



In accordance with the Procurement and Contracts Rules and Procedures (PCRP) (see section 3.1.1): a formal business case is required for any procurement with a total value above £50,000. The level of approval required for the Business Case depends on the type of procurement and total ascertainable value of the contract, as indicated in the table below:

1. Level of Approval

State “YES” in the applicable box at either Level 1 or Level 2:

Type of Procurement	Level 1		Level 2	
	Assistant Director & Director	“Yes”	Assistant Director, Director & Executive Approval	“Yes”
Goods and Services	£50k – £500k		> £500k	Yes
Schedule 3 Services	£50k – £615k		> £615k	
Works	£50k – £4,551k		> £4,551k	

NOTE: Executive meetings (Level 2) are held each month but the submission of papers is strictly controlled, resulting in a cycle of at least 6-weeks – speak to Democratic Services for assistance.

2. Project Information

Project / Contract Title	The Healthy Child Programme
Project / Contract Description	Re-procurement of the mandated Healthy Child Programme (Health visiting and school nursing service).
Expected Start Date & Duration (months)	New contract start date: 01/04/2022 Initial term of 36 months (3 years).
Any Extension/s Allowed (months) (e.g.: 1 x 24m / 1 x 12m + 1 x 12m)	It is anticipated that the contract will have a number of options to extend. This is likely to be on a 12 month basis.
Total Ascertainable Value	£1,937,612 per annum
Procurement Procedure (Open, Restricted, other agreed procedure)	Open procedure
If not an Open or Restricted procedure, has it been approved by Procurement? (state “Yes”, “No” or “Not Applicable”)	Not applicable
Budget Available (please state the value)	Up to £1.94m per annum
Source of Funding (revenue or capital or specified other)	Revenue
Any specific comments or notes associated with the budget	Ring fenced Public Health Grant

3. Project Justification

Link to Service or Corporate Objectives:

One of the statutory duties of the Local Authorities for children is the commissioning of the Healthy Child Programme. The Healthy Child Programme is an evidence-based programme of best practice which incorporates –

- **Health Visiting:** supporting children from 0-5 years and their families, providing antenatal and postnatal support, encouraging the development of healthy lifestyles, safeguarding and protecting children
- **School Nursing:** working across education and health, providing a link between school, home and the community. Supporting Mental Health in Schools, reducing childhood obesity and providing sexual health support and guidance.

The Healthy Child Programme is a universal programme available to all children and aims to ensure that every child gets the good start they need to lay the foundations of a healthy life. This includes safeguarding children and working to promote health and development.

The service will be aligned to Wokingham Borough Council's Wellbeing Board priorities, the Children & Young People's plan and the Council Plan.

Project Specific Objectives, Appraisal of Options and Project Timetable:

The health visiting service and the school nursing service are currently provided across Wokingham Borough Council under two separate contracts with the same provider, Berkshire Healthcare Foundation Trust. Both contracts were due to expire on 31st March 2021 however approval was given to extend in light of the pandemic. The current contract will end 31st March 2022. The quality of the services is good, the provider is an NHS Trust body and have demonstrated the necessary background, experience and resource to manage this type of service at the required standard.

Wokingham's procurement strategy:

- The service specification will contain both mandated parts of the service, and an extension to the service based on the needs of Wokingham children and families.
- The outcome of the procurement will be a contract award to a single provider: Wokingham will have service level agreement and control of ongoing service monitoring for their area.
- Wokingham will set their own local Key Performance and Quality Indicators as part of their contract with the provider and subsequently manage the contract through quarterly contract and performance review meetings.
- This contract management will be governed by the Children's Services and Public Health Working Group which has representation from both services and strategy and commissioning.
- The term of the contract will be for an initial term of 3 years, over which all prices will be fixed. There will be a number of options to extend the contract.

The following two options have been considered. We are strongly recommending Option 1 as set out in the Executive Report

Option 1 – Procure Wokingham Healthy Child Programme alongside West Berkshire and Reading	
<p>Benefits</p> <ul style="list-style-type: none"> • Combined purchasing power. • Opportunity to contract at scale and increase competitive bids. • Opportunity to attract a larger provider with resilience. • All three local authorities have the same provider which aligns better with the wider health system (for example midwives/GPs will only have one health visiting service to liaise with rather than current three separate services). • Aligns with discussions around Adverse Childhood Experiences and Trauma Informed Communities. • Supports the local Berkshire West Safeguarding Children Partnership 	<p>Risks & Mitigations</p> <ul style="list-style-type: none"> • Procurement timeline. The procurement timeline will be led and co-ordinated by a team made of representatives from each LA, experienced in public health commissioning. There will be key dates and decision which will need to be made in order for the procurement timetable to remain aligned. • Lack of unified agreement on a single provider between the Authorities at provider bid assessment. Tendering alongside the other LAs should result in bids which promote the synergy of delivering across wider system. • Risk that the service is awarded to a provider who is unable to deliver on service specification for Wokingham. This will be managed through contract monitoring and management procedures.
Option 2 – Procure Healthy Child Programme as Wokingham Borough Council independently	
<p>Benefits</p> <ul style="list-style-type: none"> • There are no additional benefits of taking this approach in comparison to option 1. 	<p>Risks & Mitigations</p> <ul style="list-style-type: none"> • Tendering with smaller budget with risk of low number of bidders and poorer quality. • Wokingham may have a different provider to Reading and West Berks. This would negatively impact on wider systems and partners and health pathways for our local children and their families. • Reduced resilience within our service. • Additional local resource would be required for the administration of the contract.

Cost Benefit Analysis:

The service will make a major contribution towards improved health and wellbeing of our children and their families. There will be a clear focus on achieving key outcomes aligned to our Health and Wellbeing priorities and the Children & Young People’s plan.

Contract Management:

The WBC internal Children’s Services and Public Health Working Group will be responsible for monitoring of the contract on a quarterly basis and report into the Children’s Services Getting to Good Board. There will be an annual break clause in the contract should Wokingham determine that the service is unsatisfactory.

The service specification, which forms part of the contract, will contain locally agreed Key Performance Indicators (KPIs) that will be monitored by the local commissioner at the quarterly contract management and performance review meetings. KPIs can include staffing levels, partnership working, customer satisfaction and other indicators which will ensure that Wokingham maintains high levels of safe service to our children and their families.

4. Approval

Level 1

<i>Position</i>	<i>Department / Directorate</i>	<i>Name</i>	<i>Signature</i>
Head of Public Health	Adult Social Care/Children's Services	Ingrid Slade	
Director	Children's Services	Carol Cammiss	

Level 2

<i>Date of Executive meeting / approval</i>
Executive Approval