staff attending	-	68	12	14	94
Total number of staff attending	-	31	130	136	297

- Qualitative indicators such as positive feedback obtained through case studies, annual reports and service reviews report that the Dementia Hub is an effective and valued provision.

### Current Outcomes

- A universal post diagnosis offer of support is established in Bromley
- Quick access into the appropriate information, guidance and support services from initial referral
- A single point of access for universal dementia support with a single contact number and web page (may be linked to wider local web resource such as Bromley MyLife)
- A clear care pathway that support residents with dementia and their carers maximise their independence for as long as possible
- All those with a dementia diagnosis through the memory clinic are offered direct support
- GPs are aware of the service and are confident to refer into the dementia hub that will deliver positive outcomes for their patients
- People with dementia feel better supported within their community
- Carers feel better supported to continue their caring role
- Professionals in ECH settings are better equipped to deal with the specific challenges of caring for people with dementia

## **4.2 OPTIONS APPRAISAL COMMENCE OPEN TENDER FOR NEW DEMENTIA POST DIAGNOSIS SUPPORT SERVICE CONTRACT**

4.2.1 The following options are being considered:

### **4.2.2 Option 1: Commence Tender (Recommended)**

4.2.3 It is proposed that a formal tender process to procure a new Dementia Post Diagnosis Support Service that will operate as a single entity with one organisation managing the contact is undertaken. The service would commence on 1<sup>st</sup> July 2020.

4.2.4 This option will require market engagement. A new service specification will be developed based upon best practice, performance monitoring, consultation and stakeholder engagement and market engagement. The following areas would be reviewed in the development of a new service specification.

- Service description - client group, referral route
- Monitoring data, feedback from Service Users and Professionals
- Service provision under the contract
- Key Performance Indicators and outcomes (included Appendix 1)
- Market Engagement
- Alignment with other commissioned and local services

4.2.5 It is recommended that a tender process commence for a new contract to start on 1<sup>st</sup> July 2020 for a period of 5 years with an option to extend for a further 2 years. (Procurement route/strategy is outlined in 6.1 below). The contract length supports the sustainability of Bromleys' voluntary and community sector and enables the Council to forward plan.

### **4.2.6 Option 2: Bring the service In-house (Not Recommended)**

4.2.6 This option is not viable as Officers have considered bringing the service in house as part of the Service Review carried out in July 2019. This option was not seen as a viable option as the services provided by the current provider is seen as a specialist service and could potentially end up costing the Council more.

#### **4.2.7 Option 3: Commence Tender - Separate LOTs (Not Recommended)**

4.2.8 This option is not viable as Officers have considered procuring a new Dementia Post Diagnosis Support Service as separate LOTs. This would reverse the Dementia Hub model creating separate contracts potentially managed by a range of organisations, which was the commissioning model prior to the creation of the support service in July 2016. This model was considered as part of the Service Review carried out in July 2019. However, this was not seen as a viable option. A change in model and approach could potentially end up costing the Council more, as the established dementia pathway would no longer be effective as a result of delays in the system.

#### **4.2.9 Option 4: Decommission the service (Not Recommended)**

4.2.10 Decommissioning the service is not a viable option as there is an ongoing and increasing need for the post diagnosis dementia support service. Whilst the Council does not have a statutory requirement to provide a community based service, it is an important part of the Dementia Pathway in Bromley, which continues to see increasing numbers access local support for early onset Dementia – a growing trend across London.

### **4.3 PREFERRED OPTION**

4.3.1 As explained at 4.4 below, in view of the current situation in Bromley, commencing a procurement process for a new Dementia Hub is the most equitable option as there is a pool of viable providers. The market within Bromley for universal and specialist dementia provision has developed and grown since July 2016. It is therefore proposed that further market engagement is undertaken once the draft Service Specification is produced to gain feedback from the market on the proposals and develop competition.

4.3.2 It is recommended that, following market engagement, procurement will be undertaken in accordance with Option 1, with the contract awarded to a single provider. The contract will be let on a fixed price basis. Bidders will be required to submit a pricing schedule that includes the providers annual cost of delivering the service. No inflationary uplifts will be provided over the life time of the contract. Therefore, bidders will need to factor in inflationary increases into their cost and forecast increase demand for the service annually.

4.3.3 The new contract will commence on 1<sup>st</sup> July 2020 for a period of 5 years with an option to extend for a further 2 years, if approval is granted.

### **4.4 MARKET CONSIDERATIONS**

4.4.1 The Council and Bromley CCG had an initial engagement with service users (people with dementia and their carers), professionals supporting people with dementia as well as senior managers and frontline staff from the Dementia Hub. The key findings are outlined in 5.1 onwards.

4.4.2 The Council and Bromley CCG will undertake further market engagement in the form of a market engagement day. The growth of dementia support provision in Bromley has helped to stimulate the market over the 3 year contract period.

4.4.2 People with a diagnosis can be challenging to support as their needs progress overtime, and become complex. Therefore, care staff must be well trained and possess particular skills to engage with people with dementia, carers and other professionals successfully.

4.4.3 It is important for the provider to have a local base to interact with care coordinators and to be skilled in the provision of post diagnosis dementia support. The scoping identified that there are local providers of specialist dementia services in Bromley other than the existing provider.

4.4.4 A benchmarking exercise was conducted to understand the dementia post diagnosis service models commissioned by other London Councils. Of the 22 boroughs that were contacted 8 responded as detailed below:

<b>Borough</b>	<b>Method</b>	<b>Funder</b>
London Borough of Barnet	Commissioned Service – specialist community based service.	Local Authority
Royal Borough of Kingston	Commissioned Service – specialist community based service.	Local Authority and CCG
London Borough of Ealing	Commissioned Service – specialist community based service.	CCG
London Borough of Newham	Commissioned Service – specialist community based service.	Local Authority and CCG
Havering CCG	Commissioned Service – specialist community based service.	CCG
London Borough of Havering	Commissioned Service - Dementia Activities	Local Authority
Wandsworth CCG	Commissioned Service – specialist community based service.	CCG
London Borough of Richmond Upon Thames	Commissioned Service – specialist community based service.	Local Authority

## 5. STAKEHOLDER ENGAGEMENT

5.1 An extensive consultation and engagement exercise was undertaken by the Council and Bromley CCG from June to July 2019 as part of the Service Review. Online and hard copy surveys were completed by people with dementia, their carers and professionals who support them. 77 surveys were completed by professionals and 81 by people with dementia and their carers. In addition, commissioners interviewed senior managers from the current provider and Adult Social Care as well as focus groups sessions with front line staff.

5.2 The key findings from the initial engagement process were:

- There is a high level of satisfaction with the services provided by the Dementia Hub with a high proportion of respondents not finding anything that could be further improved or providing recommendations on areas of development that were seen as tweaks rather than major improvements.
- Particularly appreciated was the knowledge and understanding of staff, having someone to contact for advice and support, the high quality of the service and how friendly and welcoming staff and volunteers are.
- Waiting times for some services need to be reduced – perhaps consider providing additional capacity or funding so that more staff and befrienders are available.
- There needs to be further targeted promotion of the range of services that are provided to raise awareness of what is available and to also provide clarity on what service provides what support. This is particularly important for those services that have a lower take up such as the befriending service which only a small number of respondents were aware of but was highlighted as a major need.
- Increase the scope of the befriending service including the number of volunteers, which was also highlighted as a priority in Bromley's Loneliness Initiative.
- Develop a provision for Young Onset Dementia.

- Create a specialist training and workforce development offer across the dementia pathway for people with dementia, their carers and professionals at a universal, targeted and specialist level.
- Remove the Carer Advisor and Support role as this is extensively provided through Bromley Well and is therefore duplication.
- Provide clear information to professionals about the referral routes into the service.
- Consider that a range of other services are now available to people with Dementia and how these are promoted to those people who may wish to use them.
- A range of other dementia support services are available in Bromley and used by respondents.
- Commissioners will seek feedback on affordable respite, activities that could take place at the weekends including going out, being more active, physical activity and more support for people with early onset dementia. This will be established via market engagement events proceeding to the procurement phase in October 2019.
- Consider the reach of the service and if it is covering all areas of Bromley.

5.3 Information gathered through the consultation and engagement exercise will be used to inform the re-commissioning of the Service. Discussions will continue with service users and stakeholders throughout the tender process to ensure their involvement and develop a service that is co-produced.

## 6. PROCUREMENT AND PROJECT TIMESCALES AND GOVERNANCE ARRANGEMENTS

6.1 **Procurement Strategy and Contract Proposal:** Authorisation is sought from the Executive to commence a tender exercise for a new Dementia Hub from October 2019. The new contract will start on 1<sup>st</sup> July 2020 for a period of 5 years with the option to extend for up to a further two years. A service specification and performance targets will be developed as part of the tender pack.

6.2 **Estimated Contract Value –£490k per annum**

6.3 **Proposed Contract Period – 1<sup>st</sup> July 2020 to 30<sup>th</sup> June April 2025** (with the option to extend for up to a further two years)

6.4 **Other associated costs – None identified**

6.4 **Indicative timetable for the procurement of new Dementia Post Diagnosis Support Service Contract.** The following table details the proposed elements of the procurement process.

Activity	Date From	Date To
Market Engagement	16 <sup>th</sup> September	20 <sup>th</sup> September
Tender Period (PQQ and ITT combined)	28 October 2019	28 November 2019
Tender Close	28 November 2019	
Tender Evaluation & Interviews	28 November 2019	28 <sup>th</sup> January 2020
PDS (Award)	13 <sup>th</sup> March 2020	24 <sup>th</sup> March 2020
Executive Approval (Award)	17 <sup>th</sup> March 2020	1 <sup>st</sup> April 2020
Standstill	1 <sup>st</sup> April 2020	13 <sup>th</sup> April 2020
Notification & Mobilisation	2 <sup>th</sup> April 2020	30 <sup>th</sup> June 2020
<b>Commencement of contract</b>	<b>1<sup>st</sup> July 2020</b>	

6.5 Tenders will be awarded on the basis of price (60%) and how bidders have answered and evidenced their responses against award criteria (40%).

- 6.6 The selection criteria for the new contract will be in one stage (Light Touch). In order to progress to stage 2 organisations must pass stage 1 which will run concurrently. The Key Performance Indicators and Outcomes that will be applied to the contract are detailed in Appendix 1. Included below are indicative Stage 2 Questions.

### Stage 2 Questions

- |  |  |
|--|--|
| 1. Mandatory Finance Question (5%)                     | 6. Safeguarding and Whistleblowing (10%) |
| 2. Mandatory GDPR Question (10%)                       | 7. Risk Management (10%)                 |
| 3. Service Delivery and Organisational Structure (15%) | 8. Quality Assurance (10%)               |
| 4. Innovation and Social Value (10%)                   | 9. Service Demand (10%)                  |
| 5. Service Development (10%)                           | 10. Conflict of Interest (10%)           |

- 6.7 There will be engagement with stakeholders during the process and service users will form part of the interview panel with bidders.

- 6.8 The timescales will allow for contract mobilisation in the event that TUPE applies.

## 7. SUSTAINABILITY AND IMPACT ASSESSMENTS

- 7.1 There are no sustainability related issues that would result from the recommendation within the paper.

## 8. POLICY CONSIDERATIONS

- 8.1 The provision of the Dementia Hub is in accordance with the Care Act 2014. The provision of the post diagnosis dementia support services within the community is a fundamental element of community based services detailed within the Care Act.

- 8.2 The Building a Better Bromley principles underpin the strategy and look to enable people within their communities. Community based specialist provision is in alignment with this goal.

## 9. IT AND GDPR CONSIDERATIONS

- 9.1 The service specification will include the standard wording and expectations upon providers in relation to IT and GDPR by the Council.

## 10. PROCUREMENT RULES

- 10.1 This report seeks to re-tender the service for Dementia support for a period of five (5) years with the option to extend the contract for a period of up to two (2) years.

- 10.2 Health, social and related services are covered by Schedule 3 of the Public Contract Regulations 2015, and thus any tender would be subject to the application of the "Light Touch" Regime (LTR) under those regulations. Authorities have the flexibility to use any process or procedure they choose to run the procurement, as long as it respects the following obligations:

- i. The tender must be advertised in OJEU and on Contracts Finder;
- ii. The relevant contract award notices must be subsequently published;

- iii. the procurement must comply with the EU Treaty principles of transparency and equal treatment;
- iv. The procurement must conform with the information provided in the OJEU advert regarding any conditions for participation; time limits for contacting / responding to the authority; and the award procedure to be applied;
- v. Time limits imposed, such as for responding to adverts and tenders, must be reasonable and proportionate. There are no stipulated minimum time periods in the LTR rules, so contracting authorities should use their discretion and judgement on a case by case basis.

10.3 In compliance with the Council’s Contract Procedure Rules (Rule 3.6.1), this procurement must be carried out using the Council’s e-procurement system.

10.4 The actions identified in this report are provided for within the Council’s Contract Procedure Rules, and the proposed actions can be completed in compliance with their content.

## 11. FINANCIAL CONSIDERATIONS

11.1 The current contract has an annual value of £451k and total life value of £1.8m.

11.2 The budget for the current service is funded from an allocation of £530k from the Better Care Fund for dementia universal support.

## 12. PERSONNEL CONSIDERATIONS

12.1 There are no staffing implications for LBB staff arising from this report.

## 13. LEGAL CONSIDERATIONS

13.1 The current contract for the provision of dementia post diagnosis support will come to an end in June 2020. This report seeks approval to retender the service so that a new contract is in place to deliver services from the 1 July 2020. The proposed duration of the contract is five years with an option to extend the contract for up to a further two years. The annual value of the contract is detailed in section 6.2 , £490 k.

13.2 Due to the proposed value of the contact the procurement will be subject to the Public Contract Regulations 2015. However, due to the nature of the services, health, social and related services the tender would be subject to the” Light Touch Regime as detailed in Section 10. As well as complying with the Public Contract Regulations 2015 the procurement must also be carried out in accordance with the Councils own Contract Procedure Rules as detailed in Section 10.3. This report details how the planned tender process will be carried out to comply with the requirements together with re-tender market engagement. The proposed process and actions detailed are in accordance with procurement requirements.

13.3 The report author will need to consult with the Legal Department regarding the contract terms and conditions.

13.4 Rule 5 of the Contract Procedure Rules provides that for a contract with a total value of £1,000,000 or more the Executive will be formally consulted on the intended action and contracting arrangements

<b>Non-Applicable Sections:</b>	
Background Documents: (Access via Contact	

Officer)	
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