
Contract Award for Pelham House - Supported Living Service for Adults with a Learning Disability

Committee considering report:	Executive
Date of Committee:	24 March 2022
Portfolio Member:	Councillor Jo Stewart
Date Portfolio Member agreed report:	31 December 2021
Report Author:	Rebecca Braithwaite
Forward Plan Ref:	EX4169

1 Purpose of the Report

The purpose of this report is to inform Executive of the tender process and seek delegated authority to award the contract.

2 Recommendation

It is recommended that Executive resolves to award this contract to the successful bidder as per the agreed process for the procurement of a contract of this value.

3 Implications and Impact Assessment

Implication	Commentary
Financial:	There is a risk of pressure for ASC budgets, of which they are aware and have been involved in these discussions and are aware of the budget pressures. A 1.5% annual inflationary increase has been built in as part of the contract.
Human Resource:	TUPE data submitted by incumbent provider.

Contract Award for Pelham House - Supported Living Service for Adults with a Learning Disability

Legal:	<p>Tendering in line with Public-sector procurement regulations, tender has been published on Find a Tender as this tender value is over the threshold.</p> <p>These services are provided for service users usually as a result of their needs having been assessed under the Care Act 2014. Where this is the case, there is a legal duty to provide services identified as part of an individual's care and support plan.</p> <p>Due regard also needs to be given to the Mental Capacity Act 2005 in relation to those individuals who lack capacity to make decisions regarding their care and support.</p>			
Risk Management:	<p>Good communication with providers prior to tender going live to gain market appetite.</p> <p>Risks are reduced by using a spot purchase only model so WBC are only required to pay for the support hours that are provided.</p>			
Property:	<p>Ongoing use of the property which is owned by A2 Dominion. The successful Provider will enter into a Service Level Agreement with the Housing Provider and contract directly with one another. WBC are not liable for any part of the rental/maintenance aspect of the agreement.</p>			
Policy:	<p>The proposal does not include any significant deviations from the policy.</p>			
	Positive	Neutral	Negative	Commentary
Equalities Impact:		x		
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?	x			<p>Contract provides care and support for adults with learning disabilities as well as physical disabilities. Contract provides care and support within the service as well as helping service users access the local community.</p>

B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		x		
Environmental Impact:		x		
Health Impact:		x		
ICT Impact:		X		
Digital Services Impact:		X		
Council Strategy Priorities:		x		
Core Business:		X		
Data Impact:		X		
Consultation and Engagement:	Service users, families, external providers, ASC, Legal, Finance			

4 Executive Summary

Following consideration of all of the options and their relative benefits and risks, and in line with the WBC Contract Rules of Procedure approvals requirements for the procurement of a contract of this value this report seeks delegated authority to award the contract from Executive.

5 Supporting Information

5.1 Introduction

Pelham House is a specialist provision for adults with a learning disability, the specialist accommodation is also fully accessible so many of the service users supported within the service also have physical needs. The contract has just been re-tendered due to the current contract coming to an end. The contract will be for 5 + 2 years, the same as the current contract.

5.2 Background

Pelham House can support 16 service users, there are two 3 bedroom flats on the ground floor and a further 10 single bedroom flats on the first and second floors. There are currently 15 service users supported at the service, all of which are commissioned by West Berkshire Council. There are currently 980 hours of support provided per week, plus night time support of 136.5 hours per week.

5.3 Advertisement

The tender was advertised on the In-tend e-procurement portal as an open tender process. The advertisement was also published on Contracts Finder as well as Find a Tender Service (FTS).

5.4 Selection/Award Criteria

The tenders have been evaluated using the below breakdown:

50% price

40% quality

10% social value

5.5 Pricing Strategy

No guide rate was used as part of the re-tender as this has worked well previously and providers have submitted competitive prices. Providers were required to submit one price for an hourly rate during waking hours and one price submitted for a waking night (per night).

6 Other options considered

- Do nothing – this would leave multiple vulnerable adults without the care and support they require and would also put them at risk of being homeless. This is a statutory provision.
- Contract extension – the current contract has already been extended so there is no provision to extend the contract further.
- Re-tender a block contract – this would be a bigger financial risk to WBC as we would be liable for a set number of hours which might not always be used.
- In-house provision – this service would not fit with an existing in-house service provision. External providers should have greater resources to call on to provide flexibility should sickness/leave/demand require this.

7 Conclusion

This paper is to inform Executive of the tender process and to seek delegated authority to award the contract. It is recommended that Executive agree to award the contract to the

successful bidder. This is in line with the WBC Contract Rules of Procedure approvals requirements and the agreed process for the procurement of a contract of this value.

8 Appendices

Appendix A – Equalities Impact Assessment

Background Papers:

Procurement Strategy

Subject to Call-In:

Yes: No:

- The item is due to be referred to Council for final approval
- Delays in implementation could have serious financial implications for the Council
- Delays in implementation could compromise the Council's position
- Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months
- Item is Urgent Key Decision
- Report is to note only

Officer details:

Name: Rebecca Braithwaite
Job Title: Commissioning Officer
Tel No: 01635 519166
E-mail: Rebecca.braithwaite@westberks.gov.uk

Document Control

DocumentRef:		Date Created:	
Version:		Date Modified:	
Author:			
Owning Service			

Change History

Version	Date	Description	Change ID
1			
2			

Appendix A

Equality Impact Assessment (EqIA) - Stage One

What is the proposed decision that you are asking the Executive to make:	This paper seeks to inform Executive of the tender process and seek delegated authority to award the contract.
Summary of relevant legislation:	The Care Act 2014 Mental Capacity Act 2005 Equality Act 2010
Does the proposed decision conflict with any of the Council's priorities for improvement? <ul style="list-style-type: none"> • Ensure our vulnerable children and adults achieve better outcomes • Support everyone to reach their full potential • Support businesses to start develop and thrive in West Berkshire • Develop local infrastructure including housing to support and grow the local economy Maintain a green district • Ensure sustainable services through innovation and partnerships 	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please indicate which priority and provide an explanation
Name of Budget Holder:	Paul Coe
Name of Service/Directorate:	Adult Social Care
Name of assessor:	Rebecca Braithwaite
Date of assessment:	24 th January 2022
Version and release date (if applicable):	

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Service	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?

Contract Award for Pelham House - Supported Living Service for Adults with a Learning Disability

Aims:	To inform Executive of the procurement of the Pelham House supported living service.
Objectives:	Service provision.
Outcomes:	Supplier award.
Benefits:	Care delivered in line with expectations.

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this?

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)

Group Affected	What might be the effect?	Information to support this
Age	Positive – service supports service users with a wide range of ages	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Disability	Positive - Improved support and wellbeing for service users being supported under this contract.	Contract monitoring, KPI data and meetings. Consultation taken place as part of procurement with service users, providers.
Gender Reassignment	There is no change to the proposed service model	
Marriage and Civil Partnership	There is no change to the proposed service model	
Pregnancy and Maternity	There is no change to the proposed service model	
Race	There is no change to the proposed service model	
Religion or Belief	There is no change to the proposed service model	
Sex	There is no change to the proposed service model	
Sexual Orientation	There is no change to the proposed service model	
Further Comments:		
N/A		

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>Please provide an explanation for your answer: Not as the report stands. However, in the event the officer's recommendation is not followed, re-consideration under the Equality Act 2010 will likely be required.</p>	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<p>Please provide an explanation for your answer: As above</p>	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a EqlA 2.

If an EqlA 2 is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: Rebecca Braithwaite

Date: 24/01/22

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website.