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NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held at LH 0.06 - Loxley House, Station Street, Nottingham, NG2 3NG on 11 July 2017 from 10.02 am - 10.38 am

Membership

Present

Councillor Graham Chapman (Chair)
Councillor David Mellen
Councillor Toby Neal
Councillor Dave Trimble

Absent

Councillor Jon Collins
Councillor Nick McDonald
Councillor Jane Urquhart

Colleagues, partners and others in attendance:

Katy Ball - Director of Commissioning and Procurement
Kaj Ghattaora - Provider Performance and Development Manager
Clare Gilbert - Commissioning Lead - Adults
Nicki Hastie - Nottingham CVS
Kate Morris - Governance Officer
Steve Oakley - Head of Contracting and Procurement
Christine Oliver - Head of Commissioning

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 20 July 2017

17 APOLOGIES

Councillor Jon Collins - Council business
Councillor Nick McDonald - Personal reasons
Councillor Jane Urquhart - Work commitments

18 DECLARATIONS OF INTERESTS

None.

19 MINUTES

Subject to the following amendment the minutes of the meeting held on 13 June 2017 were confirmed as a true record and signed by the chair.

Minute 11 Resolution 1 should read Early Help Service, not Early Health Service.

20 VOLUNTARY AND COMMUNITY SECTOR UPDATE

Nicki Hastie, Policy and Communications Manager at Nottingham CVS introduced an update report to the committee on the Voluntary Sector which is appended to these minutes. She highlighted the following information:

- (a) The findings from the NCVS research conducted during Summer 2016 were published in April 2017. Headline statistics show an increase in demand for services in 71% of respondents. 48% have been able to increase their delivers and 22% have needed to reduce volume of services due to cuts in funding. 34% of respondents reported that their funding was stable which is down from 43% in the previous survey;
- (b) A Policy Forum on Food Poverty took place on 3 May. This will become a quarterly event focusing on reducing food poverty and food waste;
- (c) At a Bank of England roundtable on 26 June attendees reported that there was no evidence of economic upturn or recovery for service users who are presenting with increasingly complex needs;
- (d) Children and Young People's Provider Network and Vulnerable Adult's Provider Network membership continues to grow and work is spread evenly between the Local Authority and Clinical Commissioning Group. The funding for the networks for this financial year is yet to be resolved;
- (e) NCVS will be running a practice development unit (PDU) for Opportunity Nottingham with the aim to share good practice when working with people with complex needs;
- (f) Dave Robinson has now finished in post as acting Chief Executive, Louise Craig will be the new Chief Executive and starts in post on 17 July 2017;

Following questions and discussion the following information was highlighted:

- (g) It is hoped that the PDU will expand in function in the future and aims to provide online learning, workshops and action learning sets. The impact of the unit will be researched independently.
- (h) Nottingham City Council always goes out to competitive tender for services, however more work could be done to ensure that the voluntary sector service providers are more prepared to bid competitively;

RESOLVED to thank Nicki Hastie for her attendance and to note the content her report.

21 NCC AND CCG JOINT COMMISSIONING PRIORITIES 2017/18

This item was withdrawn from the agenda and deferred to the Commissioning and Procurement Sub-Committee meeting on 12 September 2017.

22 SECTION 256 COMMISSIONING ARRANGEMENTS - KEY DECISION

Kaj Ghattora, Provider Performance and Development Manager, presented a report on the Section 256 Commissioning arrangements highlighting the following points:

- (a) Section 256 agreements allow local authorities to receive funds from the NHS for health, social service and housing related functions. This transfer of powers

help to enable health and local authority partners to work together more effectively;

- (b) Funds currently held under this Section 256 agreement will be used to support initiatives that aim to:
- improve lives and outcomes for Nottingham Citizens
 - improve service provision
 - focus on key objectives outlined in Nottingham City Council's Nottingham 2020 Plan;

RESOLVED to:

- (1) Delegate authority to the Director of Commissioning and Procurement to approve the spend of monies transferred to Nottingham City Council from Nottingham City Clinical Commissioning Group (CCG) to commission a range of co-commissioned activities (as listed in appendix 1 of the report) and award appropriate contracts.**

Reasons for decision

- (1) Resources will continue to be effectively allocated which supports a range of initiative shared with Nottingham City CCG and which aim to improve the health and wellbeing of Nottingham citizens. It also allows the Council to ensure that it is abiding by the authorities financial regulations.

Other options considered

Nottingham City Council could choose not to work Nottingham City CCG and not receive the Section 256 monies. This would lead to a range of services being decommissioned that would adversely impact on citizens. For this reason this option was rejected.

23 CONTRACT FOR THE SUPPLY AND DELIVERY OF STATIONARY AND COMPUTER CONSUMABLES - KEY DECISION

Steve Oakley, Head of Contracting and Procurement presented a report on the Contract for the supply and delivery of stationery and computer consumables highlighting the following points:

- (a) The current contract was establish some time ago and has since expired. It no longer represents best value for money for the Council;
- (b) Historically, individual teams have held their own budget for these items. Procurement colleagues are working hard with Finance colleagues to collate historic data and to establish centralised control of the budget;

RESOLVED to:

- (1) Approve the decision to undertake the procurement for a new 4 year contract for the supply of stationery and computer consumables;**

(2) Delegate authority to the Corporate Director for Commercial Operations to award the contract

(3) Hear a verbal update from the Provider Performance and Development Manager at the October meeting on progress, detailing previous years' costs, current year costs and expected savings;

Reasons for decision

(1) The current contract has expired and no longer represents best value for money. Undertaking procurement for a new contract and establishing centralised control will allow the Council to achieve better value for money and maintain day to day business.

Other options considered

The Council continues to require stationery and computer consumables in order to maintain day to day business, and so the option to do nothing was not considered viable.

24 PROCUREMENT OF CARE, SUPPORT AND ENABLEMENT SERVICES, (OUTREACH AND ACCOMMODATION BASED SERVICES) FOR VULNERABLE ADULTS - KEY DECISION

Christine Oliver, Head of Commissioning, presented a report on the Contract Extension for Care Support and Enablement Services Contract highlighting the following points:

- (a) The current framework provides specialist community outreach and accommodation based support to vulnerable adults with a range of needs and will expire on 30th September 2017;
- (b) There are a number of issues that need further exploration while a review of the service takes place. These include understanding the future needs of vulnerable adults and how to meet them in line with policy directives;
- (c) These issues require significant engagement with operational teams, providers, service users and business stakeholders. The ability to consider best practice from other local authorities and clinical commissioning groups will result in better care and better value;
- (d) The review has highlighted that there are an increasing number of packages being purchased from providers not within the current framework at a higher cost;

RESOLVED to:

(1) Approve the dispensation of Contract procedure Rule 5.1.2 in accordance with Financial Regulations (3.29) operational issues to allow

for a 6 months extension of the Care Support and Enablement framework and the Fairhaven contract from 1st October 2017 until 31st March 2018.

Reasons for decision

- (1) The current framework of providers is due to end on 30th September 2017 as is the Fairhaven provision. The current review of the service model has highlighted a number of issues that require further time to develop and the extension of the existing framework will allow the Council to continue to provide services to vulnerable adults who require the complex and flexible support whilst issues raised are explored;
- (2) The extension provides the opportunity to look at more suitable options for the future commissioning of Care Support and Enablement. This will work towards reducing the Spot contracts which have a higher cost and will help to deliver better value for money;

Other options considered

The Council could consider undertaking a procurement exercise at the end of the existing contract. However, there is not enough time to complete this work within the timeframe and the new Care Support and Enablement model is still being developed. Additional time is required to consider the finances, policy directives and social issues raised in consultation which will lead to better care and improved value for money. For this reason this option was not considered appropriate.

The other option considered is to do nothing. This option was dismissed as existing contracts have to continue in order to ensure continuity of service delivery to citizens. Allowing existing contracts to expire would not be a viable option.

25 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information as defined in paragraphs 5 of part 1, Schedule 12A of the Act.

26 PROCUREMENT OF CARE, SUPPORT AND ENABLEMENT SERVICES (OUTREACH AND ACCOMMODATION BASED SERVICES) FOR VULNERABLE ADULTS - KEY DECISION - EXEMPT APPENDIX

RESOLVED to note the content of the exempt appendix to the report on Procurement of Care, Support and Enablement Services (Outreach and Accommodation based Services) for Vulnerable Adults.

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Commissioning and Procurement Sub-Committee 11.7.17**Voluntary Sector Update**

State of the Voluntary Sector in Nottingham 2015-2016

The findings of NCVS research conducted during summer 2016 were finally published in April 2017. This is the first opportunity to reference the "Feeling the Squeeze" report at this meeting. It was initially circulated via Nottingham City Council's Policy Digest bulletin.

Key findings from the survey, and from our engagement with groups in the city, indicate that continued austerity and reforms to public services push more citizens to seek the support of the voluntary sector.

Some headline statistics:

- 71% of respondents have experienced an increase in demand for their services.
- Only 48% have been able to increase their level of delivery.
- 22% have needed to reduce the volume of services due to cuts in funding.
- The majority of organisations who had received funding from Nottingham City Council or other public sector bodies reported a reduction in the level received.
- 41% of respondents reported increasing their income but only 28% reported that their income covered all of their costs.
- Of most concern, only one-third (34%) reported that they would describe their funding situation as stable. This is a reduction from 43% reported in the previous survey.

The new support model is variable across the city as the level of advice and support available to groups is dependent upon geography and the location of beneficiaries. This risks a system without parity of provision developing in the city. We identified a slowdown in the number of new community organisations starting up. One area where this trend is being bucked is among new and emerging communities and among refugees and asylum seekers where groups are being established to support the increasingly diverse communities in the city.

The sector is showing considerable resilience and creativity. Groups have been tenacious, innovative and resourceful in maintaining the work they do to support the citizens and communities across Nottingham who are increasingly reliant on them.

The full report and a summary report can be downloaded at:

<http://www.nottinghamcvcs.co.uk/stateofthesector.html>

Voluntary Sector Policy Forum on Food Poverty

Forty delegates participated in the Policy Forum on Tuesday 3 May, including frontline service providers and foodbank volunteers. Nottingham City Council was represented by Councillor Glyn Jenkins and Kevin Banfield. Attendees were keen for NCVS to host policy forum meetings on a quarterly basis, as well as to separately maintain the momentum of a Food Poverty Network. NCVS is now facilitating an email list of free/low cost food providers and others interested in tackling food poverty and food waste. Reference was also given to following up the social eating pledges of the city.

A priority action is to continue to map stakeholders, developing a database or listing of food providers which can be viewed and shared online. An event report is available on request.

Bank of England Roundtable

A third Bank of England roundtable with the voluntary and community sector was held at NCVS on Monday 26 June. Alastair Cunningham, Agent for the East Midlands, met with representatives from 10 local organisations to discuss changes in demand for services and ability to meet service users' needs as well as current states of indebtedness. Attendees reported that there is no evidence of economic upturn or recovery for service users; in fact, the opposite. Funding and support for the Advice Sector is still inadequate and has not caught up with need following changes to the benefits system since 2013.

Service users are presenting with increasingly complex needs, and services are not able to pick up or signpost appropriately due to cuts across the board. This is backed up by the recent 'Help Through Crisis' report published by Nottingham Women's Centre, and launched at their Inclusive Future event on Friday 23 June.

One Nottingham Voluntary and Community Sector Strategic Reference Group

The first meeting of the Strategic Reference Group took place on Thursday 29 June. Terms of reference were agreed and the group will be meeting again in August to set the work programme for the year.

We were able to feed in intelligence from our Policy Forum on Food Poverty which means even those in small organisations that don't have capacity to feed in at a city wide level can contribute a voice.

New Voluntary Sector representative selected for D2N2 Board

Jane Howson, Chief Executive at Autism East Midlands has been selected to replace Sylvia Green as the Voluntary Sector representative for the D2N2 LEP Board. A recruitment drive across the LEP area brought forward seven candidates who were interviewed by a panel from the Social Inclusion and Equalities Advisory Group.

Children and Young People's Provider Network (CYPPN) and Vulnerable Adults' Provider Network (VAPN)

Network membership continues to steadily increase. There are 232 members of the CYPPN and 298 members of the VAPN.

Work continues to be evenly spread between the Local Authority and Clinical Commissioning Group. Current work includes measuring the VCS input into the four key areas of the health and wellbeing plan, input into all JSNA chapters, work with public health, commissioning, children's services and housing / homelessness, Mental Health including Child and Adolescent Mental Health. For the CCG we are involved in the transformation agenda, personalisation, IPC and work on a new project to understand how we engage with Eastern European Communities. We continue to have representation on a range of task groups, steering communities and boards (over 50 in total).

We continue to provide safeguarding training for members and have trained over 100 since April 2017. We have been working with community cohesion and have 5 sessions of PREVENT training booked up to December 2017.

The funding for the networks for this financial year has not yet been resolved.

Improving Commissioning through a Single Point of Contact (SPOC)

On Thursday 22 June, NAVCA (National Association for Voluntary and Community Action) published a report highlighting how a Single Point of Contact (SPOC) commissioning model provides better services for people and communities, improves their wellbeing and can save money. NCVS have been involved in helping this work via the VAPN and CYPN.

The problems commissioners have working with smaller charities are well documented and the Office for Civil Society recently set up a Civil Society Implementation Group (CSIG) to tackle them. This NAVCA report offers a solution. The report can be downloaded from

<https://www.navca.org.uk/resources/392-improving-commissioning-through-a-spoc>

Sustainability and Transformation Plan (STP) Update

Work continues on the voluntary and community sector response to the STP. Plans are being developed to work alongside the public sector to deliver on High Impact Area 1 – disease prevention. There will be some joint learning and there is a member of staff being recruited to work across the STP footprint.

NCVS and other VCS partners are part of the STP governance, sit on the advisory group that reports to the board, and are also involved in the steering group for HIA 1.

Practice Development Unit

NCVS will be running the Practice Development Unit (PDU) for Opportunity Nottingham. Julia Parker has been recruited as the PDU Coordinator, and she began in post on Monday 3 July. The aim of the PDU is to share good practice when working with people with multiple and complex needs. This multi-agency unit will see public sector, voluntary sector and private sector (where applicable) working to deliver joint training and learning events. The PDU is an integral part of the Opportunity Nottingham Programme and aims to provide online learning, action learning sets, and workshops. The impact of the unit will be independently researched.

Update on Chief Executive at NCVS

NCVS said goodbye to Dave Robinson (Acting Chief Executive) as of Tuesday 11 July. Louise Craig has been appointed as the new Chief Executive and she will be starting in post on Monday 17 July.

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