


<b>Cabinet</b> 4 October 2016	 <b>TOWER HAMLETS</b>
<b>Report of:</b> Zena Cooke – Corporate Director Resources	<b>Classification:</b> Unrestricted
<b>Contracts Forward Plan – Quarter Three (FY2016-2017)</b>	

<b>Lead Member</b>	David Edgar, Cabinet Member for Resources
<b>Originating Officer(s)</b>	Zamil Ahmed – Head of Procurement
<b>Wards affected</b>	All wards
<b>Community Plan Theme</b>	One Tower Hamlets
<b>Key Decision</b>	Yes

## 1. **EXECUTIVE SUMMARY**

- 1.1. The Council's Procurement Procedures require a quarterly report to be submitted to Cabinet, laying down a forward plan of supply and service contracts over £250,000 in value, or capital works contracts over £5 million. This provides Cabinet with the visibility of all high value contracting activity, and the opportunity to request further information regarding any of the contracts identified. This report provides the information in period quarter three of the Financial Year.
- 1.2. Only contracts which have not previously been reported are included in this report.

## 2. **DECISION REQUIRED:**

### **The Mayor in Cabinet is recommended to:-**

- 2.1. Consider the contract summary at Appendix 1, and identify those contracts about which specific reports – relating to contract award – should be brought before Cabinet prior to contract award by the appropriate Corporate Director for the service area and
- 2.2. Confirm which of the remaining contracts set out in Appendix 1 can proceed to contract award after tender.
- 2.3. Authorise the Service Head - Legal Services to execute all necessary contract documents in respect of the awards of contracts referred to at recommendation 2 above.
- 2.4. Review the forecast forward plan schedule detailed in Appendix 2 and identify any contracts about which further detail is required in advance of the scheduled quarterly forward plan reporting cycle.

### 3. **REASONS FOR THE DECISIONS**

- 3.1. The Council's Procurement Procedures require submission of a quarterly forward plan of contracts for Cabinet consideration, and it is a requirement of the Constitution that "The contracting strategy and/or award of any contract for goods or services with an estimated value exceeding £250,000, and any contract for capital works with an estimated value exceeding £5,000,000, shall be approved by the Cabinet in accordance with the Procurement Procedures". This report fulfils these requirements for contracts to be let during and after the 3<sup>rd</sup> quarter of the Financial Year.

### 4. **ALTERNATIVE OPTIONS**

- 4.1. Bringing a consolidated report on contracting activity is considered the most efficient way of meeting the requirement in the Constitution, whilst providing full visibility of contracting activity; therefore no alternative proposals are being made.

### 5. **BACKGROUND**

- 5.1. This report provides the forward plan for the 3<sup>rd</sup> quarter of the Financial Year in Appendix 1, and gives Cabinet Members the opportunity to select contracts about which they would wish to receive further information, through subsequent specific reports.

### 6. **FORWARD PLAN OF CONTRACTS**

- 6.1. Appendix 1 details the new contracts which are planned during the 3<sup>rd</sup> quarter of the Financial Year. This plan lists all of the new contracts which have been registered with the Procurement Service, and which are scheduled for action during the reporting period.
- 6.2. Contracts which have previously been reported are not included in this report. Whilst every effort has been made to include all contracts which are likely to arise, it is possible that other, urgent requirements may emerge. Such cases will need to be reported separately to Cabinet as individual contract reports.
- 6.3. Cabinet is asked to review the forward plan of contracts, confirm its agreement to the proposed programme and identify any individual contracts about which separate reports – relating either to contracting strategy or to contract award – will be required before proceeding.
- 6.4. Equalities and diversity implications – and other One Tower Hamlets issues – are addressed through the Council's Tollgate process which provides an independent assessment of all high value contracts, and ensures that contracting proposals adequately and proportionately address both social considerations and financial ones (such as savings targets). The work of the Competition Board and Corporate Procurement Service ensures a joined-up approach to procurement.
- 6.5. The Tollgate process is a procurement project assurance methodology, which is designed to assist in achieving successful outcomes from the Council's high value contracting activities (over £250,000 for revenue

contracts, and £5,000,000 for capital works contracts which have not gone through the Asset Management Board approval system). All Tollgate reviews are reported to Competition Board, and when appropriate contract owners are interviewed by the Board; contracts require approval of the Board before proceeding.

## **7. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

- 7.1. This report describes the quarterly procurement report of the forward plan for the 3<sup>rd</sup> quarter of the Financial Year and beyond, to be presented to Cabinet for revenue contracts over £250,000 in value and capital contracts over £5 million.
- 7.2. Approximately £43.9M of goods, services and works will be procured from external suppliers. Procured services comprise around 40% of the Council's annual expenditure and control of procurement processes is thus crucial to delivering value for money for local residents as well as managing the risk. Consideration of the plan by Cabinet operates as an internal control and also provides the opportunity for the Mayor to comment on specific procurements at an early stage.

## **8. LEGAL COMMENTS**

- 8.1. The Council has adopted financial procedures for the proper administration of its financial affairs pursuant to section 151 of the Local Government Act 1972. These generally require Cabinet approval for expenditure over £250,000 for revenue contracts and £5m for capital works contracts.
- 8.2. Cabinet has approved procurement procedures, which are designed to help the Council discharge its duty as a best value authority under the Local Government Act 1999 and comply with the requirements of the Public Contract Regulations 2015. The procurement procedures contain the arrangements specified in the report under which Cabinet is presented with forward plans of proposed contracts that exceed specified thresholds. The arrangements are consistent with the proper administration of the Council's financial affairs.
- 8.3. Pursuant to the Council's duty under the Public Services (Social Values) Act 2012, as part of the tender process and where appropriate, bidders will be evaluated on the community benefits they offer to enhance the economic social or environmental well-being of the borough. This is in accordance with the Council's Procurement Policy Imperatives adopted at Cabinet on 9<sup>th</sup> January 2013. The exact nature of those benefits will vary with each contract and will be reported at the contract award stage. All contracts delivered in London and which use staff who are ordinarily resident in London will require contractors to pay those staff the London Living Wage. Where workers are based outside London an assessment will be carried out to determine if the same requirement is appropriate.
- 8.4. When considering its approach to contracting, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). Officers are expected to continuously consider, at every stage, the way in which procurements

conducted and contracts awarded satisfy the requirements of the public sector equality duty. This includes, where appropriate, completing an equality impact assessment as part of the procurement strategy, which is then considered as part of the tollgate process.

## **9. BEST VALUE (BV) IMPLICATIONS**

- 9.1. The Council is required to consider the value for money implications of its decisions and to secure best value in the provision of all its services. The Council procures annually some £350m of supplies and services with a current supplier base of approximately 3,500 suppliers. The governance arrangements undertaking such buying decisions are set out in the Council's Procurement Procedures, which form part of the Financial Regulations.
- 9.2. Contracts listed in Appendix One are all subject to the Council's Tollgate process which involves a detailed assessment by Competition Planning Forum and Competition Board of the procurement strategy to ensure compliance with existing policies, procedures and best value duties prior to publication of the contract notice.

## **10. ONE TOWER HAMLETS CONSIDERATIONS**

- 10.1. Equalities and diversity implications – and other One Tower Hamlets issues – are addressed through the tollgate process, and all contracting proposals are required to demonstrate that both financial and social considerations are adequately and proportionately addressed. The work of the Competition Board and the Procurement & Corporate Programme Service ensures a joined-up approach to procurement.

## **11. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 11.1. Contracts are required to address sustainability issues in their planning, letting and management. Again, this is assured through the Tollgate process, and supported through the Procurement & Corporate Programmes' Corporate Social Responsibility work stream.

## **12. RISK MANAGEMENT IMPLICATIONS**

- 12.1. Risk management is addressed in each individual contracting project, and assessed through the tollgate process.

## **13. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 13.1. There are no specific crime and disorder reduction implications.

## **14. EFFICIENCY STATEMENT**

- 14.1. Contract owners are required to demonstrate how they will achieve cashable savings and other efficiencies through individual contracting proposals. These are then monitored throughout implementation.

## **15. APPENDICES**

Appendix 1 – new contracts planned: Q3 of the Financial Year and beyond.

Appendix 2 – Cabinet Contract Forward Plan Forecast 2016-19

## Appendix one – new contracts planned: Q3 of the Financial Year 16-17

Contract Ref & Title	<b>CLC5135 - Removal of nuisance vehicles and pound provision</b>		
Procurement Category:	Corporate Services	Funding:	Parking Budget
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	January 2017	Contract Duration and Extensions:	3 + 2 + 2 year
Value P/A:	£460,000	Value Total:	£1.5m - £2.8m
Reviewed by Competition Board <input checked="" type="checkbox"/>	19/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

### **Scope of Contract and Contracting Strategy**

The project is to tender a new contract for the removal of nuisance vehicles as the current contract is in its final year. The contract for the removal of nuisance vehicles will allow the council to fulfil its obligations of removing vehicles parked in contravention of parking regulations and all vehicles that are considered abandoned and dangerous. This new contract will be limited to removal vehicle services and will not impact on other types of enforcement including the issuing of PCNs. This project if successfully implemented and awarded may lead to improved recovery and deterrence.

This will be carried out in accordance with the EU Open or Restricted procedure route.

The removal and disposal of nuisance vehicles supports the Council's strategy for maintaining a cleaner, safer environment for residents and visitors and assists in supporting the cross-cutting social, economic and environmental change necessary to improve the lives of local people by protecting against vehicle exhausts fumes and noise. The service is a tool for enhancing our deterrence strategy, improving safety and reducing parking stress that minimises the impact of vehicle fumes and noise by deterring drivers from making unnecessary journeys and effectively rationing the use of scarce parking spaces.

Contract Ref & Title	<b>AHS5111 Generic Floating Support</b>		
Procurement Category:	Care and Commissioning	Funding:	General Funds
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	03/10/2016	Contract Duration and Extensions:	3 + 1 + 1 year
Value P/A:	£496,677	Value Total:	£2,483,385
Reviewed by Competition Board <input checked="" type="checkbox"/>	19/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

### **Scope of Contract and Contracting Strategy**

This contract supports the delivery of the borough's homelessness prevention agenda and the effective and efficient delivery of the Hostel's Commissioning Plan. The contract aim is to provide support to residents in their own homes to reduce the risk of becoming homeless; mitigate the risk of the abandonment of tenancies and to promote peoples' independence. The service also provides support to rough sleepers placed in temporary accommodation.

The contract outcomes framework incorporates the following areas:

- Engagement – ensuring that support plans, risk management plans and health needs' audits are completed in good time and service users are engaging with support
- Health and wellbeing – ensuring that service users are engaged with medical services and treatment plans, including for mental health, substance misuse and sexual health
- Employment, training and education – ensuring that service users are engaged with or working towards some form of employment, training or education.

- Financial resilience – ensuring that service users are able to successfully manage their money, including their rent, debt, and benefits
- Move-on from the service– ensuring that service users are able to continue living independently/successfully sustain the tenancies upon the completion of the support plan.

The support provider will work in partnership with a range of statutory and voluntary services in the borough to develop and lead on implementation of the SMART outcomes based support plan that delivers preventative interventions focusing on reducing and managing the risk of:

- Eviction from existing tenancies, Mental health relapse, Substance misuse relapse
- Breakdown of support networks e.g. family, advocacy, health
- Offending and entry into the criminal justice system, street homelessness

In addition to the outreach sessions, the service will also provide brokerage/signposting/referral services to other specialised agencies, information and advice, drop in sessions 5 days per week, peer support network, customer on call number 24/7. This service is pivotal in providing flexible preventative services that enable individuals to remain in their own homes and communities. It will support up to 212 people at one time from homelessness and specifically assist those who have been rough sleeping whilst they are placed in temporary accommodation and support their transition on to independent living in the community.

The preferred procurement approach is to undertake an open tender. Representatives from HOST, SORT, Adults Services will be invited to be members of the tender panel, reviewing the specification and evaluating submissions to ensure that the most economically advantageous tender is selected for future delivery of the service. The tender will offer a 3 plus 1 plus 1 contract to give both stability to service and facilitate changes and focusing on meeting future as well as current need. The tender will be aligned to all the DAAT, specialised mental health floating support, rough sleepers and hostels' accommodation pathway services.

Community benefits commensurate with the contract size will be sought from the provider through the tender process. Benefits would be expected to include local employment opportunities and volunteer opportunities.

<b>Contract Ref &amp; Title</b>	<b>CS5124 Young people's substance misuse and sexual health service</b>		
<b>Procurement Category:</b>	Care and Commissioning	<b>Funding:</b>	Via Public Health
<b>Invitation to Tender</b> <input checked="" type="checkbox"/> <b>Contract Signature</b> <input type="checkbox"/>	TBC	<b>Contract Duration and Extensions:</b>	1 + 1+ 1 year
<b>Value P/A:</b>	£841,000(integrated sexual health and YPSM Service) £240,000 (YPSM)	<b>Value Total:</b>	£2,523,000(integrated Tier 1 & 2 sexual health and Tier 3 YPSM)  £720,000 (YPSM)
<b>Reviewed by Competition Board</b> <input checked="" type="checkbox"/>	12/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

#### **Scope of Contract and Contracting Strategy**

To continue to provide a Specialist Substance Misuse Treatment Service to reduce harm to those young people under the age of 19 at risk, where drug and alcohol misuse is associated with addiction, significant impairment to social functioning and/or physical or mental health problems with an integrated young people's sexual health service delivering tier 1 and 2 services as part of an integrated wellbeing offer to young people.

The current contract ends on the 31st March 2017 for Young People's Substance Misuse and 14<sup>th</sup> October 2017 for sexual health services. It is our intention to commission an integrated service with a contract period of 1 year + 1 year + 1 year. The commissioning and delivery of the specialist drug and alcohol interventions will take place within the wider Children and Young People's agenda and Public Health England Guidelines

and sexual health services within the London and East London Sexual Health Transformation programme. The service will also support the delivery of the Tower Hamlets Substance Misuse Strategy 2016-2019 and the National Sexual Health Strategy (March 2013). The aim is that overall needs are met rather than addressing substance misuse in isolation and the aim is to ensure integrated working with child and adolescent mental health services and other related services.

In order to align contracts to enable the commissioning of the integrated service we are proposing to extend the young people's substance misuse contract for a period of 6 months and are therefore seeking approval to extend if required and to tender the integrated service. The service will aim to provide local employment and volunteering opportunities as it will be based locally.

Contract Ref & Title	<b>CLC 5149 - Framework Agreement for Landscape &amp; Play Installation Works</b>		
Procurement Category:	Construction and FM	Funding:	S106 / CIL funding and external funding sources.
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	12/12/2016	Contract Duration and Extensions:	4 years
Value P/A:	Up to £4m	Value Total:	Up to £16m
Reviewed by Competition Board <input checked="" type="checkbox"/>	12/09/2016	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract and Contracting Strategy**

The Framework Agreement will generally provide for works packages of varying value up to approximately £250,000 each and comprises some or all of the following:

- Demolition and clearance works, supply & installation of play equipment
- Soft landscaping – turfing , planting , shrubs , trees; Hard landscaping
- Groundworks – remodelling to create mounds,
- Furniture – seat , bins , bollards
- Metalworks – supply & install new gates & railings
- New footpaths / resurfacing of existing, signage
- Boundary work – walls
- Water features, ponds
- Sports facilities – pitch markings, tennis courts
- Drainage
- Multi-use games area [MUGA]
- Artwork installation

The Framework will be broken down into 3 Lots: Lot 1. Hard Landscaping, Lot 2. Soft Landscaping and Lot 3. Playground Installations The procurement will be carried out in accordance with the EU Restricted Procedure. Three suppliers will be appointed on each lot. This Framework Agreement will support the best value procurement of landscape improvement works within the Borough's parks, open spaces and other municipal land assets through a selection of suitably qualified and experienced providers.

The Council has an active programme of improvement works designed to deliver key elements of the Mayor and Council's priority outcomes. The Council's fund for capital improvements to parks etc., is variable and draws on funds from a number of different sources including Capital Programme, S106, CIL, Public Health funding and various external and grant awarding agencies.

There is currently in excess of £5m identified for improvement projects which will be delivered over the next two years. It is a reasonable expectation that further funds of a similar scale will become available over the four year term of the Framework and not unreasonable to anticipate that capital funding might exceed current levels given the anticipated levels of regeneration and development across the borough. The Framework will

be available to other Tower Hamlets departments and THH. For this reason the annual estimated value of the Framework has been set at £4m, but this figure is indicative only and does not commit the council to any specific level of spend.

The contract will aim to create local employment and training opportunities and to support local business through the supplier chain, so bidders will be invited to demonstrate how they will support this aspiration. There are objectives in relation to the use of sustainable materials and products, and this will be set out in the terms of the Framework and adequately assessed as part of the evaluation process.

Contract Ref & Title	<b>CLC5150 - Framework Agreement for Landscape Related Consultancy Services</b>		
Procurement Category:	Construction and FM	Funding:	S106 / CIL funding and external funding sources.
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	12/12/2016	Contract Duration and Extensions:	4 years
Value P/A:	Up to £400k	Value Total:	Up to £1.6m
Reviewed by Competition Board <input checked="" type="checkbox"/>	12/09/2016	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract**

**Landscape Design, Administrative & Post Contract Services**

- Project Administration including correspondence, certification
- Project Plan preparation (including Timetable and Resource allocation); Risk Assessment and Risk Management Plan preparation
- Site surveys showing features, access points and character areas and other features.
- Ground investigation services including soil sampling and testing, void and subsidence analysis
- Site history, ownership, covenants etc.; research and reporting
- Sketch Designs for landscape features, play facilities and buildings to RIBA Stage C.
- Itemised schedule of proposed capital work and costs; revenue activities and costs.
- Construction project management and Contract Administration including correspondence, certification
- CDM Duties for the RIBA work stage reached (planning supervisor) and work stage reached (designer).
- Design development for park furniture.

**Master planning Services**

- Master Plan preparation showing proposed capital works and including restorations and new features.
- Business Plan preparation for commercial facilities such as cafes or community buildings.
- Landscape and Visual Impact Assessment Services
- Production of Hi-Definition photography showing the character and condition of sites and features.

**Landscape Management Plan Services**

- 10 year Management and Maintenance Plan preparation to HLF Award standard.
- 3 year Management and Maintenance Plan preparation to Green Flag Award standard.
- Preparation and submission of HLF and other funder application documents.
- Audience Development Plan Preparation
- Training Plan; Access Plan and Conservation Management Plan preparation.

**Stakeholder Engagement Service**

- Consultation, event planning, facilitation, recording, analysis and reporting to Client
- Production of temporary interpretation material for consultation

**Other Services**

- Research, identification, evaluation and procurement of specialist suppliers, artists, conservation etc.



The procurement will be carried out in accordance with the EU Restricted Procedure. Three suppliers will be appointed on each lot. This Framework Agreement will support the best value procurement of landscape improvement works within the Borough's parks, open spaces and other municipal land assets through a selection of suitably qualified and experienced providers.

The Council has an active programme of improvement works designed to deliver key elements of the Mayor's and Council's priority outcomes. The Council's fund for capital improvements to parks etc. is variable and draws on funds from a number of different sources including Capital Programme, S106, CIL, Public Health funding and various external and grant awarding agencies.

There is currently in excess of £5m identified for improvement projects which will be delivered over the next two years. It is a reasonable expectation that further funds of a similar scale will become available over the four year term of the Framework and not unreasonable to anticipate that capital funding might exceed current levels given the anticipated levels of regeneration and development across the borough. The Framework will be available to other Tower Hamlets departments and THH. For this reason the annual estimated value of the Framework has been set at £4m, but this figure is indicative only and does not commit the council to any specific level of spend.

The contract will aim to create local employment and training opportunities and to support local business through the supplier chain; bidders will be invited to demonstrate how they will support this aspiration.

Contract Ref & Title	<b>DR5148 – Structural checking (higher value) services</b>		
Procurement Category:	Construction and FM	Funding:	Revenue
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	09/01/2017	Contract Duration and Extensions:	3 + 2 year
Value P/A:	£95,000	Value Total:	£475,000
Reviewed by Competition Board <input type="checkbox"/>	12/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract and Contracting Strategy**

This contract is for the checking of structural design calculations and details submitted by development applicants in compliance with the requirements of Part A, B, K and Regulation 7 of the Building Regulations 2010 (as amended).

The Council has a Statutory duty under section 91 of the Building Act 1984 to ensure that all new large developments can be justified by calculations. Failure to undertake the structural checks is a breach of the Regulations and the erection of an unsafe structure. The Council does not have adequate in-house capacity to undertake this service.

The appointed Consultant will ensure that the plans, structural design calculations and details submitted are checked in sufficient detail to confirm proposals if executed in accordance with those plans, calculations and details will be in accordance with the relevant requirements of Parts A, B and K and Regulation 7 of the Building Regulations 2010 (as amended and subsequent amendments).

This will be carried out in accordance with the EU Open Procedure.

Community benefits commensurate with the nature and size of the contract will be sought from the provider through the tender process. Benefits would be expected to include local employment opportunities, work

placements, volunteer opportunities etc.

Contract Ref & Title	<b>CS5152 Supply of Frozen &amp; Grocery goods (PAL collaboration )</b>		
Procurement Category:	Corporate Services	Funding:	Revenue
Invitation to Tender <input type="checkbox"/> Contract Signature <input checked="" type="checkbox"/>	October 2016	Contract Duration and Extensions:	4 years
Value P/A:	£3,494,000	Value Total:	£13,976,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	12/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract and Contracting Strategy**

The London Borough of Havering (Lead Body) is acting on behalf of a number of public sector organisations, participating bodies in PAL (Procurement Across London) formerly known as LCSG, in undertaking a mini competition via the YPO Food Deal 704: for the Supply of Frozen and Grocery goods

Joint mini-competition with other boroughs to put in place a call off contract. The Council will participate as a member of the PAL Contract Group and benefit from the efficiencies this generates during the life of the contract and the continued benefits that have been realised in recent years by being part of this group.

On this occasion PAL have sought expressions of interest from all their members with a view to merging the two existing contracts for provision of Grocery and Frozen goods into one and Contract Services believes that this will assist in making some savings during the contract period and have expressed their interest in being part of the merged contract.

As the contract is a collaborative agreement with other authorities, it would be difficult to implement the Council's standard community benefits requirements. However, it is our intention to influence where possible the inclusion of some of the elements of the Local employment and community benefits schedule, especially the inclusion on the framework of local suppliers.

Contract Ref & Title	<b>AHS5042 Mental Health Carer Support</b>		
Procurement Category:	Adult Social Care	Funding:	Adult Services
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	October 2016	Contract Duration and Extensions:	2 + 1 year
Value P/A:	£138,000	Value Total:	£414,000
Reviewed by Competition Board <input type="checkbox"/>	12/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input checked="" type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract**

National policy for health and social care has consistently advocated support for carers, both through statute (the Care Act 2014) and a series of Carers Strategies, most recently the second national action plan (2014-16), which re-iterated the desire outcomes:

- Carers will be respected as expert care partners and will have access to the integrated and personalised services they need to support them in their caring role.
- Carers will be able to have a life of their own alongside their caring role.
- Carers will be supported so that they are not forced into financial hardship by their caring role.
- Carers will be supported to stay mentally and physically well and treated with dignity.

- Children and young people will be protected from inappropriate caring and have the support they need to learn, develop and thrive and to enjoy positive childhoods.

Carers of people with severe mental illness face specific challenges, including recognition, involvement in care where information is not shared, and issues arising from either co-morbidity (if both physical and mental illness are involved) or, if not, the stresses involved in a role which is not primarily about the physical tasks of caring

The council therefore wishes to commission dedicated support for carers of adults with severe mental health problems. The council is currently refreshing its JSNA and carers plan. The latter documents show that in Tower Hamlets 19,356 people identified themselves as unpaid carers in the 2011 census, including a larger proportion of young adults, proportionately more men, more unpaid women carers who also provide significantly more hours of care (compared to London and England), with the highest proportion and the highest levels of care in the Bangladeshi population. Although these characteristics apply to the whole caring population (as it is not possible to disaggregate those caring for an adult with mental health problems), they indicate a high level of need for carer support within the borough.

The local joint mental health strategy (2014-2019), the national mental health strategy and the Mental Health Five year Forward View (2016) all give high priority to the needs of carers (family and friends)

It is proposed to use an open tender process to select the provider which offers the best economic value. The provider will be expected to work in partnership with local organisations providing support to carers and to people with mental health problems. Community benefits commensurate with the nature and size of the contract will be sought from the provider through the tender process. Benefits would be expected to include local employment opportunities, work placements, volunteer opportunities etc.

Contract Ref & Title	<b>AHS5041 Mental Health Family Support</b>		
Procurement Category:	Adult Service/Children's Services	Funding:	Adult 64% (£70,720 pa) and Children's 36% (£39,780 pa) budgets
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	October 2016	Contract Duration and Extensions:	2 + 1 year
Value P/A:	£110,500	Value Total:	£331,500
Reviewed by Competition Board <input type="checkbox"/>	12/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input checked="" type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract**

The Council wishes to provide effective support to parents with a serious mental illness to manage their parenting role, help families stay together, and reduce the risk of poor mental health outcomes for children.

Nationally, the joint Ofsted/CQC report *What about the children* (2013) identified limitations in joint working between children's social care and adult mental health services. Earlier research estimated that 25% of inpatients may be parents.

National best practice endorses a whole family approach, as does the Tower Hamlets Joint Mental Health Strategy. Barnardo's state that providing consistent support for the whole family improves long-term outcomes for children and parents and alleviates the distress of mental illness. Research shows that interventions should work holistically with parents and coordinate with other agencies, taking account of parents' priorities and perceptions.

This is the council's only contract specifically for parents with a serious mental health problem (amongst whom women form a higher proportion than men). It provides regular visits from family support workers (for eight months or more) to more than 20 families, and supervision of the hospital visiting room at Tower

Hamlets Centre for Mental Health (the inpatient unit at Mile End).

The Mental Health Foundation states that 'If a child is going to visit their parent in an inpatient unit, it is important that whoever takes them can explain beforehand what to expect - what the building looks like, how their parent may look and behave, and the effects of medication'. The service liaises with wards, parents and families, and has capacity to supervise some visits.

It is proposed to use an open tender process to select the provider that offers the best economic value. The Council will seek a flexible and innovative approach to meeting the needs of families where a parent has a mental health problem eligible for secondary mental health services, in order to achieve the best outcomes and the best use of resources.

Community benefits commensurate with the nature and size of the contract will be sought from the provider through the tender process. Benefits would be expected to include local employment opportunities, work placements, volunteer opportunities etc.

Contract Ref & Title	<b>AHS5154 Adult Autism Diagnostic and Intervention Service - East London Foundation Trust</b>		
Procurement Category:	Care and Commissioning	Funding:	Better Care Fund
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	October 2016	Contract Duration and Extensions:	3 + 1+1 year
Value P/A:	£333,000	Value Total:	£1,000,000
Reviewed by Competition Board <input type="checkbox"/>	12/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract and Contracting Strategy**

The aim of the East London Foundation Trust (Adults Autism) is to deliver a high quality diagnostic and intervention service for high functioning adults (aged 18 years and over) with suspected Autism Spectrum Disorder (ASD) in Tower Hamlets. The service will also sub contract local voluntary sector provider(s) to provide a range of support options for people diagnosed with ASD, and facilitate appropriate referral and signposting to other services where needed. It is intended the service will be recognised as delivering to national best practice and linked into the work of the National Autistic Society to deliver innovative outcome monitoring and research activity. The key aims are:

- To deliver a diagnostic service for adults (18+) who may have ASD (including Asperger's Syndrome) for whom no care pathway currently exists
- To deliver a timely diagnosis to those who may present with ASD behavioural conditions and symptoms
- To deliver a locally managed service that incorporates the best clinical practice with regard to adults with ASD
- To provide clear pathways to post diagnosis support for adults with ASD
- To provide a community focused model that promotes greater opportunity for support within the community for people with ASD
- To provide effective transitional pathways to assist young people's (with ASD) transfer from children's to adult services
- To provide a model of care that actively supports principles of non-discriminatory practice and service delivery and avoids unnecessary and disruptive transitions across a range of providers.
- To ensure recognition of the role of those with caring and parental responsibilities and (with permission of the person with ASD) to ensure their participation in discussions and decisions whenever possible.

Key components of the service, which were agreed by Cabinet (5<sup>th</sup> June 2013) and ensures the borough meets its legal obligations as set out in the National Autism Strategy (2010) are:

- Delivery of a core diagnostic team to provide assessment of adults with suspected ASD in Tower Hamlets
- Post diagnostic intervention to assist those diagnosed to build social relationships and live independently (i.e. Cognitive Behavioural Therapies).
- Service user support and guidance to access local employment and training opportunities.

*The scope of this contract will be reviewed in light of the 2017-20 Autism Strategy currently being developed.*

It is proposed to use an open tender process to select the provider that offers the best economic value. The contract duration will be three years plus one plus one. This contract duration has been chosen to ensure continuity of service for service users with the flexibility to re-procure if necessary.

The service will also sub contract local voluntary sector provider(s) to provide a range of support options for people diagnosed with ASD, and facilitate appropriate referral and signposting to other services where needed. Community benefits commensurate with the nature and size of the contract will be sought from the provider through the tender process. Benefits would be expected to include local employment opportunities, work placements, volunteer opportunities etc.

<b>Contract Ref &amp; Title</b>	<b>CLC5136 Casualty &amp; Property Insurance</b>		
<b>Procurement Category:</b>	Corporate Services	<b>Funding:</b>	General Fund
<b>Invitation to Tender</b> <input checked="" type="checkbox"/> <b>Contract Signature</b> <input type="checkbox"/>	10/08/2016	<b>Contract Duration and Extensions:</b>	3+1+1 year
<b>Value P/A:</b>	£594,000	<b>Value Total:</b>	£2,376,000 (3 +1 +1)
<b>Reviewed by Competition Board</b> <input checked="" type="checkbox"/>	12/09/2016	<input type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract and Contracting Strategy**

Whilst the Council accepts an element of risk with regards to insurance and maintains an insurance fund to cover such eventualities, it also procures ‘catastrophe’ cover through the external insurance market. This is the case for property and liability cover.

Property, Terrorism and Liability covers were procured 2 years ago via the ILC tender and the requirement for such remains. Soft market testing was undertaken with brokers/insurers in order to secure feedback on the ILC approach, and to understand the blocking points. As a result, changes will be made to the tender documentation in order to allow all markets to respond whilst maintaining covers to the required level.

The consortium will carry out a price comparison exercise after the winning bidder has been selected to check whether any savings have been achieved, and this will be reported at the tollgate process. Significant savings are not envisaged due to an increase in Insurance Premium Tax.

The Council is a member of the ILC (Insurance London Consortium), a group purchasing consortium. The ILC was formed in 2008 and consists of 9 London Boroughs. One of ILC’s responsibilities is to undertake tenders on behalf of the Consortium. All ILC members are participating in the Property and Liability tenders. The ILC will be conducting an open tender for provider/s to provide insurance to the participating consortium members.

A 5 year term will be sought for all covers; however these will be secured as 3+1+1 contracts in order to allow flexibility for the Council in the event of unforeseen market changes. Due to the nature and subject of the contract no direct community benefit can be achieved through this contract.

<b>Contract Ref &amp; Title</b>	<b>CS5102 Employers Agent Services – London Dock Secondary School</b>		
<b>Procurement Category:</b>	Construction & FM	<b>Funding:</b>	Capital

Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	25/07/2016	Contract Duration and Extensions:	No fixed period, dependent on project timescales
Value P/A:	n/a	Value Total:	£277k
Reviewed by Competition Board <input type="checkbox"/>	Enter date	<input type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract and Contracting Strategy**

This procurement is for the provision of employer's agent and associated services for the London Dock Secondary School project. It is intended to appoint a single practice to undertake these services.

This contract was not previously included within the Contracts report as it was originally estimated to be below the £250k threshold. The ELS Construction Related Professional Services framework, procured by London Borough of Barking and Dagenham, will be used for this procurement. Appointment will be made using a mini-competition in accordance with the framework requirements. Legal services have confirmed that this framework may be used.

Contract Ref & Title	<b>CS &amp; AHS 5162 Passenger Transport Services (Interim contract)</b>		
Procurement Category:	Corp Services	Funding:	General Fund (Adults/Children's)
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	14/11/2016	Contract Duration and Extensions:	6 Months
Value P/A:	N/a	Value Total:	£625,000 for 6 months
Reviewed by Competition Board <input type="checkbox"/>	19/09/2016	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

**Scope of Contract**

To provide passenger transport services taking vulnerable adults and children to and from day centres and schools respectively.

The current provision CLC4078 (Provision of Special Needs and Other Passenger Transport 2012) expires in January 2017. This Interim contract is being established to maintain this essential service pending the start of the new Framework in June 2017, a contract which is currently being tendered.

Calling off the existing Council Framework, contract to start 7<sup>th</sup> January 2017.

The contract provides essential assisted transport services for vulnerable children and adults to and from their schools and day centres on a regular basis.

Appendix 2

London Borough of Tower Hamlets  
Cabinet Procurement Forward Plan 2016-17



Quarter	FY	Direct	Existing Contract Number	Contract Title	Contract Exp. date	Total Value (extract: Bravo Contracts register)
Q4	16/17	CLC	CLC4418	Film Concessions Contract	01/04/2017	£600,000
Q4	16/17	AHS	ESCW(PH)4480	Enhanced Sexual Health Promotion and HIV Prevention High Risk Groups	01/07/2017	£508,700
Q4	16/17	AHS	ESCW4465	Health Trainers Lot	31/07/2017	£825,000
Q4	16/17	AHS	ESCW(PH)4464	Specialist Smoking Cessation	31/07/2017	£680,400
Q4	16/17	AHS	ESCW(PH)4550	BME Smoking Cessation Service	31/07/2017	£639,420
Q4	16/17	AHS	ESCW(PH)4463	Integrated Sexual Health	30/09/2017	£5,977,800
Q4	16/17	RE	CLC4096	Collection and Banking of Cash From Pay and Display Machines	30/11/2017	£910,000
Q4	16/17	AHS	ESCW(PH)4711	School Health Service	31/12/2017	£4,742,757
Q4	16/17	CS	ESCW(PH)4710	Child & Family Weight Mgt Service	31/12/2017	£1,292,049
Q4	16/17	CLC	CLC4382	Prison Exit Service	30/06/2017	£590,000
Q4	16/17	CS	ESCW(CSF)4776	People with complex medical needs	31/05/2017	£1,558,734
Q4	16/17	CS	ESCW4885	Sue Starkey House and Shipton House	19/10/2017	£1,492,473
Q4	16/17	CLC	CLC4788	Shared Care - GP substance misuse LES	01/03/2018	£1,380,000
Q4	16/17	CLC	CLC4786	Shared Care - Pharmacy substance misuse LES	01/03/2018	£780,000
Q4	16/17	AHS	ESCW(AHWP)4877	Aspen Court Care Home (contract extension)	01/06/2018	£3,085,000
Q1	17/18	THH	H4475	Capital Programme/CCTV door entry	30/10/2019	£10,000,000