



NOTTINGHAM CITY COUNCIL
COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

Date: Tuesday, 10 July 2018

Time: 10.00 am

Place: LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Corporate Director for Strategy and Resources

Governance Officer: Kate Morris, Governance Officer **Direct Dial:** 01158764353

AGENDA

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ALL ITEMS LISTED 'UNDER EXCLUSION OF THE PUBLIC' WILL BE HEARD IN PRIVATE. THEY HAVE BEEN INCLUDED ON THE AGENDA AS NO REPRESENTATIONS AGAINST HEARING THE ITEMS IN PRIVATE WERE RECEIVED

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT WWW.NOTTINGHAMCITY.GOV.UK. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held at LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG on 12 June 2018 from 10.04 am - 10.42 am

Membership

Present

Councillor Graham Chapman (Chair)

Councillor David Mellen

Councillor Toby Neal

Councillor Dave Trimble

Absent

Councillor Sam Webster

Colleagues, partners and others in attendance:

Celina Adams - Head of Support Services : Nottingham CVS

Lisa Lopez - Commissioning Manager

Kate Morris - Governance Officer

Jo Pettifor - Category Manager – Strategy and People

Chris Wallbanks - Strategic Commissioning Manager

Call-in

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is 21 June 2018. Decisions cannot be implemented until the working day after this date.

69 APPOINTMENT OF VICE-CHAIR

RESOLVED to appoint Councillor Toby Neal as Vice-Chair for the municipal year 2018/19.

70 APOLOGIES FOR ABSENCE

Councillor Sam Webster – Other Council Business

Christine Oliver – Head of Commissioning.

71 DECLARATIONS OF INTERESTS

None.

72 MINUTES

The minutes of the meeting held on 10 April 2018 were agreed as a true record and signed by the Chair.

73 VOLUNTARY SECTOR UPDATE

Celina Adams, Head of Support Services – Nottingham CVS, gave an update on the activity of Nottingham CVS over the last quarter. She highlighted the following points:

- (a) There have been changes to staffing since the last update and Jane Todd is now interim Chief Executive of Nottingham CVS. A restructured management team is also now in place;

- (b) Nottingham CVS continue to offer support to local community and voluntary organisations, including training events covering a range of topics from GDPR to Health and Safety and Safeguarding;
- (c) the CVS networks continue to be well attended and are developing theme based meetings. The last Children and Young people's provider network meeting focused on Safeguarding and the next meeting will focus on Funding.
- (d) the last Adult Provider Network meeting focused on hidden harm, hidden voices. The next meeting will focus on social prescribing representatives from the Royal College of General practitioners and NHS England are expected to attend;
- (e) to celebrate National Volunteers Week NCVS held an event in partnership with Nottingham College journalism students, hosted a meeting to discuss developing the Volunteering Strategy in Nottingham and hosted a mini market for organisations to promote their opportunities to new volunteers;
- (f) the Journey to Employment project funded by DWP is coming to an end now. It has been recognised as 2nd in the country for outcomes and is hugely successful in encouraging citizens back into work;
- (g) the Practice Development Unit is a partnership between Opportunity Nottingham and Nottingham CVS. It offers an opportunity for frontline workers to learn collaboratively and share good practice. It allows members to access free learning events, toolkits, reports and presentations;
- (h) the Disability Sport Insight and Participation programme is looking at the barriers individuals with disabilities face in order to get physically active. Approximately 300 people have signed up to return feedback;
- (i) the Hidden Harm, Hidden Voices Project is funded by the Police Crime Commissioner aimed to build capacity through training community leaders to recognise, report and put strategies in place to reduce hidden harm;

The Committee agreed that it will be beneficial to link with the interim chief executive with a view to increasing understanding of issues faced by both organisations.

RESOLVED to thank Celina Adams for her attendance and to note the content of her report.

74 PROCUREMENT STRATEGY 2014-17 OUTCOMES REPORT

Jo Pettifor, Category Manager – Strategy and People, presented a report on the Procurement Strategy 2014-17 Outcomes. She advised the committee that the Strategy has been very successful throughout its lifetime, delivering over 1200 entry level jobs in the City, £593m invested into the local economy and 65% of contracts being awarded to city suppliers;

During discussion the committee agreed that the work done in this area has been of great benefit to Nottingham City. They also agreed that further breakdown of some

figures would be beneficial. The committee thanked the Officers for their hard work in achieving such good results.

RESOLVED to:

- (1) note the achievements delivered under the Nottingham City Council Procurement Strategy 2014-17 in its final year (2017/18) as detailed in Appendix 1 of the report as published with the agenda; and**
- (2) note the overall outcomes delivered through procurement during the four years of the Nottingham City Council Procurement Strategy 2014-17, as detailed in Appendix 2 of the report as published with the agenda.**

Reasons for decision

- (1) The Procurement Strategy has been a key driver in delivering a number of the Council's key strategic priorities including supporting the local economy, increasing job opportunities, delivering good value for money and leading as an Early Intervention, and, Green City.
- (2) Effective implementation of the strategy has allowed the Council to focus on a range of social and environmental benefits for the city as well as delivering a more effective and value for money procurement process.

Other options considered

As this is a "to note" report only there were no other options considered.

75 COMMISSIONING PLAN 2018-19

Chris Wallbanks, Strategic Commissioning Manager, presented a report on the Commissioning Plan 2018-19. She advised the committee that the main focus of reviews taking place this year are adults services and that throughout the review process colleagues remain aware of the MTFP targets.

RESOLVED to:

- (1) approve the main areas of activity identified within the NCC Commissioning Plan, as outlined in appendix 1 of the published report, and the NCC and CCG Joint Commissioning Plan, as outlined in appendix 2 of the report as published with the agenda.**

Reasons for decision

- (1) By agreeing the commissioning priorities and establishing the work programme for 2018-19 it enables Commissioning colleagues to allocate resources efficiently and effectively to maximise outcomes

Other options considered

Where other priorities were considered in early discussion with partners these would have been rejected on the application of a number of considerations, including,

outcomes for families, children and adults, financial factors, contractual issues and time since last review.

76 SIGN LANGUAGE INTERPRETATION SERVICES FOR DEAF CITIZENS

Lisa Lopez, Commissioning Manager, presented a report on the Sign Language Interpretation Service for Deaf Citizens highlighting the following points:

- (a) the existing contract is due to expire on 30 November 2018. The new contract will need to start on 1 December 2018 in order to ensure a continuous service for citizens;
- (b) this time Nottingham University Hospitals (NUH) will be included in the contract along with Nottingham City Council (NCC) and Nottinghamshire County Council. The contract use has been recalculated and will allow a small saving for NCC;
- (c) going forward, those bidding for the tender will need to demonstrate how they will be able to build in assistive technology for situations where face to face interpretation is not necessary whilst ensuring citizens retain good levels of service and achieving good value for money;

RESOLVED to:

- (1) Approve the expenditure of £165,225 (for NCC's service element of the contract) over the entirety of the contract term for the provision of the Sing Language Interpretation Services (SLIS) detailed in appendix 1 of the report as published with the agenda;**
- (2) Approve the procurement of the Sign Language Interpretation Service, detailed in Appendix 1 of the report as published with the agenda, jointly with Nottinghamshire County Council, NHS Clinical Commissioning Group (CCG), Nottinghamshire County CCG (x5), and Nottingham University Hospital (NUH) through an appropriate procurement process, and to award the contract for the services based on the outcomes of the procurement process. The approved contract would commence on 1 December 2018 for a three year period with an option to extend on an annual basis for a further two years (i.e. 3+1+1), to a maximum of 5 years in total;**
- (3) Delegate authority to the Head of Service for Contracting and Procurement to approve the outcome of the procurement processes and award the contract to the provider that is deemed most suitable to provide these services; and**
- (4) Delegate authority to the Provider Performance and Development Manage to sign the final contract and agree annual extension on the basis of performance and budget availability.**

Reasons for decision

- (1) By providing a single signing interpretation service for access to Health and Social care services it allows more consistency for citizens, reduces time

required for appointments and will help allow citizens a greater degree of privacy by reducing the number of people they disclose information to;

- (2) a single service gives more ease of booking and direct access for citizens and service providers and avoids confusion around which service to engage. This increases citizen satisfaction with the service, increase reliability and reduces the likelihood of appointments being cancelled. This in turn reduces time wasted by citizens and services.
- (3) The re-tendering of the services allows Nottingham City Council to make a saving and improves value for money. It also includes an Out of Hours element which is important for health care services.
- (4) The retendering allows NCC to fulfil its statutory duties towards Deaf citizens by ensuring that reasonable adjustments are made to enable access to services.

Other options considered

There were three alternative options considered in this decision. The first was to make no changes to the service, to recommission the service as per the 2017/18 costs. This was rejected as recalculation of the costs showed that NCC would be able to make a small saving on the contract in line with current usage levels delivering better value for money.

The second option considered and rejected was to tender the service not including Nottinghamshire County Council, and CCG's and NUH. This would not have allowed NCC to achieve the best value for money and would not provide as robust a contract for the provider. This model would also fail to deliver an integrated service for deaf citizens.

The last option available was to do nothing and to not recommission services. This was rejected as all services have a statutory obligation under the Equality Act 2010 to ensure reasonable adjustments are made to enable deaf people to use services.

77 DATES OF FUTURE MEETINGS

RESOLVED to meet on the following Tuesdays at 10am:

10 July 2018
11 September 2018
9 October 2018
13 November 2018
11 December 2018
15 January 2019
12 February 2019
12 March 2019

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Agenda Item 4

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE
10/07/18

Subject:	Approval to Tender for Locallink and Easylink Bus Services		
Corporate Director(s)/ Director(s):	David Bishop, Corporate Director of Development and Growth Zahur Khan, Director of Traffic and Transport		
Portfolio Holder(s):	Councillor Dave Liversidge, Portfolio Holder for Transport and HR		
Report author and contact details:	Mark Garlick, Transport Strategy, 0115 876 4675 Chris Carter, Head of Transport Strategy, 0115 876 3940		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Total value of the decision: £2,850,000			
Wards affected: All	Date of consultation with Portfolio Holder(s): Councillor Sally Longford Portfolio Holder for Neighbourhood Services and Local Transport - 10 May 2018		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input checked="" type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>Approval to tender for the operation of contracts for the Dial-a-Ride services (known as "Easylink") and for 5 "Locallink" subsidised bus services. These serve elderly and disabled residents in areas of the City that are away from the commercial bus network. The cost of these contracts is currently £564,975 per year and approvals for this expenditure continue until 27 January 2019. Thereafter, services will need to be awarded by competitive tender.</p> <p>These services carry 200,000 passengers each year, of which 70% are concessionary pass holders.</p>			
Areas that are served only by these services (with wards in brackets)			
L1 Silverdale Estate (Clifton North)			
L5 Wollaton Park Estate (Wollaton East and Lenton Abbey), Lenton Boulevard (Dunkirk and Lenton)			
L6 Norwich Gardens, Sandhurst Road (Bulwell)			

L7

Charlbury Road (Wollaton West)

L22/3 (Clifton North, Clifton South)

No specific areas would be un-served, but the service provides direct links between Clifton and Silverdale, Clifton and West Bridgford and Clifton and the Embankment Medical Centre. The service is part-funded by Nottinghamshire County Council.

Easylink (All)

Dial-a-Ride service for eligible members of the scheme, and companion, in all parts of the City.

Exempt information:

State 'None' or complete the following.

None

Recommendation(s):

1 To undertake a procurement process for the Easylink and Locallink bus services.

2 To delegate authority to the Corporate Director of Development and Growth to award a contract to the successful provider following the outcome of the tender (for 3+1+1 years), subject to the costs being within current budget levels.

1 REASONS FOR RECOMMENDATIONS

- 1.1 To continue the services, upon the expiry of the current contracts, without disruption for passengers.
- 1.2 A new provider will be identified following the outcome of the tender process.
- 1.3 Within the tender process, opportunities for efficiency savings in providing these services will be sought.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 The need to tender the contracts was discussed at the Portfolio holder meeting of 10 May 2018
- 2.2 To enable all parts of the City to have a given public transport accessibility to vital services, reflecting that over half of its residents have no access to a car.
- 2.3 The services are disproportionately used by those with mobility issues and, as such, save the City Council and Health sector from more expensive forms of specialist provision.
- 2.4 All Link bus services are fully monitored throughout their contract for usage and performance.
- 2.5 The use of electric buses is a key factor in meeting the Council's cost saving targets and meeting its carbon reduction commitment.
- 2.6 The total cost of running the contract is expected to be £2.85m in total. This is based on running for 5 years.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Withdrawing services due to rising cost was rejected, as it would lead to disruption for passengers and the removal of access to public transport for some areas of the City, where commercial services would be more than 400m from residents.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The actual cost of the contracts for operation of the bus services identified in the report over the next 5 years will not be known until the procurement exercise is completed. It is anticipated that the new contract value will be contained within the Public Transport budgets which currently exist for provision of this service. Should the contract exceed £2.85m, the cost will need to be contained within the Public Transport service.

Susan Tytherleigh – Finance Business Partner, 11/05/2018

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

5.1 Legal Observations

The current contract for Locallink and Easylink Bus Service is due to expire and the Council is required to re-tender the services to continue its commitment of supporting elderly and disabled residents to access their community by use of public transport services in accordance with the Public Contracts Regulations.

- 5.2 The report seeks approval to undertake a tender process to establish a contract for the services going forward.
- 5.3 The report proposes an initial term of 2 years with 3 further options to extend for up to 1 year each time at the Council's sole discretion subject to available funding, which is hoped will allow the Council to manage the contract efficiently, ensuring value for money and flexibility in delivery of the service.
- 5.4 Legal services will continue to work with the service area and procurement colleagues during the tender process to ensure that the requirements are accurately developed within the contractual arrangements with the chosen provider.

Dionne Screamon, Solicitor, Contracts and Commercial, 24/04/2018

5.5 Procurement Comments

Procurement colleagues will assist with the tendering process to ensure that a fully compliant value for money contract is entered into.

Paul Ritchie, Lead Procurement Officer, 11/05/2018.

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

6.1 N/A

7 SOCIAL VALUE CONSIDERATIONS

7.1 Withdrawing the services was rejected as it would lead to disruption for passengers and the removal of access to public transport from some areas of the City, where commercial services would be more than 400m away from residents.

8 REGARD TO THE NHS CONSTITUTION

8.1 N/A

9 EQUALITY IMPACT ASSESSMENT (EIA)

9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because:

The report does not contain proposals for new or changing policies, services or functions, financial decisions, or decisions about the implementation of policies development outside the Council.

Yes



Attached as Appendix x, and due regard will be given to any implications identified in it.

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

10.1 N/A

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

11.1 N/A

Agenda Item 5

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 10/07/2018

Subject:	Commissioning of Domestic And Sexual Violence Services		
Corporate Director(s)/ Director(s):	Candida Brudenell, Assistant Chief Executive and Corporate Director of Strategy and Resources Alison Challenger, Director of Public Health Andrew Errington, Director of Community Protection		
Portfolio Holder(s):	Councillor Chapman/Councillor Webster/Councillor Neal		
Report author and contact details:	Rasool Gore, Lead Commissioning Manager, 0115 8762299, rasool.gore@nottinghamcity.gov.uk		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £11,511,018			
Wards affected:	Date of consultation with Portfolio Holder(s): 20/06/2018		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input checked="" type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input checked="" type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users): This report provides an update on work to commission domestic and sexual violence services. The aim of these services will be to support victims of domestic and sexual violence to safety and or recovery from abuse and violence (further details of services are outlined in Appendix1).			
Exempt information: None			
Recommendation(s):			
1 Approve to undertake a tender process for the Domestic Violence Service for Female Survivors service for a contract period of 3+2+2+2 years. This will be for an annual contractual value of up to £584,185.			
2 Delegate authority to the Head of Service for Contracting and Procurement to approve and sign off the outcome of the tender process for the Domestic Violence Service for Female Survivors and to award a contract.			
3 Approve the award and a contract to Equation for the male survivors service (as set out in the report and appendix 1) for a contract period of 3+2+2+2 years for an annual contractual value of up to £49,000.			
4 Approve the award and a contract to the current providers of domestic violence refuges (as set out in the report and appendix 1) for a contract period of 3+2+2+2 years for a total annual value of up to £472,487.			
5 In accordance with Financial Regulation 3.29 to grant dispensations to Contract Procedure Rule 5.1.2 in respect of the contracts to be awarded under decisions 3 and 4 with a value of £5.812m.			

6	Approve the award of a grant to Women's Aid Integration Service for supporting the delivery of the Domestic Violence Helpline (as set out in this report and appendix 1). It is recommended that this be for a grant period of 3+2+2+2 years for a total annual value of up to £173,330.
7	Delegate authority to the Head of Service for Contracting and Procurement to sign, or arrange for the sealing of, all contract documents arising under the recommendations of this report, including agreeing any extensions (based on performance and budget availability) of the proposed contracts.
8	Approve the spend associated with this decision.

1 REASONS FOR RECOMMENDATIONS

- 1.1 Approval is sought to procure a single service (as outlined in appendix 1), which brings together four current services for female survivors of domestic violence. It will deliver value for money due to a competitive process being undertaken as well as a reduction of service costs by integrating four services into a single service.
- 1.2 Approval is sought to award the male survivor service to Equation. This approach will ensure stability and familiarity to current service users (national research has shown that male survivors of domestic and sexual violence abuse are often reluctant to access services). It has proven to be effective in engaging and supporting male survivors of domestic and sexual violence abuse. On this evidence, the Joint Commissioning Group is recommending the continuation of this service.
- 1.3 Approval is sought to award the provision of refuge provision to the current providers (Nottingham Community Housing Association, Women's Aid Integrated Service and Metropolitan Housing Association). It should be noted that Nottingham City Council (NCC) officers have previously tried to secure appropriate safe and secure alternative refuge accommodation but were not successful.
- 1.4 Setting up a new refuge requires extensive consultation with the local community. This is fraught with difficulties given the sensitive and, by necessity, anonymous nature of refuges.
- 1.5 Consideration was given to whether or not to commission the support element of the service separately. However, this raises significant concerns regarding the ability to secure the current accommodation for future delivery. Knowledge of other Councils who have tried to commission the support element separately has shown that it has failed.
- 1.6 Approval is sought to award a grant to Women's Aid Integration Service to support the ongoing delivery of the domestic violence helpline. NCC is one of several funders for this service. NCC would not be able to set up a helpline on its current funding contribution and therefore it is being recommended that a grant be awarded. This contribution will enable Women's Aid Integration Service to use the funds to support the general activities in relation to the running of the helpline.
- 1.7 Longer contract periods are being recommended for all the above services, as this will support opportunity for providers to innovate during the contract life and respond to any necessary and permitted contractual changes. It will also support them to secure in additional funding from national sources, as they would be able to demonstrate a stable financial plan.

1.8 The recommendations above are based on current budgetary projections of NCC and partners. The contract will allow commissioners to review services in the context of budgetary pressures as well as managing any changes required due to a shift in policy or legislative changes.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

2.1 Contracts for domestic violence support services are due to expire on the 31st of March 2019. These services will support the Council and its partners in delivering their statutory duties under the Housing Act 1996 (prevention of homelessness) and safeguarding responsibilities under the Children's and Social Work Act 2017 and the Care Act 2014.

2.2 The draft domestic and sexual violence chapter within the Joint Strategic Needs Assessment (JSNA) has concluded that there is still a need for domestic violence services in the city and for some services, this need is increasing. It has also concluded that the current configuration of service provision overall is effective in meeting that need but that it may not be sufficient in terms of meeting demand. For example, demand for the helpline is increasing and the need for refuge provision is expected to increase. The conclusions were based on consultation with previous users of the services outlined in this report, frontline staff supporting survivors, current providers, data analysis, national and local research and policy papers.

2.3 An options appraisal was carried out jointly with the City's Domestic and Sexual violence (DSV) Joint Commissioning Group (made up of partners across the City) on the four current services for female survivors. The four current services are the core independent domestic violence advocate, teen advocate, RISE outreach service and the Stronger Families service.

2.4 The DSV Joint Commissioning Group identified that the best option going forward was to procure a single service for female survivors on a 3+2+2+2 year's basis on a contractual value of up to £5,257,665. The rationale for this was that it would deliver value for money by reducing service costs and eliminating some duplication across all four services. This approach will also provide greater flexibility to the successful provider in delivering the service and offers the opportunity for a more efficient and streamlined service that is responsive to the needs of female survivors.

2.5 A review was taken jointly with the DSV Joint Commissioning Group of the independent domestic violence advocate for male survivors. The current service commenced on 1 April 2017. The DSV Joint Commissioning Group considered the option of joining this service with the female survivor provision. However, it decided that this was not the way forward due to different types of support and expertise required for this cohort and potential risk of safety amongst female survivors accessing support. Analysis and research has shown that male survivor's needs are different to the needs of female survivors. It also showed that around half of males seeking to access survivor support are subsequently found to be the primary perpetrators of domestic and sexual violence towards female survivors accessing support.

2.6 The DSV Joint Commissioning Group also considered whether to procure for this service. It decided that the best way forward was to award for 3+2+2+2 years based on a total contract value of up to £441,000 rather than go out to procure for this service. The rationale was that this would avoid confusion and uncertainty

amongst service users and provide stability of the service. This was seen as important as this cohort is known to be reluctant to access appropriate support (for further details refer to paragraph 1.2).

- 2.7 NCC currently commissions three refuges one of which is a specialist service for Black, Asian, ethnic minority female survivors, and their children of domestic and sexual violence. Refuge provision is an important part of the Council delivering its statutory duty under the Housing Act 1996, Care Act 2014 and the Children and Social Work Act 2017. Refuges provide a temporary safe and secure environment for some of the most vulnerable women and children fleeing domestic and sexual violence.
- 2.8 The DSV Joint Commissioning Group considered whether to procure this service. It was concluded that a procurement process in sourcing both accommodation and support would be unlikely to secure suitable accommodation and support that met the conditions of the Crime and Disorder Act 1998. It should be noted that in the past the Council has tried to find suitable accommodation that could be converted into refuge provision. However, it failed to identify any suitable provision. The Council does not have the right to award contracts to be delivered within buildings that they do not own. Therefore, a contract is being recommended for 3+2+2+2 years on a contractual value of up to £4,252,383.
- 2.9 The Domestic Helpline Service (24 hour Freephone) provides specialist information, support, advice and referral to survivors, their families and professionals regarding domestic and sexual violence and abuse. It supports the Council to deliver its statutory duties under the Housing Act 1996 (prevention of homelessness) and safeguarding responsibilities under the Children's and Social Work Act 2017 and Care Act 2014. The helpline is aligned to the Council's Homeless Gateway for referrals into refuge provision and is a key part of the national network of access to refuge provision for survivors and children. The helpline number is an established number amongst the public, professionals and partners, survivors of domestic and sexual violence. This number belongs to the current provider and is not transferrable to a new provider. A new number would take time to embed and secure the confidence of survivors of domestic and sexual violence.
- 2.10 The Domestic Violence Helpline Service is funded by several partners. As stated previously (paragraph 1.6) a grant for 3+2+2+2 years on a total contract value of up to £1,559,970, depending on the Council's budget to Women's Aid Integration Service is seen as the best option. This will ensure stability of the service and ensure that the number, which is widely recognised by services and professionals, remains the same.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Six options of contract configuration were considered. The options outlined above were identified as the best options to maximise efficiency whilst upholding the highest quality of service provision.
- 3.2 A discussion also took place with Nottinghamshire County Council commissioners to consider whether to jointly commission the above services. It became clear that timescales for the organisations did not align and therefore it is currently not possible to jointly commission. However, NCC commissioners will work with

County colleagues to ensure alignment of contracts, which will support any future joint commissioning of services.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

4.1 The total value of this decision is **£11.511m for the period of 9 years**. This period includes three opportunities to extend for a 2-year period or re commission the services depending on business and financial need of the organisation.

4.2 The contracts all commence 1 April 2019 with any service amendments to be considered as part of the following budget processes for:

- 2022/23 – this is the year of the first extension;
- 2024/25 – this is the year of the second extension and
- 2026/27 – this is the year of the last extension

4.3 The funding for this decision is set out in **Table 1** below:

TABLE 1: FUNDING SUMMARY			
	Annual value £m	Approval period £m	Comments
Public Health	0.118	1.061	Long-term commitment from within the PH budget.
Nottingham City Council	0.896	8.065	Need to ensure extensions align to decisions taken as part of the budget setting process.
Office of Police Crime Commissioner	0.265	2.385	Possible risk of value changes.
TOTAL	1.279	11.511	

External funding will carry risks of continuity and therefore for each separate contractual extension, a written commitment is required from partners to mitigate these risks.

Hayley Mason – Strategic Finance Business Partner – 20th of June 2018

4.4 Chief Finance Officers Observations on Dispensation

Dispensation from financial regulation 3.29 and contract procedure rule 5.1.2 is supported in this instance for operational reasons.

The value required under this dispensation is £0.645m on an annual basis and £5.812m for the approval period.

Laura Pattman – Director of Strategic Finance & Chief Finance Officer – 20th of June 2018

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 The proposals set out in this report raise no significant legal concerns. The procurement approach set out for the continued delivery of the DSV services demonstrates a pragmatic approach to maintaining delivery to vulnerable groups of individuals, whilst ensuring compliance with both the Council and legislation procurement requirements.
- 5.2 Dispensation from the Council's constitution requirements has been requested in respect of two of the proposed contracts, male survivors and refuges. Under the Council's Contract Procedure Rules it is a requirement to seek a minimum of three tenders for contracts with a total value of £50,000 or over (save for set out limited situations). A dispensation may be granted in accordance with Financial Regulation 3.29 for operational reasons. Those reasons are set out clearly in this report and are supported by Legal Services.
- 5.3 It should be highlighted that although seeking a dispensation, the proposed awards are still compliant for the purpose of procurement legislation. The service type falls under the 'light touch' regime and therefore have a higher financial threshold before specific legislative requirements apply. The proposed male survivor's contract is below this threshold.
- 5.4 In respect of the refuges, due to the reasons set out in the report, on this occasion a negotiated procedure without prior publication can be supported for a lack of competition for technical reasons (based on the due diligence that has been conducted).
- 5.5 The contract documents will need to sufficiently allow the Council to extend the contracts for the full-proposed contract period and due to the potential duration to allow for contract variations that are permitted under the procurement legislation. Prior to exercising any discretion to extend the contracts, a review should be undertaken as to the market and the Council complying with its Best Value obligation.
- 5.6 The procurement of the Domestic Violence Service for Female Survivors proposed in this report will be undertaken by the Procurement Team in compliance with EU and UK Procurement Regulations (Light Touch Regime) and is supported from a procurement perspective.

The proposal to dispense from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation (3.29) (operational reasons) in order to direct award the contracts for male survivors and refuges as listed in Appendix 1, are compliant with financial regulations. The rationale for direct awards are described in the report. These proposals are supported from a procurement perspective.

Julie Herod Lead Procurement Officer – 14th of June 2018

Naomi Vass Senior Solicitor Contracts and Commercial – 15th of June 2018

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

6.1 Not applicable.

7 SOCIAL VALUE CONSIDERATIONS

- 7.1 Recommendations have been considered in line with the Public Services (Social Value) Act 2012. All services within this report aim to improve the social wellbeing of the client groups they target.
- 7.2 All the services being commissioned will require location within Nottingham and Nottinghamshire and as such is likely to provide employment opportunities for Nottingham citizens.
- 7.3 The services being commissioned will provide information and support to survivors of domestic and sexual violence abuse as well as access to a safe environment or information on a place of safety.
- 7.4 By providing support to access a place of safety and information to survivors of domestic and sexual violence abuse, we improve their ability to reengage with employment, volunteering opportunities, local community, education and training.

8 REGARD TO THE NHS CONSTITUTION

- 8.1 Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community.

9 EQUALITY IMPACT ASSESSMENT (EIA)

9.1 Has the equality impact of the proposals in this report been assessed?

No

An EIA is not required because:
(Please explain why an EIA is not necessary)

Yes

Attached, as Appendix 2, and due regard will be given to any implications identified in it.

Adisa Djan, Equality and Diversity Consultant, 26th of June 2018

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

10.1 Draft Joint Service Need Assessment – Domestic and Sexual Violence Chapter

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

11.1 None.

Appendix 1

Contract and provider	Current cost per annum (£m)	Funding Source	Potential Period of award	Indicative value of contract (£m)	Commentary
Domestic Violence Service for Female Survivors	£584,185	Public Health (PH): £75,000, Nottingham City Council (NCC): £364,312 Office of Police Crime Commissioner (OPCC): £144,873.	3+2+2+2	£5,257,665	Commence a tender process to procure the service for an initial period of three years with potential extensions of 2+2+2 years (commencing from 1 st of April 2019). These services will support women and children survivors of domestic and sexual violence to rebuild their lives positively.
Male Survivors Service	£49,000	OPCC: £49,000	3+2+2+2	£441,000	Award to Equation for an initial period of three years with potential extensions of 2+2+2 years commencing from 1 st of April 2019. This service will support high risk and medium risk male survivors of domestic and sexual violence.
Amber House Refuge – Metropolitan (service provision and landlord)	£155,794	NCC: £155,794	3+2+2+2	£1,402,146	To seek dispensation from NCC financial regulations to award a contract for 3 years with potential extensions of 2+2+2 years (commencing 1 st April 2019). The rationale to dispense from NCC financial regulations is based on the following: <ul style="list-style-type: none"> • Current location is appropriate for service users and relationship with the community is managed well. Service complies with Section 17 of the Crime and Disorder Act, meeting contractual requirements to engage with appropriate agencies with regard to any neighbourhood management issues around anti-social behaviour associated with the service.

Contract and provider	Current cost per annum (£m)	Funding Source	Potential Period of award	Indicative value of contract (£m)	Commentary
					<ul style="list-style-type: none"> • An alternative support provider cannot secure the property for future delivery. • Current service is meeting contractual targets.
Umuada Refuge – Nottingham Community Housing Association (service provision and landlord)	£159,398	NCC: £159,398	3+2+2+2	£1,434,582	<p>To seek dispensation from NCC financial regulations to award a contract for 3 years with potential extensions of 2+2+2 years (commencing 1st April 2019). The rationale to dispense from NCC financial regulations is based on the following:</p> <ul style="list-style-type: none"> • A competitive tender process is considered unlikely to bring appropriate accommodation in an appropriate location for refuge provision. • Current location is appropriate for service users and relationship with the community is managed well. Service complies with Section 17 of the Crime and Disorder Act, meeting contractual requirements to engage with appropriate agencies with regard to any neighbourhood management issues around anti-social behaviour associated with the service. • An alternative support provider cannot secure the property for future delivery. • Current service is meeting contractual targets.
Zola – DV Refuge Women’s Aid Integrated	£157,295	NCC: £157,295	3+2+2+2	£1,415,655	To seek dispensation from NCC financial regulations to award a contract for 3 years with potential extensions of 2+2+2 years

Contract and provider	Current cost per annum (£m)	Funding Source	Potential Period of award	Indicative value of contract (£m)	Commentary
Services (Landlord is Tuntum)					(commencing 1 st April 2019)._ The rationale to dispense from NCC financial regulations is based on the following: <ul style="list-style-type: none"> • Current location is appropriate for service users and relationship with the community is managed well. Service complies with Section 17 of the Crime and Disorder Act, meeting contractual requirements to engage with appropriate agencies with regard to any neighbourhood management issues around anti-social behaviour associated with the service. • An alternative support provider cannot secure the property for future delivery. • Current service is meeting contractual targets.
Domestic Violence Helpline - Women's Aid Integrated Services	£173,330	PH :£42,710, NCC: £59,375 and OPCC: £71,245	3+2+2+2	£1,559,970	To seek dispensation from NCC financial regulations to award a contract for 3 years with potential extensions of 2+2+2 years (commencing from 1 st of April 2019). This will be a grant contribution to the overall costs of operating a 24-hour helpline (further details as outlined in the report). This service will provide crisis support, a gateway to services, and a triage service for survivors as well as offering emotional support. The service also offers support for professionals working with survivors.
Total	£1,279,002			£11,511,018	
Dispensation from financial	£645,817			£5,812,353	

Contract and provider	Current cost per annum (£m)	Funding Source	Potential Period of award	Indicative value of contract (£m)	Commentary
regulations and procurement required					

Equality Impact Assessment Form (Page 1 of 2)

Title of EIA/ DDM: Commissioning of Domestic and Sexual Violence Service

Name of Author: Rasool Gore

Department: Strategy & Resources

Director: Candida Brudenell

Service Area: Commissioning

Strategic Budget EIA Y/N (please underline)

Author (assigned to Pentana):

Brief description of proposal / policy / service being assessed:

The Crime and Drugs Partnership (CDP) is commissioning Domestic and Sexual Violence Services (DSVA) on behalf of the DSVA Joint Commissioning Group (JCG). The Partners include Nottingham City Council (NCC), including Public Health, the Office of the Police and Crime Commissioner and Greater Notts Clinical Commissioning Group. The contracts will be for an initial period of 3 years with possible extensions of up to a further six years. The aim of these services will be to support survivors and victims of domestic and sexual violence to safety and or recovery from abuse and violence. These services compliments other provision within the DSVA pathway.

In summary the proposals are as follows:

Domestic Violence Service for Female Survivors: This service will bring together four services, which are being run separately. The four existing services are the core independent domestic violence advocate, teen advocate, RISE outreach service and the Stronger Families service. The rationale for bringing these four services together was that it would deliver greater value for money as it would eliminate some duplication across all four services and lower the management costs. All four services are currently being provided by Women's Aid. The DSV JCG have made the decision to go out to tender for this new service. This approach will also provide greater flexibility to the successful provider in meeting the needs of the female survivors. The costs saved in management is being reinvested into direct provision for female survivors. The service will:

- Support female survivors and children to safety in their home and outside of the home
- Support female survivors and children techniques to protect themselves when faced with domestic and sexual violence incidents
- Support female survivors and children in court when they are seeking safety from the perpetrator
- The service aims to reduce costs associated with DSVA by empowering female survivors and children.

Independent Domestic Violence Advocate for Male Survivors: This service is specifically for male survivors of DSVA. The proposal is to award Equation a contract rather than go out to tender. The rationale was that this would avoid confusion and uncertainty amongst service users and provide stability of the service. This was seen as important as this cohort is known to be reluctant to access appropriate support. The review identified the need for a different type of support and expertise, which is required for this cohort, and potential risk of safety amongst female survivors accessing support. Analysis and research has shown that male survivor's needs are different to the needs of female survivors. It also showed that around half of males seeking to access survivor support are subsequently found to be the primary perpetrators of domestic and sexual violence towards female survivors accessing support. From a safeguarding perspective, it was important to separate the female and male survivor support services. The service will:

- Support male survivors to safety in and out of their home
- Support male survivors with any legal process that they may need to follow
- Support male survivors to access appropriate services, which will support them to recovery as well as moving away from an unsafe environment.

Refuge Provision (three are being procured):

Refuge provision is an important part of the Council delivering its statutory duty under the Housing Act 1996, Care Act 2014 and the Children and Social Work Act 2017. Refuges provide a temporary safe and secure environment for some of the most vulnerable women and children fleeing domestic and sexual violence. The proposal is to award this contract to the current providers. The rationale for this is that a procurement process in sourcing both accommodation and support would be unlikely to secure suitable accommodation and support. This rationale is based on previous experience of NCC officers and the experience of other Councils. One of the refuges has been set up to meet the needs of Black, Asian, ethnic minority (BME) female survivors, and their children of DSVAs. The accommodation is set up in such a way that it allows flexibility in meeting the needs of BME survivors. There is also a different expertise required within the staff team to meet the needs of its citizens (understanding cultural pressures, dealing with issues such as female genital mutilation, honour based crime, immigration issues etc.). This service is key to:

- Securing a place of safety for female survivors and children fleeing DSVAs
- Supporting women and children to have the space to recover from their trauma
- Supporting women and children to access appropriate services
- Supporting women and children with legal processes (for example, securing an injunction, pursuing criminal charges against the perpetrator etc.).

Domestic Helpline Service (24 hour Freephone): This service is available to all survivors of DSVAs (male, female and children). The proposal is to award a grant to Women's Aid. The rationale for this is that CDP contributes a financial contribution to the overall cost of running the helpline. It does not meet the full cost of running a helpline. The current provider has successfully fund raised monies for this service. The CDP would not be able to commission a Domestic Helpline Service on its current contribution. Professionals and previous users of the service have confidence within this service also recognise the number. The number belongs to the current provider and would not be transferrable to a new provider. The helpline is aligned to the Council's Homeless Gateway for referrals into refuge provision and is a key part of the national network of access to refuge provision for survivors and children. The service aims to:

- Support survivors of DSVAs to consider all the options available to them
- Support them to access the most appropriate service
- Link survivors to key professionals when this is appropriate
- Act as an emergency service when a survivor is at risk by contacting the most appropriate service.

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Information used to analyse the effects on equality:

The draft DSV Joint Strategic Needs Assessment 2018 has identified that an estimated 1.9 million adults aged 16-59 experienced domestic abuse in the UK in the last year, 1.2 million women and 713,000 men (ONS, 2017). This equates to around 5% of the adult population, or 1 in 20. The police recorded 1.1 million domestic abuse-related incidents and crimes in the year ending March 2017 and of these, 46% were recorded as domestic abuse-related crimes; domestic abuse-related crimes recorded by the police accounted for 32% of violent crimes. Domestic abuse is often a hidden crime, which is not reported to the police; hence, the estimated prevalence of domestic abuse is higher than the reported incidence of domestic abuse.

Domestic violence and abuse is a gendered crime, with women much more likely to experience DVA than men. Estimated 4.6m women (28% of the adult population) have experienced domestic abuse at some point since the age of 16 (ONS, 2014). Women are also much more likely to experience high-risk domestic violence. The majority of victims of domestic homicides recorded between April 2013 and March 2016 were females (70%), over three-quarters of female victims of domestic homicide were killed by a male partner or ex-partner.

Women are also more likely to experience Sexual Assault. An estimated 20% of women and 4% of men have experienced some type of sexual assault since the age of 16, equivalent to an estimated 3.4 million female victims and 631,000 male victims (ONS, 2018).

This national picture is reflected locally extrapolations based on the Crime Survey for England and Wales (ONS 2017) indicate that around 15,500 Nottingham City residents are likely to experience some form of domestic abuse each year, almost 8000 (62%) of these women and 5000 (38%) men (aged 16-59). This equates to

7% of the adult population (aged 16-59), 1 in every 14 adults. However, local analysis based on prevalence of risk factors for domestic violence in Nottingham City has estimated the prevalence to be much higher than those from ONS extrapolations. It is also worth noting the way ONS capture incidences of domestic violence; each survivor is capped at having 5 incidences of DV within a year, we know for many survivors this will not be the case and in reality, this may be much higher.

The draft domestic and sexual violence chapter within the Joint Strategic Needs Assessment (JSNA) has concluded that there is still a need for domestic violence services in the city and for some services, this need is increasing. It concluded that the current configuration of service provision overall is effective in meeting that need but that it may not be sufficient in terms of meeting demand. For example, demand for the helpline is increasing and the need for refuge provision is expected to increase. The conclusions were based on consultation with previous users of the services outlined in this report, frontline staff supporting survivors, current providers, data analysis, national and local research and policy papers. The JCG did consider how best to meet this growing need on services. It concluded that budget pressures on public sector organisations were such that it was not able to secure additional funding from core budgets (for example, NCC has to secure £20 million for this financial year alone). However, the partnership has been successful in the past in securing funding opportunities as well as supporting the providers to access other funding. The partnership are creating the option for a longer term contract with all of these services as this will allow providers to put forward a confident business plan when applying for funding from other sources.

Key findings in relation to equalities impacts area as follows:

Age: Survivors of domestic violence tend to be a younger age demographic than perpetrators, with 42% of survivors aged 18-29 and 38% of offenders aged 18-29. These services compliment the work that is happening elsewhere with young people. For example, education currently a healthy relationship as part of secondary school curriculum where they ensure young people are aware of these services. There is also a close working relationship with local universities and the services being commissioned as female students are at a greater risk of sexual assault. The University of Nottingham is working with professionals and survivors of DSV to understand the needs of survivors.

Ethnicity: 42% of DV survivors in services were Black Minority Ethnic in 16-17, this is an over-representation when compared to the BME population in Nottingham (35%). 58% were White British (CDP, 2018). Both professionals and frontline staff are trained in understanding the different challenges that BME survivors of DSV are faced with. The specialist BME refuge service caters specifically for this cohort. Other services within the pathway tackle issues such as female genital mutilation, stalking, honour based crime and these services being procured are aligned and work alongside these services.

Disability: Of survivors who disclosed they had a disability 49% had a disability. Of this who disclosed what their disability was, mental health was most commonly cited, 39% of those asked cited this. This shows over-representation of disability in the domestic abuse survivor population, as 18% of Nottingham's population has a long term limiting illness (Census 2011, 2017). Nationally disabled women are twice as likely to experience domestic abuse than non-disabled women (Women's Aid, 2018)

Mental Health: Local experience shows that a high percentage of survivors suffer from some form of mental health in particular trauma (as outlined above). The current pathway of accessing services do not necessarily meet the needs of this cohort. Currently the JCG are working with NHS Greater Notts to see how primary care in particular can most suitably support survivors and how the services being commissioned can be aligned to the most appropriate services.

Lesbian, gay or bisexual people: Currently there is not a clear picture regarding the number of lesbian, gay, bisexual and trans people affected by DSV. All the services being commissioned will be required to meet the needs of this cohort. Under the new contracts there will a greater focus on capturing this data and ensuring the services being commissioned do effectively meet the needs of this cohort.

screentip-sectionD	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>
Men	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Older	<input type="checkbox"/>	<input type="checkbox"/>
Younger	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>
Please underline the group(s) /issue more adversely affected or which benefits.		

Please underline the group(s) /issue more adversely affected or which benefits.

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How different groups could be affected (Summary of impacts)	Details of actions to reduce negative or increase positive impact (or why action isn't possible)
<p><u>Domestic Violence Service for Female Survivors:</u> Men are excluded from accessing this service.</p> <p><u>Independent Domestic Violence Advocate for Male Survivors:</u> Women are excluded from accessing this service.</p> <p><u>Refuge Provision:</u> Men are excluded from accessing refuge provision. The partnership made the decision to commission refuge provision for female survivors and their children. This was based on data (as outlined above) that shows that a greater number of women are</p>	<p>The partnership is commissioning male survivors services separately in order to meet their needs more effectively.</p> <p>The partnership is commissioning a separate Domestic Violence Service for female survivors.</p> <p>The male specific support that is being commissioned for male survivors will continue to support male survivors in accessing appropriate accommodation.</p>

affected by DSVVA. A decision was made that to meet the need of female survivors there was a need to commission a greater number of services for this cohort.

Lesbian, gay, bisexual or Trans people:

Though the services above are all designed to support survivors no matter what their sexual orientation there is a need to gather more intelligence on how these communities are affected and understand whether the current services support them effectively.

Outcomes and outputs will be designed to collect relevant data that will focus on gathering intelligence on the needs of these communities. The contracts will be written in a way that will enable variations. The quarterly monitoring of the data will allow the JCG to implement variations to the contract that can respond to the needs of these communities more effectively.

Has consultation been done or planned for this proposal? •Completed •Planned

Has human rights legislation been considered in this proposal? •Yes •No

Outcome(s) of equality impact assessment:

- No major change needed
- Adjust the policy/proposal
- Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

The equalities impact assessment will be reviewed quarterly based in light of monitoring information supplied by the commissioned service providers. It will also be reviewed on an annual basis as part of the data review undertaken by the

Approved by (manager signature):

Ian Bentley, Strategy and Commissioning Manager
0115 9765701
ian.bentley@nottinghamcity.gov.uk

Date sent to equality team for publishing:

Monday 25th of June 2018
Send document or link to:
equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

1. Read the guidance and good practice EIA's
<http://gossweb.nottinghamcity.gov.uk/nccextranet/index.aspx?articleid=9770>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.

Agenda Item 6

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE – 10/07/18

Subject:	Computer Refresh Programme		
Corporate Director(s)/ Director(s):	Corporate Director for Strategy & Resources		
Portfolio Holder(s):	Portfolio Holder for Community Protection		
Report author and contact details:	Simon Salmon, Head of IT Services Simon.salmon@nottinghamcity.gov.uk , 0115 85 77750		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons:	<input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision	<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital	
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: The value of the decision is estimated to be in the region of £ 3,840,000 over 3 years			
Wards affected: All	Date of consultation with Portfolio Holder(s):		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development	<input type="checkbox"/>		
Schools	<input type="checkbox"/>		
Planning and Housing	<input type="checkbox"/>		
Community Services	<input type="checkbox"/>		
Energy, Sustainability and Customer	<input type="checkbox"/>		
Jobs, Growth and Transport	<input type="checkbox"/>		
Adults, Health and Community Sector	<input type="checkbox"/>		
Children, Early Intervention and Early Years	<input type="checkbox"/>		
Leisure and Culture	<input type="checkbox"/>		
Resources and Neighbourhood Regeneration	<input checked="" type="checkbox"/>		
Summary of issues (including benefits to citizens/service users):			
<ol style="list-style-type: none"> 1. Nottingham City Council computers and other peripheral IT equipment require cyclical replacement, currently the Council aims to replace 20% PA. Operation of out of date equipment and systems presents an information security risk that have had an adverse impact on other public sector bodies. 2. Projects to develop services often require the acquisition of additional computers and other peripheral IT equipment. This equipment is required by colleagues to deliver services to citizens. 3. The Council's Computer Refresh Programme is supported by the IT Services' Release & Deployment Team who are funded by the Programme. 4. A structured Computer Refresh Programme over 3 years will enable the Council's IT Service to better plan and manage procurement of equipment and management of human resources. 			
Exempt information:			
State 'None' or complete the following.			
None.			
Recommendation(s):			
1 To delegate authority to the Head of Service (IT) to enter into contracts up to the value of £ 983,000 per annum using an established government framework to purchase PCs, Laptops, Tablets, Monitors and other peripheral devices required to meet operational needs			

	and the requirements of the IT Computer Refresh Programme to March 2021.
2	To approve allocation of funding from the IT Efficiency Fund for the three year period to March 2021 in the sum of £ 222,000 p/a to cover salary costs relating to the IT Computer Refresh Programme and other projects undertaken by the Release and Deployment team with the remaining £ 75,000 being funded from income from projects.
3	To amend the Capital Programme for the next 3 years by an initial value of £ 785,000 per annum and, thereafter, by the value of additional departmental purchases of up to £ 420,000 per annum but excluding the value of items procured to support schemes already in the Capital Programme.
4	To authorise recovery and repayment to the IT Efficiency fund of varying amounts from departmental budgets to cover requests for new equipment made outside of the Computer Replacement Policy.
5	To note that prior to the annual purchase, approval will be undertaken from the Corporate Director of Strategy & Resources to ensure the spend is appropriate in conjunction with the in year financial position and the budget setting process.

1 REASONS FOR RECOMMENDATIONS

- 1.1 There is a high level of dependence on IT systems throughout the City Council for delivery of services to citizens and to support joint working with partners. The Computer Refresh Programme will support this by ensuring that all equipment is fit for purpose. Delegation of authority to purchase IT equipment in bulk using a government framework agreement will ensure the ongoing, cost-effective procurement of devices to support the Council's front-line services.
- 1.2 Allocating £ 222,000 p/a from the IT Efficiency Fund for the next three years will ensure that salary costs relating to the delivery of the IT Computer Refresh Programme and other essential projects due to be undertaken by the Release and Deployment team can proceed. This value is identified as a ceiling. Downward variation in demand for new and replacement equipment will result in a lower actual spend.
- 1.3 The Council needs to maintain up to date IT systems to limit the risk associated with computer viruses and other malicious software which can have a significant impact on service delivery.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 Nottingham City Council currently has an IT estate of in excess of 5,000 desktops computers and laptops. These have an average life cycle of around 5 years.
- 2.2 Over the last four years, the IT Service has invested in a computer replacement policy that has meant that on average, 20% of computers have been replaced each year. The advantage of this approach is that we have a structured rolling replacement policy, which ensures that we replace equipment before it becomes obsolete and is no longer fit for purpose. Moreover, the cost of replacement devices is structured over a number of years and controlled to ensure that we do not have a large budgetary pressure in any one year.

- 2.3 In addition, each year there is an amount of expenditure on new IT equipment, which, rather than forming part of the planned replacement, is incurred as a result of requests made by the various services across the organisation for new and/or upgraded equipment required to meet new business needs (known as 'Business As Usual' requests (BAU)). The estimated annual cost for BAU is £ 300,000. In addition NCC provides IT equipment for its affiliates and the estimated annual value is £ 120,000 which is recovered from them.
- 2.4 Hardware is purchased in bulk through a tender exercise and funded from the IT Efficiency Fund, this is then allocated across various projects and operational activity. It is expected that services and affiliates will repay the IT Efficiency Fund for BAU requests. The advantage of purchasing hardware in bulk means that we can market test the equipment to ensure we purchase the correct specification and limit the different types of equipment we buy. This means we become skilled in looking after the estate as the equipment in the main is standardised. This also means that we can react quickly to purchase requests preventing down time whilst waiting for orders to be delivered.
- 2.5 To support the Computer Refresh Programme the IT Service has a Release & Deployment Team. The cost of this Team is approximately £ 297,000 per annum and we are seeking authority to continue to pay part of these costs from the IT Efficiency Fund with the install costs for the BAU requests and the Affiliates being recovered and paid back to the Fund.
- 2.6 The Release & Deployment Team was formed to support the Windows 7 in February 2014. The project refreshed the whole of the IT desk-top estate over a 2 year period as part of a requirement to move away from Windows XP. Since then, as well as implementing the on-going refresh programme, the Team has delivered a variety of projects including Unlocking Loxley, Office 365 and a variety of larger office moves including Byron House, Aspect House and a number of significant changes in Loxley House. Between August 2016 and September 2017 the team also replaced approx. 1,400 non-adjustable monitors across all sites.
- 2.7 The majority of the IT estate is still running Microsoft Windows 7, around 800 devices have been delivered with Windows 10 installed. Support for Windows 7 is due to end on 14th January 2020. As a result, approx. 4,200 machines will need upgrading or replacing by this date. The Release & Deployment Team will shortly commence delivering a Windows 10 Project, which is expected to run until March 2020.
- 2.8 The IT Efficiency Fund is a revenue reserve that effectively acts as the principal capital source for replacement of the Council's IT infrastructure. Whilst the Fund is principally used for IT infrastructure projects products purchased through it are used to support other projects undertaken by the council. In these circumstances the Fund is recouped by these projects.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Ad hoc replacement of computers at point of failure was rejected. Computers used to be upgraded on an ad hoc basis in response to failure of individual devices or in response to individual's requests. This approach was piecemeal and unplanned leading to potential inefficiency in replacement as economies of scale are lost and it caused disruption to service delivery.

- 3.2 Utilising a third party to configure and deliver replacement computers was rejected. There are a number of factors that have resulted in this decision. Setting up such a contract would be a major project requiring significant resource. Delay in delivery whilst such a project be undertaken would result in loss of business continuity. In addition, maintaining such a contract would be labour intensive in terms of raising and monitoring requests. The complexity and amount of business software used across the authority requires that significant in house resource be available to install/support the software. For the Windows 10 project, over 2000 machines require rebuilding rather than replacing. The actual time spent on configuring and delivery of devices is relatively small as a percentage of activity undertaken by the team, meaning that potential savings are likely to be outweighed by costs. In general our current processes result in devices being deployed in shorter timescales than those experienced by a neighbouring authority that has chosen the outsourcing route, hence our providing a better service to end users.
- 3.3 Doing nothing was rejected because many activities undertaken by colleagues and Councillors depend upon access to information systems. Not replacing failed and out of date computers is not feasible. When these devices fail, services are adversely affected. As computers age they become slow, more prone to failure and increasingly unable to run up to date versions of software. Supporting a programmed replacement of old computers allows the Council to manage its IT estate in a more effective and efficient way and so maintain services to citizens.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 The spend included in this report of £3.840m is to be funded from the IT Efficiency fund (ITEF).

The ITEF forms part of the capital programme and will be updated to reflect this approval.

- 4.2 Although this report approves the commissioning of this activity for 3 years, it is a requirement of this report that prior to each annual spend/contract award, approval is gained from the Director of Strategy & Resources to ensure that the organisations financial position is reflective in the decision to commit to the annual expenditure.
- 4.3 The spend is in accordance with contractual procedures.

Ceri Walters, Head of Commercial Finance, 02/07/2018

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 The request is for approval to procure this hardware over a three year period using compliant procurement processes via a CCS framework. This is how we have procured IT equipment over the past 3 years which has resulted in value for money for the authority and a standardised list of equipment for easy maintenance. As this proposal is for the long term approval over three years, which is an efficient use of internal resources, there are no procurement concerns with this approach. Advice provided by Rosalie Parkin, Procurement Category Manager for Products on 19th June 2018.

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

6.1 N/A

7 SOCIAL VALUE CONSIDERATIONS

7.1 There are no Social Value Considerations directly associated with this decision.

8 REGARD TO THE NHS CONSTITUTION

8.1 Local authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making this decision relating to public health functions, we have properly considered the NHS Constitution where applicable and have taken into account how it can be applied in order to commission services to improve the health of the local community.

The NHS Constitution states in section 2, 'NHS Values' that:

'Working together for patients.

Patients come first in everything we do. We fully involve patients, staff, families, carers, communities, and professionals inside and outside the NHS. We put the needs of patients and communities before organisational boundaries. We speak up when things go wrong.'

Maintaining the Council's computer systems and keeping these up to date enables us to securely connect our services with Health's enabling 'joined-up' delivery of services, for example at shared service centres.

9 EQUALITY IMPACT ASSESSMENT (EIA)

9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because:

This report does not contain proposals for new or changed policies, services or functions.

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

10.1 None

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

11.1 None

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