

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:

3534

Author:

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Department:

Strategy and Resources

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Subject:

Approval to procure a pharmacy database through a competitive tender process

Total Value:

£44,000 (Type: Revenue)

Decision Being Taken:

To procure an online data management system to make necessary changes to the current pharmacy database; and

(1) award the contract for an initial 5 years (covering the period 1 October 2019 to 30 September 2024) with the option to extend for two further one year periods;

(2) fund the procurement from spend of up to £22,000 of Crime and Drugs Partnership (CDP) contributions and £22,000 from the Public Health budget;

(3) delegate authority to the Director of Commissioning and Procurement to award the contract;

(4) delegate authority to the Head of Commissioning (CDP) to sign the final contract.

**Reasons for the Decision(s)**

Currently, both the CDP and Public Health Teams manage approximately 69 contracts with community pharmacies to deliver Substance Misuse Services and Locally Commissioned Public Health Services. In order for these services to be paid for, the providers must input all transactions onto an online database. The current database is provided by NEO 360 whose contract is due to expire on 31st October 2019. Service user consultation has concluded that the current modules on the database are not fit for purpose as it is time-consuming and inefficient for providers which often results in poor data quality.

As the data is used to generate invoices and make payments to the pharmacies, there is a risk of a delay in payments which may impact the end-of-year finance submissions.

It is proposed that an updated, multi-service licence is purchased with Public Health money (through the CDP and central Public Health funding streams) to enable providers of these services to record and submit all monitoring and claims information via an online data management system that meets the requirements of commissioners and providers.

**Other Options Considered:**

1) Do nothing. This would result in pharmacies submitting their claims on paper, as they have done historically.

This option holds many risks:

- There could be a breach around data protection (under GDPR) as the information would be sent in the post with personal data. It also means that commissioners will have to store the personal information in filing cabinets and pay for archiving once they are no longer required.
  - There is a financial risk as pharmacies may not generate invoices in a correct way and they could be rejected by EMSS. This means that providers may not get paid on time.
  - The data for the services may not be accurate and it will be more challenging to analyse the data from the paper copies.
- This is not a viable option and therefore rejected.

2) To extend the current contract with the current provider.  
Commissioners have been advised by legal and procurement that this option would not comply with procurement regulations as it has exceeded the advertised timescales.  
In addition to this, there are many changes that need to be made to make the current database more streamlined. This is costly to do if we stay with the current provider in the current licence. Therefore this option is rejected.

**Background Papers:**

None

**Published Works:**

None

**Affected Wards:**

Citywide

**Colleague / Councillor Interests:**

None

**Consultations:**

Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:**

The local authority has a legal responsibility under section 17 of the Crime and Disorder Act 1998, as amended by the Police and Justice Act 2006, requiring the responsible authorities to consider crime and disorder (including anti-social behaviour and other behaviours adversely affecting the local environment) and the misuse of drugs, alcohol and other substances in the exercise of all their duties, activities and decision-making.

**Equality:**

EIA not required. Reasons: There will be no impact on the service currently delivering the service as they will exist regardless of the outcome of the tender.

**Regard for NHS Constitution:**

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.

**Decision Type:**

Officer

**Executive Decision?**

Yes

**Scheme of Delegation Reference Number or Other Source of Delegation:**

1

**Subject to Call In:**

No

The call-in procedure does not apply to the decision because the value of the decision is below the call in threshold.

**Advice Sought:**

Legal, Finance, Procurement

**Legal Advice:**

There are no significant legal issues arising from the decision and the decision is supported by Legal Services.

Advice provided by Naomi Vass (Senior Solicitor) on 25/04/2019.

**Finance Advice:**

This decision seeks approval to procure and award a contract for a pharmacy database. The full cost of the contract is expected to be £44,000 over the full 7 year period. This equates to an annual payment of £6,286.

The funding of this contract will be met from Crime and Drugs Partnership contributions of £22,000 and £22,000 from the Public Health budget. The service will need to ensure adequate budget provision is available for each year of the contract.

The contract should be reviewed after the initial 5 year period before extending for the further 2 years to ensure value for money is still being obtained and the service received is still fit for purpose.

Advice provided by Philip Gretton (Finance Analyst) on 02/04/2019.

**Procurement Advice:**

The decision to procure a contract for a pharmacy database through a quotation process at the value of £44,000 for the period 1/4/19 to 31/3/24, with the option to extend for 2 further 1 year periods is supported by Procurement.

Advice provided by Julie Herrod (Procurement Officer) on 21/03/2019.

**Signatures:**

Candida Brudenell (Corporate Director for Strategy and Resources)

SIGNED and Dated: 24/05/2019