

**Report to:**

**STRATEGIC COMMISSIONING BOARD**

**Date:**

26 June 2019

**Reporting Member / Officer of Strategic Commissioning Board**

Dr Ashwin Ramachandra (Chair) – NHS Tameside and Glossop CCG

Councillor Eleanor Wills – Executive Member (Adult Social Care and Population Health)

Stephanie Butterworth – Director of Adult Services

**Subject:**

**TENDER FOR THE PROVISION OF SUPPORTED LIVING FOR ADULTS WITH A LEARNING DISABILITY IN THEIR OWN HOMES**

**Report Summary:**

The Learning Disability Supported Living Contracts currently support 290 people across 36 properties in the Borough. The accommodation ranges from shared houses to extra care schemes with individual flats. The contracts deliver 24 hour support in terms of a whole life approach that enables people to develop daily living skills and independence, have access to their local community and activities and maintain their health and wellbeing.

The contracts for re tender are:

<b>Provider</b>	<b>Start and End Date</b>	<b>Contract Value 2018/19</b>	<b>Contract Value 2019/20</b>
1. Affinity Trust - West Locality	1/6/15 to 31/3/20	£1,610,737	£1,692,386
2. Alternative Futures Group – East Locality	1/4/16 to 31/3/20	£2,025,209	£2,131,532
3. Alternative Futures Group – North Locality	1/6/15 to 31/3/20	£2,310,354	£2,431,648
4. Turning Point - West Locality	1/6/15 to 31/3/20	£2,108,385	£2,188,354
5. Alternative Futures Group Younger Peoples Transition	16/2/15 to 31/3/20	£364,516	£383,653

**Recommendations:**

That approval is given to tender five contracts for the Provision of Supported Living for Adults with a Learning Disability in Their Own Homes

**Financial Implications:**

**(Authorised by the statutory Section 151 Officer & Chief Finance Officer)**

<b>Integrated Commissioning Fund Section</b>	Section 75
<b>Decision Required By</b>	Strategic Commissioning Board
<b>Organisation and Directorate</b>	Tameside MBC – Adult Services

<b>Budget Allocation 2019/20</b>	£ 8.828 million
<b>Additional Comments</b>	
<p>The report seeks approval to re-tender the service provision with a new contract commencement date of 1 April 2020.</p> <p>The total budget for these five contracts is included within the Directorate revenue budget for 2019/20.</p> <p>The outcome of the re-tender process and any potential impact on future year budget allocations will need to be reported to Members as soon as related details are available and in advance of any contract award to ensure appropriate budget provision is available.</p>	

**Legal Implications:  
(Authorised by the Borough  
Solicitor)**

Whilst the retendering of the service appears to be the best way of providing the service to achieve the best outcomes for the vulnerable persons it supports, it would assist decision makers if there were some form of comparative data with other Local Authorities as to how they deliver this service, with costs, together with a fuller discussion as to alternative methods of delivery to achieve the outcomes required by the Care Act 2015, What those outcome are, and how they are met through this service delivery would also be informative.

**How do proposals align with  
Health & Wellbeing Strategy?**

The proposal aligns with the Starting Well, Living Well and Ageing Well programmes

**How do proposals align with  
Locality Plan?**

The service links into the Council's priorities for People:-

- Help people to live independent lifestyles supported by responsible communities.
- Improve Health and wellbeing of residents
- Protect the most vulnerable

**How do proposals align with  
the Commissioning  
Strategy?**

This supports the 'Care Together Commissioning for Reform Strategy 2016-2020' commissioning priorities for improving population health particularly:

- Creating the right care model so that people with long term support needs have the opportunity to build independence skills and reduce dependency on the health and social care system

**Recommendations / views of  
the Health and Care Advisory  
Group:**

This report has not been presented at the Health and Care Advisory Group.

**Public and Patient  
Implications:**

Those accessing the service have been identified as having eligible needs under the Care Act 2014

**Quality Implications:**

The service commissioned will support quality outcomes for people to be able to live in their own home.

**How do the proposals help  
to reduce health  
inequalities?**

The service delivers whole life support to vulnerable adults including ensuring individuals have access to a healthy lifestyle and routine medical checks

**What are the Equality and  
Diversity implications?**

There are no equality and diversity implications associated with this report, see appendix 1

**What are the safeguarding implications?**

There are no safeguarding implications associated with this report. Where safeguarding concerns arise as a result of the actions or inactions of the provider and their staff, or concerns are raised by staff members or other professionals or members of the public, the Safeguarding Policy will be followed.

**What are the Information Governance implications? Has a privacy impact assessment been conducted?**

There are no information governance implications associated with this report.

A privacy impact assessment has not been carried out.

**Risk Management:**

Risks will be identified and managed by the implementation team.

**Access to Information:**

The background papers relating to this report can be inspected by contacting the report writer

Denise Buckley



Telephone: 0161 342 3145



e-mail: [denise.buckley@tameside.gov.uk](mailto:denise.buckley@tameside.gov.uk)

## 1. INTRODUCTION

- 1.1 The tender is for the provision of supported living services for adults across a range of contracts as follows:

<b>Provider and service area</b>	<b>Contract Start Date</b>	<b>Contract Term</b>	<b>Numbers of People and Properties</b>
Affinity Trust (West Locality 1) – Learning Disability	1 June 2015	3 years with the option to extend for a period of 2 years	28 people 9 properties
Alternative Futures Group (East Locality) – Learning Disability	1 April 2016	2 years with the option to extend for a period of 2 years	43 people 9 properties
Alternative Futures Group (North Locality) – Learning Disability	1 June 2015	3 years with the option to extend for a period of 2 years	36 people 10 properties
Turning Point (West Locality 2) – Learning Disability	1 June 2015	3 years with the option to extend for a period of 2 years	32 people 7 properties
Alternative Futures Group - Young Adults Transition Service learning disability	16 Feb 2015	3 years with the option to extend for a period of 2 years	5 people 1 property (flats)

- 1.2 The contracts commencing 1 June 2015 were delayed due to due diligence issues at the transfer of the services to the awarded providers. The contracts were due to commence on 1 April 2015 but had a 2 month delay.
- 1.3 The contract commencing 1 April 2016 was tendered a year later than the other lots due to development work that was being undertaken in this provision. The development centred on some shared living houses within the contract closing and individuals moving to flats within a newly built extra care provision or to other shared houses. A contract extension was granted to 31 March 2016 whilst this work was completed. It was felt that a tender running alongside this re-provision would have been detrimental to the vulnerable individuals using the service and continuity was needed whilst people moved on to their new living situations.
- 1.4 The contract lots currently deliver support as required 24 hours a day, 365 days a year, to individuals with a learning disability living in their own home in the community. The service is based on the principles of person-centred support, the promotion of independence and enablement and community engagement giving people the opportunity to make a positive contribution to the communities they live in and the potential to move away from the need for paid support.
- 1.5 The accommodation is provided by a number of registered social landlords who work with the support providers and individuals to ensure tenancies are able to be maintained. The accommodation in each contract is made up of houses where a number of individuals share facilities such as lounge, kitchen and bathroom and extra care schemes where people have their own self-contained flat within a building specifically for that service contract.
- 1.6 It is proposed the service retender will continue to deliver the outcomes above with a continued emphasis on promoting independence pathways. This will be achieved through the provider delivering person-centred approaches and working in a multi-disciplinary way with key partners.

## 2. CONTRACTING PROPOSAL

- 2.1 Consideration is given to re-tender the service to ensure continued delivery to a vulnerable client group for a contract period of up to 5 years commencing 1 April 2020.
- 2.2 The re-tender will be carried out via the Greater Manchester Ethical Learning Disability and Autism Flexible Purchasing System (GMFPS).
- 2.3 The GMFPS is for high-quality providers that have a track record in delivering person-centred and outcome-focused packages which will support people with learning disabilities and autism to be independent at home, learn new skills and connect with others.
- 2.4 For inclusion on the GMPFS providers must be rated good or above by the Care Quality Commission.
- 2.5 The 10 ethical principles for the purchasing system are:

	<b>Principle</b>	<b>How this will be evidenced</b>
1	Service providers will have strong compassion and empathy by seeking the best quality of life and welfare for service users with Learning Disabilities and Autism	Providers will sign up to the Health Charter for Learning Disabilities
2	Service providers work in a co-productive way with service users, carers, friends, relatives, professionals and commissioners to deliver the right outcomes for individuals	Co-production policy and examples of where co-production approach has made a difference to service delivery/the lives of service users
3	Service providers need to be flexible, innovative and responsive to provide diverse models of service including asset-based approaches to meet the range of needs across the GM Learning Disability and Autism population	Providers consistently deliver person-centred care and have policies, evidence to substantiate an asset-based approach
4	Service providers must evidence that they are ethical, high quality and have robust quality assurance based on customer experience	Regular customer satisfaction surveys conducted
5	Service providers must work to maximise the independence of service users to avoid residential, hospital and out of area placements	Commitment to working with commissioners and examples of how this has happened in the past
6	Service providers must respect and treat their workforce well ensuring they are supported, trained and paid adequately to deliver a quality service	Staff are paid the National Living Wage; receive sleep in payments where appropriate; receive traveling expenses; are able to access training and continuous professional development opportunities; and receive regular supervisions and annual appraisals
7	Service providers are able to support a positive risk taking approach to providing care and support	Providers have experience and are able to evidence on supporting people and their families in positive risk taking
8	Service providers can provide services based on asset-based prevention and early intervention including ensuring there is positive day time occupation for	Providers have real-life examples of working with individuals and their families in supporting people to do what they want to do

	service users	
9	Service providers have a culture which maximises choice and consent	Providers have real-life examples of working with individuals and their families in supporting people to do what they want to do
10	Service providers deliver services that deliver demand reduction and reduce the burden on the public purse	Commitment to working with commissioners and examples of how this has happened in the past

2.6 There are currently 121 suppliers on the GMFPS. The suppliers within the purchasing system have signed up to deliver various lots of provision as follows:

1. Independent at Home;
2. Learning New Skills;
3. Connect with Others;
4. Innovation and Scope;
5. Approved Provider List Individuals.

2.7 Lot 1 will cover the delivery of this type of service contract. There are currently 105 suppliers signed up to Lot 1.

2.8 The proposal for the re-tender exercise has been raised with STAR Procurement and a Project Initiation Document completed at **Appendix 2**.

2.9 On completion of the tender exercise, consideration is given to delegate authority to the Director of Adult Services to award the tender.

### 3. VALUE FOR MONEY

3.1 The current annual value for this service, based on 2018/19 figures is detailed below, along with the uplifts for 2019/20:

Provider	Contract Value 2018/19	Contract Value 2019/20
1)Affinity Trust - West Locality	£1,610,737	£1,692,386
2)Alternative Futures Group – East Locality	£2,025,209	£2,131,532
3)Alternative Futures Group – North Locality	£2,310,354	£2,431,648
4)Turning Point West Locality	£2,108,385	£2,188,354
5) Alternative Futures Group Younger Peoples Transition	£364,516	£383,653

3.2 The hourly rates for the current delivery range from £14.86 to £15.37 for day support hours and £88.56 to £101.52 for sleep in cover.

3.3 As part of the tender planning, a review of the contracts will be undertaken. This will look at the levels of support hours in terms of just enough support that maximises independence and therefore costs. This work will be undertaken alongside the neighbourhood assessment teams and providers.

- 3.4 To ensure a competitive tender in terms of delivering best value, evaluation criteria against the most economically advantageous tender will be implemented as part of the tender exercise. This will include a quality and cost weighting with the latter evaluated against an indicative budget guide with the lowest price receiving the highest weighting.
- 3.5 The contracts will not commence until 1 April 2020 and any indicative budgets going forward will need to take into account that the living wage may change and the Council may introduce the foundation living wage.

#### **4. OTHER ALTERNATIVES CONSIDERED**

- 4.1 There is the need for this service in terms of continuing to support a vulnerable group of individuals in the community rather than expensive in-patient or residential placements.
- 4.2 Supported accommodation services have operated in the borough for a number of years and have moved through a number of developments. Initially, services were delivered by an in-house Homemaker provision, but with the rapid expansion of people being resettled from hospital provision to localities a number of services were outsourced to external providers.

#### **5. EQUALITIES**

- 5.1 It is not anticipated that there are any adverse equality and diversity issues with this proposal, see EIA available at **Appendix 1** to the report. The proposal is intended to reduce inequality.

#### **6. RISK MANAGEMENT**

- 6.1 Any risks of poor service delivery will be mitigated by close monitoring of the service by close working relationships between officers representing the three councils to ensure that assessed need is being met.
- 6.2 There is a significant risk that ceasing the provision of this service will mean that the Council would not fulfill its statutory and legal duty to provide the service and meet eligible needs.

#### **7. CONCLUSION**

- 7.1 All service users have been assessed as having eligible needs as defined in the Care Act 2014. Failure to provide the service would therefore put service users at risk and may increase the numbers who enter or remain in residential care.

#### **8. RECOMMENDATIONS**

- 8.1 As set out at the front of the report.

# Appendix 1

## Equality Impact Assessment

<b>Subject / Title</b>	Retender for the Provision of Supported Living for Adults with a Learning Disability Living in their own Home
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<b>Team</b>	<b>Department</b>	<b>Directorate</b>
Joint Commissioning and Performance Management	Adults	Adults

<b>Start Date</b>	<b>Completion Date</b>
17 April 2019	17 April 2019

<b>Project Lead Officer</b>	Denise Buckley
<b>Contract / Commissioning Manager</b>	Eleanor Simpson/Jenny Lawton
<b>Assistant Director/ Director</b>	Stephanie Butterworth

<b>EIA Group</b> (lead contact first)	<b>Job title</b>	<b>Service</b>
Denise Buckley	Contracts and Commissioning Officer	Commissioning Adults
Eleanor Simpson	Assistant Team Manager	Transformation Adults
Jenny Lawton	Assistant Team Manager	Transformation Adults

### **PART 1 – INITIAL SCREENING**

*An Equality Impact Assessment (EIA) is required for all formal decisions that involve changes to service delivery and/or provision. Note: all other changes – whether a formal decision or not – require consideration for an EIA.*

*The Initial screening is a quick and easy process which aims to identify:*

- *those projects, proposals and service or contract changes which require a full EIA by looking at the potential impact on, or relevance to, any of the equality groups*
- *prioritise if and when a full EIA should be completed*
- *explain and record the reasons why it is deemed a full EIA is not required*

*A full EIA should always be undertaken if the project, proposal and service / contract change is likely to have an impact upon, or relevance to, people with a protected characteristic. This should be undertaken irrespective of whether the impact or relevancy is major or minor, or on a large or small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Contract / Commissioning Manager and the Assistant Director / Director.*



1a.	<b>What is the project, proposal or service / contract change?</b>	The proposal is for the retender of supported living services currently delivered across 5 contracts to ensure continued delivery to a vulnerable client group for a contract period of up to 5 years commencing 1 April 2020.
1b.	<b>What are the main aims of the project, proposal or service / contract change?</b>	<p>The retender will be carried out via the Greater Manchester Ethical Learning Disability and Autism Flexible Purchasing System.</p> <p>The Purchasing System is for high-quality providers that have a track record in delivering person-centred and outcome-focused packages which will support people with learning disabilities and autism to be independent at home, learn new skills and connect with others. Providers must be rated Good or above via the Care Quality Commission.</p>

**1c. Will the project, proposal or service / contract change have either a direct or indirect impact on, or relevance to, any groups of people with protected equality characteristics? Where there is a direct or indirect impact on, or relevance to, a group of people with protected equality characteristics as a result of the project, proposal or service / contract change please explain why and how that group of people will be affected.**

Protected Characteristic	Direct Impact/Relevance	Indirect Impact/Relevance	Little / No Impact/Relevance	Explanation
Age	✓			The service is for adults 18+. Those under 18 will have access to care and support via children's services
Disability	✓			The service is for adults with a learning disability. Adults who do not have a learning disability will access adult services if they have an eligible need as per the Care Act 2014
Ethnicity			✓	
Sex			✓	

Religion or Belief			✓	
Sexual Orientation			✓	
Gender Reassignment			✓	
Pregnancy & Maternity			✓	
Marriage & Civil Partnership			✓	

**Other protected groups determined locally by Tameside and Glossop Strategic Commission?**

<b>Group (please state)</b>	<b>Direct Impact/Relevance</b>	<b>Indirect Impact/Relevance</b>	<b>Little / No Impact/Relevance</b>	<b>Explanation</b>
Mental Health	✓			Service users may have a secondary mental health support need in addition to their learning disability. Individuals whose primary need is mental health, will access other appropriate services
Carers	✓			The service supports carers to plan the long term needs of the person they support along with crisis support
Military Veterans			✓	
Breast Feeding			✓	

**Are there any other groups who you feel may be impacted by the project, proposal or service/contract change or which it may have relevance to?**

*(e.g. vulnerable residents, isolated residents, low income households, those who are homeless)*

<b>Group (please state)</b>	<b>Direct Impact/Relevance</b>	<b>Indirect Impact/Relevance</b>	<b>Little / No Impact/Relevance</b>	<b>Explanation</b>
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N/A				
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*Wherever a direct or indirect impact or relevance has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact or relevance is anticipated, this can be explored in more detail when undertaking a full EIA.*

<b>1d.</b>	<b>Does the project, proposal or service / contract change require a full EIA?</b>	<b>Yes</b>	<b>No</b>
			✓
<b>1e.</b>	<b>What are your reasons for the decision made at 1d?</b>	The retender will allow access to appropriate provision, offer more choice and control over the support individuals need to improve and better manage their wellbeing, contributing to improved experiences and outcomes. The service is open to anyone who meets the criteria.	

## STAR Procurement PID

Completion and submission of a PID to STAR Procurement prior to commencement of the procurement process is a mandatory requirement of the Contract Procedure Rules (CPRs) and provides assurance that all approvals to procure are in place. STAR will not advertise any tenders until the first draft of the PID for the project/contract requirement has been properly submitted and a member of the STAR team has discussed the requirement with the Authorised Service Officer (ASO).

[You can find the CPRs for your Council here](#)

Please complete sections 1–6.

Please also refer to the separate PID Guidance document, which accompanies the PID and which will assist you in completing it. If you remain unsure about any information requested, please ask STAR Procurement for assistance. Refer to the STAR [structure chart](#) which sets out who deals with which areas of the Council's business.

Once completed, email this form as a Word document to STAR Procurement. If you are unsure to whom you should send the completed PID, submit it to [procurement@star-procurement.gov.uk](mailto:procurement@star-procurement.gov.uk) and a member of the STAR team will contact you to progress your requirement.

## Section 1 – Contact Details

<b>Council</b>	Tameside MBC	<b>Service</b>	Contracts for the provision of supported accommodation for adults with a learning disability living in their own home
<b>Budget Holder</b>	Trevor Tench	<b>Budget Code</b>	1)Affinity Trust – West Locality Alternative 2)Futures Group - East Locality 3)Alternative Futures Group – North locality 4)Turning Point – West Locality 5) Alternative Futures Group Younger Peoples Transition
<b>Authorised Service Officer</b>	Denise Buckley	<b>Job Title</b>	Contracts and Commissioning Officer
<b>ASO Email Address</b>	denise.buckley@tameside.gov.uk		<b>ASO Phone</b> 07870370291

## Section 2 – Current Contract (leave blank if this is a brand new requirement)

<b>Contract UID</b>	1)Affinity Trust – West Locality Alternative 2)Futures Group - East Locality 3)Alternative Futures Group –	<b>Title</b>	Contracts for the provision of supported accommodation for adults with a learning disability living in their own home
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	North locality 4)Turning Point – West Locality 5) Alternative Futures Group Younger Peoples Transition			
<b>Supplier Name (s)</b>	1)Affinity Trust – West Locality 2)Alternative Futures Group - East Locality 3)Alternative Futures Group – North locality 4)Turning Point – West Locality 5) Alternative Futures Group Younger Peoples Transition			
<b>Contract Dates</b>	<b>Start</b>	1)Affinity Trust – West Locality Alternative – 1/6/15 2)Futures Group - East Locality - 1/4/16 3)Alternative Futures Group – North locality – 1/6/15 4)Turning Point – West Locality – 1/6/15 5) Alternative Futures Group Younger Peoples Transition - 16/2/2015	<b>Finish</b>	1)Affinity Trust – West Locality – 31/3/2020 Alternative 2)Futures Group - East Locality – 31/3/2020 3)Alternative Futures Group – North locality - 31/3/2020 4)Turning Point – West Locality – 31/3/2020 5) Alternative Futures Group Younger Peoples Transition 31/3/2020
<b>Route to Market</b>	GM Learning Disability and Autism Ethical Purchasing System			

### Section 3 – New Requirements

<b>Contract Title</b>	Contracts for the provision of supported accommodation for adults with a learning disability living in their own home			
<b>Description of Requirement</b>	Delivery of supported living across a number of properties within the borough of Tameside			
<b>Contract Dates</b>	<b>Start</b>	1 April 2020	<b>Finish</b>	31 March 2025
<b>Estimate Value</b>	<b>Annual</b>	£1)Affinity Trust – West Locality - £1,836,005 2)Alternative Futures Group - East Locality -£2,143,006 3)Alternative Futures Group – North locality -£2,430,347 4)Turning Point –	<b>Total</b>	£44,884,060

		<p>West Locality - £2,188,354</p> <p>5) Alternative Futures Group Younger Peoples Transition - £379,100</p> <p>Total £8,976,812</p> <p><b>Please note these rates are currently subject to governance approval and are there're a guide /estimate only</b></p>		
<p><b>Confirm that you have the authority to procure</b> Attach a copy of the authorizing document in Section 5, below</p>				<p>Yes- Report to follow will be submitted to the Strategic Commissioning Board</p>
<p><b>Does this requirement comprise a Key Decision</b> If <b>Yes</b>, please attach a copy in Section 5, below</p>				<p>Yes/No</p>
<p><b>Is this requirement a collaboration with other Councils?</b> If <b>Yes</b>, please attach a copy of the agreement in Section 5, below</p>				<p>Yes/No</p>

#### Section 4 – Procurement Preparation

<b>Supply Market Conditions</b>	Is there a supply monopoly or are there many suppliers?	There are currently 76 suppliers on the GM framework
	How easy do you think it will be to change supplier if the new supplier was to cease trading?	<p>The suppliers within the framework have signed up to deliver various lots of provision as follows;</p> <ol style="list-style-type: none"> <li>1. Independent at Home</li> <li>2. Learning New Skills</li> <li>3. Connect with Others</li> <li>4. Innovation and Scope</li> <li>5. APL Individuals</li> </ol> <p>Lot 1 will cover the delivery of this type of service contract. There are currently 48 suppliers signed up to Lot 1.</p> <p>In addition, Lot 5 Approved Provider List, allows commissioners to call off services on an individual basis.</p>
	How easy do you think it will be to change product if the required product becomes unavailable?	N/A
	Please provided details of any market engagement events conducted or planned prior to	Non as suppliers have already undertaken a procurement exercise to be included on the framework.

	tendering for the new requirement	
	Please provide details of any local or GM-based companies capable of supplying this new requirement	
	If you are not planning any market engagement, please explain this decision	The tender will be undertaken via the GM LD and autism ethical flexible purchasing system
<b>Options Appraisal</b>	Have you completed an Options Appraisal? If <b>Yes</b> attach a copy at Section 5, below	No – Service Users are assessed as requiring a service under the Care Act 2014 therefore there is a requirement to deliver support
<b>Social Value</b>	Please demonstrate a link between this new requirement and the Council's Corporate Priorities	<p>The proposal aligns with the Developing Well, Living Well and Working Well Programme.</p> <p>This proposal supports the achievement of;</p> <ul style="list-style-type: none"> <li>• Healthy Lives (early intervention and prevention)</li> <li>• Community development: this will strengthen and sustain community groups and voluntary sector organisations to provide the necessary support in the community.</li> <li>• Enabling self-care: improving skills, knowledge and confidence of people with long-term conditions or with on-going support needs to self-care and self-manage.</li> <li>• Locality based services; for people who need regular access to health and social services, these will be fully integrated in localities, offering services close to, or in, people's homes.</li> </ul> <p>This supports the 'Care Together Commissioning for Reform Strategy 2016-2020' commissioning priorities for improving population health particularly;</p> <ul style="list-style-type: none"> <li>- Supporting the wider determinants of health and wellbeing, giving children the best start in life and helping people to stay in and return to work, thereby improving their own prosperity.</li> <li>- Early intervention and prevention across the life course to encourage healthy lifestyles and promote, improve and sustain population health.</li> <li>- Creating the right care model so that people with long term conditions are better supported and equipped with the right skills to look after themselves and manage their conditions more effectively, reducing dependency on the health and social care system by promoting independence.</li> </ul>

		- Supporting positive mental health in all that we do.
	Please state which of your Council's Social Value requirements can be captured in addition to the requirements being purchased	As per the Public Services (Social Value) Act (2012), the Provider will acknowledge the requirement to consider Social Value within the heart of the Service and implement initiatives over the life of the contract that may generate self-sufficient and sustainable benefits to the local community, society and the economy, in particular the local economy, whilst minimising damage to the environment.
	Please state which of the GMCA Social Value requirements can be captured in addition to the requirements being purchased	<ul style="list-style-type: none"> <li>• Promote Employment &amp; Economic Sustainability</li> <li>• Raise the living standards of local residents</li> <li>• Promote Participation and Citizen Engagement</li> <li>• Build Capacity and sustainability of the voluntary and community Sector</li> <li>• Promote Equity and Fairness</li> </ul>
<b>Safe-guarding</b>	Are there any safeguarding implications connected with this new requirement? If Yes, please briefly explain	Providers will need to follow GM safeguarding policy and TMBC local policy
<b>Personnel (TUPE)</b>	Will TUPE apply to this new requirement?	Yes
	Is the new requirement currently carried out solely by a Supplier to the Council?	Yes
	Is the new requirement currently carried out solely by Council staff?	No
	Will there be any pension fund implications?	Some staff may be on NHS pensions from previous TUPE transfers
	If TUPE applies to this requirement, have you discussed with the Senior Responsible Officers for HR and Legal in accordance with CPR 5.2.2?	Yes –TUPE Information to Follow
	If TUPE applies, confirm that you have obtained the relevant details to include in the tender documents and attach them at Section 5, below	Tupe Information to Follow
<b>Data Protection</b>	Does the new requirement involve the recording, managing and/or processing of personal data?  If you answer <b>No</b> to this question, please ignore the remaining questions in this section. If you have answer <b>Yes</b> to this question, please complete the remaining questions in this section	Yes



	Please confirm that you have contacted your Information Governance Team and sought specific advice from them in respect of this requirement	Yes 20/3/19
	Are you in receipt of specific advice from your Information Governance Team which needs to be incorporated into the tender documents?. If <b>Yes</b> , please attach a copy at Section 5, below	Completion of DIPA as working document with information to follow at point of award once data processor is known.
	If you are not in receipt of specific advice, please confirm that you will fully address matters concerning the holding and/or processing of personal data during preparation of the tender documents, to ensure compliance with GDPR	
<b>Grant Funding</b>	Is the new requirement subject to any form of grant funding?	No
	If Yes, is the grant funding from an ERDF or other EU source?	
	If Yes, please confirm that you have a copy of the funding agreement and have attached it at Section 5, below	
<b>Specification</b>	Please confirm that you will be able to provide a detailed technical specification for the new requirement, inclusive of any technical/professional accreditations. If you already have a developed technical specification, attach a copy at Section 5, below	Yes to Follow

## Section 5 – Supporting Documentation

<b>Please embed or attach relevant documents required prior to submission of this PID to STAR Procurement</b>	
<b>Authority to procure</b> From Section 3	
<b>Key Decision</b> From Section 3	
<b>Other Councils collaboration agreement</b> From Section 3	
<b>Options Appraisal</b> From Section 4	
<b>TUPE Details</b> From Section 4	
<b>Data Protection Advice</b> From Section 4	
<b>Grant Funding Agreement</b> From Section 4	
<b>Technical Specification</b> From Section 4	
<b>Any Further/Additional Documentation</b> Please describe	


## Section 6 – Financial Information


(To be completed in conjunction with the Service Finance Manager and signature / agreement obtained prior to initial submission to STAR Procurement)

<b>Budget Allocation</b>	Revenue £	Capital £	Grant Funding £
<b>Budgetary Pressures</b>	Detail any budgetary pressures impacting this requirement	Current costs are at 2019/20 fees and charges Any funding going forward will need to include an inflationary uplift that takes into consideration NLW for 2020/21	
<b>Non-cashable Efficiencies</b>	Describe any non-cashable efficiencies expected to be gained	Providers will be evaluated on the most economically advantageous tender which will take into consideration both cost and quality elements of the submission	
<b>Targeted Financial Savings</b>	Total savings expected per FY	Year 1 £	Year 2 £
		Year 3 £	Year 4 £
<b>Existing Savings Proposals</b>	Connected savings proposals already in the Service plan	Year 1 £	Year 2 £
		Year 3 £	Year 4 £
<b>Savings Methodology</b>	State the methods identified for achieving savings (e.g. Efficiencies, Top-Slicing, Income Generation, Rebate, etc.)	Mini competition will require providers to submit cost and quality information that will be evaluated against the most economically advantageous tender.  Providers will be given the option to sign up to the oxygen scheme	
<b>Finance Manager Agreement</b>	Name	Electronic Signature	Date

## Section 7 – STAR Procurement Analysis of Requirements


Authorised Procurement Officer (APO) to complete

<b>Type of Contract</b>	Supplies, Services, Works, Concession, Light Touch Regime	Services	
<b>Targeted Additional Savings</b>	Over and above those identified in Section 6	Year 1 £	Year 2 £
		Year 3 £	Year 4 £
<b>Finance Risk Assessment</b>	Complete attached FRA (or delete and provide separate information)	 Financial Risk Assessment Form.doc	
<b>Requirements Risk Assessment</b>	Please detail any general risks identified and proposed mitigation		
<b>Collaboration</b>	Provide detail of other Services or Councils with like requirements		
	Provide details of collaboration opportunities		

	considered/agreed	
	Provide detail of co-termination of relevant contracts across those Services or Councils	
<b>Social Value</b>	Provided details of additional Social Value capable of being captured through this requirement	 Social Value Considerations Form.
	Explain how Social Value will be embedded in the resulting Contract (including KPIs)	Providers will be requested to demonstrate how they meet The Councils Social Value Principles as part of their submission which will be included as part of the contract for the awarded provider
<b>Health &amp; Safety</b>	Please detail the extent of H&S requirements to be considered during procurement in accordance with the H&S guidance provided by the STAR Councils H&S teams	Non
<b>Insurance</b>	Please detail the extent of insurance requirements to be included in the tender documentation	Employers Liability 10 million Public liability 5 million Fidelity guarantee insurance to cover loss of service users money or other possessions under the providers control against theft by staff
<b>Procurement Route</b>	Provide details of the route to market that you propose for this requirement, including reasons for this decision	GM framework
<b>Additional APO Documentation</b>	Attach here any additional documentation that you consider to be relevant	Non

## Section 8 – Approvals/Sign-off

By signing the below, I confirm that I have familiarised myself with the requirements of the CPRs and understand what is expected of me in respect of procuring this new requirement. I also confirm that I have read and understood the risks and recommendations identified in this PID. I acknowledge that my signature below will give approval to STAR Procurement to proceed with the procurement of this new requirement, including the issue of tender documentation on behalf of the Council, subject to any outstanding Key Decision or other Executive Approval required.

<b>ASO</b>	Name Denise Buckley	Electronic Signature 	Date 26 March 2019
<b>APO</b>	Name	Electronic Signature	Date
<b>APO Line Manager</b>	Name	Electronic Signature	Date

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**Section 9 - Post Tender Award Report**

<b>Award Report</b>	Attach here the fully signed Award Report upon completion of the tender process	
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