
Berkshire Community Equipment Service Contract Award – Supporting Information

1. Introduction/Background

- 1.1 The current 5 year contract for Berkshire Community Equipment Service expires on 31st March 2017.
- 1.2 The contract is for the supply of community equipment to the population of Berkshire on behalf of the 6 Berkshire Unitary Authorities and the 7 Berkshire Clinical Commissioning Groups under a S75 (NHS Act 2006) partnership whereby West Berkshire Council is the Lead Authority on behalf of the partners.
- 1.3 The service provides a wide range of community equipment for health and social care clients, preventing hospital admission, facilitating discharge and maintaining people in their own homes.
- 1.4 The S75 partners, both strategic and operational, have worked collaboratively to create the new service specification and this has included client consultation.
- 1.5 The contract operates in such a way that each partner organisation can order equipment to be installed by the service provider and is only charged for this usage. There is no provider retaining fee or block contract payment. All costs are based on actuals. This means that expenditure is completely in the control of each respective partner to the S75 and how they wish to operate their budgets.
- 1.6 West Berkshire Council is the Lead Authority under the S75 agreement and receives a management fee from the other partners to carry out this role, which includes this tender as well as contract management, budget forecasting and monitoring of spend. West Berkshire Council invoices each partner quarterly in advance for this charge and for the service usage.
- 1.7 The tender exercise itself has involved all the partner organisations as evaluators and it has followed a rigorous process evaluating both price and quality/technical capability.

2. Supporting Information

- 2.1 The Berkshire Community Equipment Service S75 Partnership represents a cohesive and strong example of joint working across health and social care organisations in Berkshire. The partnership came together in its current format in 2012 following Government guidance encouraging the creation of integrated community equipment services (ICES) in order to achieve economies of scale in terms of equipment provision.

- 2.2 The service provides not only the supply of equipment but also installation, collection, recycling, maintenance and servicing as well as support for prescribers in the form of training in equipment.
- 2.3 The service is for the whole population of Berkshire, both clients and carers, children and adults, and also works closely with hospitals in neighbouring counties where clients may be patients who are returning to their homes in Berkshire. It also offers retail options and advice for clients who may wish to access equipment as self funders rather than through the statutory route.
- 2.4 The equipment itself is wide ranging including items such as simple aids to daily living, eg walking frames, raised toilet seats and grab rails, through to more complex items such as hoists, patient turners and dynamic mattresses. It also offers a well established range of assistive technology and sensory needs devices.
- 2.5 Equipment is ordered by qualified prescribers (such as Occupational Therapists, Community Nurses etc) following an assessment of a client's need. The order is then fulfilled by the service provider who will contact the client to arrange delivery and installation at a convenient time. Likewise a similar process is followed when the client no longer needs the equipment, it is collected and the recycling process begins.
- 2.6 The service provider holds a range of 'core stock' items which are those items the partners have agreed they want to be on the shelf as part of the equipment available to order. All such equipment attracts recycling credits once it has been through the recycling process and is back on the shelf. This has the effect of reducing spend dramatically as can be seen in the figures illustrated below, as well as being environmentally beneficial.
- 2.7 The information below illustrates the scale of the service. The figures represent a single year of service delivery (2015/16) and demonstrate that the service offers a value for money option in terms of maintaining people in their own homes.
- 2.8 15,580 individual clients in Berkshire received equipment from BCES (*more people than receive any other single provider service in Berkshire in health and social care and a 3% increase on the previous year*)
- 2.9 94,285 items of equipment were delivered (*an increase 7% (6000 items) from the previous year*)
- 2.10 11,667 clients had equipment collected and as a result 69,966 items were recycled (*an increase of 5% from the previous year*)
- 2.11 Average number of items delivered per client – 6
- 2.12 1332 unique prescribers across all partner organisations ordered equipment throughout the year using the online ordering system

3. Options for Consideration

- 3.1 The current contract has been in place for 5 years and both the length of the contract and the value over the contract period means that a compliant procurement process using the Open Procedure as defined within the Public Contracts Regulations (2015) was the most appropriate procurement strategy to ensure service continuity and a new contract awarded for a further 5 years.
- 3.2 Economies of scale, and government guidance in terms of providing an integrated community equipment service, mean that this service is most cost effectively delivered as a single shared service and therefore it is not feasible to bring it in-house. The service is shared between the 13 S75 partners in Berkshire and is centrally located at a depot in Theale covering the whole county.

4. Proposals

The Executive Board notes the intention to award the contract for Berkshire Community Equipment Service to the winning bidder as identified through the tender evaluation process to commence on 1st April 2017.

5. Consultation and Engagement

- Strategic and Operational Representatives from the 6 Berkshire Unitary Authorities and the 7 Clinical Commissioning Groups
- Berkshire Community Equipment Service Users
- Shiraz Sheikh – WBC Solicitor
- Mike Sullivan – WBC Procurement
- Cynthia Salami – WBC Solicitor
- Karen Felgate – Service Manager, Contracts, Commissioning & Systems

Subject to Call-In:

Yes: ☐ No: ☒

The item is due to be referred to Council for final approval	<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council	<input checked="" type="checkbox"/>
Delays in implementation could compromise the Council's position	<input checked="" type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months	<input type="checkbox"/>
Item is Urgent Key Decision	<input type="checkbox"/>
Report is to note only	<input checked="" type="checkbox"/>

Strategic Aims and PrioritiesSupported:

The proposals will help achieve the following Council Strategy aims:

- ☒ **P&S – Protect and support those who need it**
- ☒ **MEC – Become an even more effective Council**

The proposals contained in this report will help to achieve the following Council Strategy priorities:

- ☒ **P&S1 – Good at safeguarding children and vulnerable adults**

-
- ☒ **HQL1 – Support communities to do more to help themselves**
☒ **MEC1 – Become an even more effective Council**
-

Officer details:

Name: Trish Guest
Job Title: Commissioner (BCES)
Tel No: 01635 503141
E-mail Address: trish.guest@westberks.gov.uk

Appendix B

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity.

Please complete the following questions to determine whether a Stage 2, Equality Impact Assessment is required.

Name of policy, strategy or function:	Award of contract for Berkshire Community Equipment Service
Version and release date of item (if applicable):	Contract to commence 1/4/17
Owner of item being assessed:	Trish Guest, Commissioner (BCES)
Name of assessor:	Trish Guest, Commissioner (BCES)
Date of assessment:	27/06/16

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	Yes		

1. What are the main aims, objectives and intended outcomes of the policy, strategy function or service and who is likely to benefit from it?	
Aims:	<p>To deliver a community equipment service to the population of Berkshire on behalf of the 6 Berkshire Unitary Authorities and the 7 Berkshire Clinical Commissioning Groups.</p> <p>The service covers anyone who lives in Berkshire who has been identified either by a health or social care professional as having a need for some type of community equipment. There is no barrier to who receives the equipment and there is no charge for it to the client – the only stipulation is that they live in Berkshire and have an assessed need.</p>
Objectives:	<p>To provide a comprehensive equipment service for the delivery, installation, maintenance and recycling of community equipment to people who have an assessed need. The service stretches across both social care and health clients and the whole county of Berkshire. Equipment will be prescribed by a health or social care</p>

	<p>prescriber specifically to meet the need of that client. The service provider will then deliver and install the equipment and demonstrate it to the client, this may be done in conjunction with the health or social care professional if required for more complex items.</p> <p>The service will also provide an option for self funders who wish to purchase equipment themselves or arrange for a private assessment, thereby not requiring the local authority or health to be involved.</p> <p>The equipment provided covers a wide range of needs from simple daily living aids such as commodes, walking frames etc to more complex items such as hoists, pressure care mattresses, risers, recliner chairs, as well as assistive technology devices.</p>
Outcomes:	<p>Timely delivery and installation of equipment to clients as prescribed by health and social care professionals and collection when no longer needed.</p> <p>Clients are enabled to remain in their own homes with the aid of the provided equipment, perhaps alongside other services they may be receiving or simply with the use of the equipment itself.</p> <p>To enable the population of Berkshire to purchase equipment directly if they wish and receive appropriate advice about the best equipment for their needs.</p>
Benefits:	<p>Enables people to remain living independently in their own homes and to manage their own conditions in some cases. It also compliments the delivery of other services and may reduce the need for some.</p> <p>It is a relatively low cost service, but equipment can provide a significantly beneficial impact on people's lives.</p> <p>Broad range of equipment available to meet different needs. The core list of equipment is reviewed continually to ensure it is fit for purpose and remains dynamic and responsive.</p>

2. Note which groups may be affected by the policy, strategy, function or service. Consider how they may be affected, whether it is 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
Anyone who lives in	Benefits from the provision of the equipment into their homes	This is a retendering of an existing 5 year contract which

<p>Berkshire who has an assessed health or social care need for equipment (or their carers) or who wishes to purchase it directly if they choose. This includes both adults and children and there are no age restrictions. This also extends to self funders who wish to receive a service directly without the need for social care or health intervention.</p>	<p>on a loan basis to enable them to maintain independence through the use of daily living aids, assistive technology and complex equipment.</p> <p>The equipment can also be provided in other locations outside the home for example in a school or work setting where it can be used to support them or their carers.</p> <p>It also supports carers who can benefit indirectly from the provision of the equipment, for example assistive technology which can alert carers to respond when needed, thus providing peace of mind</p>	<p>is well established and which reaches a wide section of the Berkshire population.</p> <p>There are no barriers to who receives it, the only criteria is that they have a social care or health assessed need. In the last financial year over 15,000 unique individuals have received equipment in Berkshire – approximately 90,000 different items of equipment were issued</p> <p>The service provider is required to ensure it meets the Council's Equalities Standards as a minimum. This is a stipulation of the contract and it is monitored monthly by the Council's officers as well as at quarterly contract review meetings.</p> <p>The demographic information about who is receiving the service is shared monthly with all partners who have been prescribing equipment so they can themselves then also monitor who they have been prescribing for.</p> <p>BCES is overseen by a Steering Group made up of all the partner organisations and the Steering Group oversee and drive the strategic direction of the service – this also ensures that the service is adhering to the principles.</p>
Further Comments relating to the item:		

3. Result	
Are there any aspects of the policy, strategy, function or service, including how it is delivered or accessed, that could contribute to inequality?	No
The service is open to anyone with an assessed need and therefore there are no barriers to who can receive equipment. The only stipulation is that they are a Berkshire resident with an assessed need or a self funding Berkshire resident.	
Will the policy, strategy, function or service have an adverse impact upon the lives of people, including employees and service users?	No
The service is aimed at improving and supporting people with an assessed need and therefore has no adverse impact. Assessments are carried out by social care and health professionals to ensure the equipment provided is appropriate to meet those needs.	

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 Stage 2 Equality Impact Assessment.

If a Stage Two Equality Impact Assessment 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 Equality Impact Assessment guidance and Stage Two template.

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name:

Date:

Please now forward this completed form to Rachel Craggs, the Principal Policy Officer (Equality and Diversity) for publication on the WBC website.