

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 13 June 2017 from 10.01 am - 10.38 am

Membership

Present

Councillor Graham Chapman (Chair)
Councillor Nick McDonald
Councillor Toby Neal
Councillor Dave Trimble

Absent

Councillor Jon Collins
Councillor David Mellen
Councillor Jane Urquhart

Colleagues, partners and others in attendance:

Clare Gilbert	-	Commissioning Lead
Lisa Lopez	-	Commissioning Manager
Kate Morris	-	Governance Officer
Christine Oliver	-	Nottingham Crime and Drugs Partnership
Jo Pettifor	-	Strategic Procurement Manager
Chris Wallbanks	-	Strategic Commissioning Manager

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 23 June 2017

1 APPOINTMENT OF VICE CHAIR

RESOLVED to appoint Councillor Toby Neal as Vice Chair for the municipal year 2017/18

2 APOLOGIES

Councillor Jon Collins
Councillor David Mellen
Councillor Jane Urquhart

Dave Robinson – Community and Voluntary Sector representative.

3 DECLARATIONS OF INTERESTS

None.

4 MINUTES

The minutes of the meeting held on 15 March 2017 were confirmed as a correct record and signed by the Chair.

5 VOLUNTARY AND COMMUNITY SECTOR UPDATE

Apologies were received from Dave Robinson, Acting Chief Executive of Nottingham CVS, no written report was submitted on this occasion.

6 PROCUREMENT STRATEGY 2014-17 IMPLEMENTATION UPDATE

Jo Pettifor, Category Manager - Strategy and People, presented a report on the Procurement Strategy 2014 -17 implementation update highlighting the following points:

- (a) In it's third year the Strategy has delivered a further £2.7m savings which is approximately 9.5% of the value prior to procurement;
- (b) Local investment continues to be a key achievement with £48.2million contracts being awarded to local suppliers in 2016/17 and over £288million injected into the local economy since 2014/15. 364 new jobs and apprenticeships have been created in this time;
- (c) The Strategy gathers information on a project by project basis and works with commissioning colleagues on savings against previous contracts;
- (d) Saving targets are set with finance and commission colleagues and in future will be closely linked with the Medium Term Financial Plan;
- (e) The Director of Commissioning and Procurement is working on reviewing all commissioning and procurement activity in order to set future targets built in to the Strategy in an overt way, linking with the Medium Term Financial Plan.

RESOLVED to:

- (1) note the achievements delivered under the Nottingham City Council Procurement Strategy 2014-17 in its final year (2016/17);**
- (2) note the overall outcomes delivered through procurement during the three years of the Nottingham City Council Procurement Strategy 2014-17;**
- (3) note that a final report on the outcomes delivered under the Procurement Strategy 2014-17 will be presented to the Commissioning and Procurements Sub Committee in 2018.**

Reasons for decision

This report is for noting only.

Other options considered

This report is for noting only and there were no other options to consider.

7 NOTTINGHAM CITY COUNCIL PROCUREMENT PLAN 2017- 22

Jo Pettifor, Category Manager - Strategy and People presented a report on the Nottingham City Council Procurement Plan 2017-22 highlighting the following points:

- (a) The Procurement plan sets out the Council's planned programme of procurement activity over a 5 year period. It is subject to change as contracts are reviewed and sets out anticipated procurement across the Council;
- (b) there are systems in place to establish information for activity that has not been captured by this comprehensive programme and work with finance colleagues to record these details had already started;
- (c) this programme does not take into account internal procurement.

RESOLVED to:

- (1) note the Nottingham City Council Procurement Plan 2017 – 2022**
- (2) note that the Procurement Plan is indicative of planned procurement activity and timescales, which may be subject to change dependant on the outcomes of the strategic commissioning process, service budgets and priorities and the full consideration of procurement options for each requirement;**
- (3) note that the outcomes of procurement activity undertaken in accordance with the Plan during 2017/22 will be reported at the end of the year.**

Reasons for decision

The report is for noting only

Other options considered

The report is for noting only and there were no other options to consider.

8 NCC AND CCG JOINT COMMISSIONING PRIORITIES

This item was withdrawn from the agenda and deferred to the Commissioning and Procurement Sub Committee meeting on 11 July 2017.

9 RE-PROCUREMENT OF HOMECARE - KEY DECISION

This item was withdrawn from the agenda and will be taken as a Leader's Key Decision.

10 INFORMATION, ADVICE AND SUPPORT SERVICES FOR CHILDREN AND YOUNG PEOPLE WITH SEND AND THEIR FAMILIES - KEY DECISION

Lisa Lopez, Commissioning Manager, presented a report on the Information, Advice and Support Services for Children and young people with SEND and their Families highlighting the following points:

- (a) Services providing support for children and young people with SEND and their families are reporting annual increases in demand, a trend that is expected to continue;
- (b) joint commissioning with Nottinghamshire County Council taking the lead allows Nottingham City Council to benefit from joint services and the efficiency and value for money of a single combined service;
- (c) the proposed services aim to deliver further, indirect savings by increasing families self-efficiency and reducing the need for formal assessment where families are considered of a lower level of need;
- (d) these services have previously been heavily reliant on non-recurrent funding such as the SEND funding and funding from NHS Nottingham City Clinical Commissioning Group which is not agreed beyond March 2018, the joint commissioning process has allowed savings of £38,000 to be established and stabilisation of the service;
- (e) contracts for the existing services offering Advice, information and Support all end on 31st March 2018 and all new services must be in place by 1st April 2018.

RESOLVED to:

- (1) approve expenditure of £811,000 over the 5 year contract term for the provision of the Information , Advice and Support Service (IASS) detailed in exempt appendix 3. This will include £121,000 from the SEND reform Grant 2017/18;**
- (2) approve the procurement of the Information, Advice and Support Service detailed in exempt appendix 3, jointly with Nottingham County Council, through an appropriate procurement process, and to award the contracts for the services based on the outcomes of the procurement process. The approved contracts would commence on 1st April 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 Director of Commissioning and Procurement to approve the outcome of the procurement processes and award contracts to providers that are deemed most suitable to provide these services;**
- (4) delegate authority to the Head of Contracting and Procurement to sign the final contracts and agree annual extensions on the basis of performance and budget availability.**

Reasons for decision

The services discussed in this report are statutory services, in order to fulfil statutory duties towards children and young people with special educational needs and/or disabilities these services must be provided.

The proposed recommissioning and tender process allows for continued development of seamless support to these families across the City and the County including Education and Health and improves access to information for children and young people with SEND where as previously the focus was delivering information to parents/carers.

The proposed new Information and Advice Service will use engagement activities with service users to further develop the service and will encourage a culture of participation and engagement's.

With the increasing numbers of children and young people with SEND expected to continue to rise, improved access to advice services can increase self-efficiency by assisting families with lower levels of need to access suitable services without the need for formal assessment reducing demand on services.

Other options considered

There is the option to recommission the services at full 2017/18 costs and make no change to the services. This option was rejected as not all of the resources for the current provision will be available from April 2018 due to non-recurrent funding streams, There was also dissatisfaction expressed by families following the Whole Life Disability review 2015 around the current pathways available for children and young people;

The option to remodel existing services whilst reducing cost was considered, however, given the lack of capacity in current services, increased demand, enforced funding reductions and obligations of future providers to staff existing services it unlikely that a service model with further reductions would be viable. For this reason this option was not recommended and was rejected.

The last alternative option to be considered was to do nothing, to allow the current contracts to end and not to recommission services. The SEND Code of Practice 2014 requires that these services are provided for children and young people with SEND and their families. If the Information and Advice Service was not commissioned the Council would still be obligated to provide the information though in-house provision which is likely to incur further cost due to TUPE obligations from existing services. There is also the risk that this provision would be considered non-compliant with the requirement for the information and advice services to be impartial. This option was rejected for these reasons.

11 0-5 INTEGRATED SERVICES CONTRACT - KEY DECISION

Chris Wallbanks, Strategic Commissioning Manager presented a report on the 0-5 Integrated Services Contract highlighting the following points:

- (a) The Council has a statutory responsibility to commission a range of public health services that protect and improve the health of the citizens and in 2015 the commissioning responsibilities for the 0-5 children's public health services transferred to the local authority. Since this time the Council has been working towards integrating these services with existing children's delivery teams, removing boundaries and working holistically in order to help children get the best start in life;
- (b) Integration will improve the experience for children and for families offering services from pregnancy through to age 5 and will be influenced by practitioners and the needs of the families. It will also provide an opportunity to reduce duplication, increase flexibility and enable resources to be used more effectively;
- (c) a strategic commissioning review took place of all existing universal and preventative services jointly with the Nottingham CCG who commission the midwifery service. It is now possible to consider how collective services could be more closely aligned. It has also provided a clear context for integration and provided an opportunity to design new pathways of support based on best practice.
- (d) Savings of 10% over three years have been identified through integration.

RESOLVED to:

- (1) Approve the integration of the existing public health contracts listed in the exempt appendix 1 and procure an organisation to deliver the integrated specification working in partnership with our internal Early Health Service with a view to potentially formalising the integrations through a contractual joint venture agreement. The details of this agreement, including any services in scope will be brought to committee to approve at a later date, following the appointment of the provider organisation;**
- (2) Approve the budget to support the contractual value set out in exempt appendix 1. If the contractual values are over and above current indicative values a separate report will be presented for approval;**
- (3) Delegate authority to the Director of Public Health in consultation with the Portfolio Holder for Adults and Health and Portfolio Holder for Early years to approve the outcome of the tender process and award the contract for 5 years, plus 2 years potential extension , plus a further 2 years potential 2 years extension (5+2+2).**

Reasons for decision

Working to establish this integration of services will allow the existing provider to develop an innovative and flexible approach to delivering existing services, without historical boundaries or service divisions and be more responsive to the needs of children and their families.

The proposed integration of six public health contracts and their current value will reduce by a further 10% over the next three years, delivered through amalgamation and a competitive tendering process.

Local and national feedback has shown that families become frustrated having to give the same information to separate services and giving families numerous points of contact this leads to reduced the likelihood of effective engagement and duplication of work/information recording. Integration would ensure that all practitioners are working towards the same goals for families. This could not be realised through procuring separate services.

There will be increased opportunities for data sharing and planning around the family and the flexible approach allows resources to be used more effectively.

Long term benefits are expected of formal integration arrangement, these include:

- A single line managing structure to release capacity and resources
- Use of one data collection system to facilitate data sharing and planning across different teams.
- Pooling budgets to enable a more flexible approach
- Sharing premises to promote co-location and potentially reducing costs
- Undertaking skill-mix approach across the workforce to enable a more streamlined service with less duplication for families. This would mean one health worker working with a family from birth to aged 19 rather than transitions to different workers throughout that period.

Other options considered

Existing contracts are due to expire in March 2018 which would leave the Council in a position where it could not provide the statutory services it is require to leaving it open to challenge, and as such the option of doing nothing was rejected.

The 6 individual contracts could be re-procured independently, although this was rejected as it would maintain divisions between services which complicate the lives of families and their children. National feedback, supported by local feedback, showed that families became frustrated having to give the same information to a number of different services. For this reason this option was rejected.

Another alternative option considered was to insource the children's public health services. Due to potential risks relating to recruitment of staff and transfer of existing health staff to NCC terms and conditions this option was rejected. It would risk making recruitment to vacancies extremely problematic, and would risk unfair pay claims from staff.

Outsourcing the Early Help Teams was another alternative considered. There are a number of benefits to this option, but they are outweighed by the key risks relating to protecting existing staff. Stakeholders agreed that this option may be considered in the future if a trial period of integration proves to be effective and if contractual agreement protecting staff can be put into place. However at present this option has been rejected.

12 DATES OF FUTURE MEETINGS

RESOLVED to meet on the following Tuesdays at 10am:

11 July 2017	9 January 2018
12 September 2017	13 February 2018
10 October 2017	13 March 2018
14 November 2017	10 April 2018
12 December 2017	

13 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 3 of part 1, Schedule 12A of the Act.

14 RE-PROCUREMENT OF HOMECARE - KEY DECISION - EXEMPT APPENDIX

This item was withdrawn from the agenda and will be taken as a Leader's Key Decision.

15 INFORMATION, ADVICE AND SUPPORT SERVICES FOR CHILDREN AND YOUNG PEOPLE WITH SEND AND THEIR FAMILIES - KEY DECISION - EXEMPT APPENDIX

RESOLVED to note the content of the exempt appendix to the report on Information, Advice and Support Services for Children and young people with SEND and their families.

16 0-5 INTEGRATION SERVICES CONTRACT - KEY DECISION - EXEMPT APPENDIX

RESOLVED to note the content of the exempt appendix to the report on 0-5 Integration Services Contract.