



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, Level 2 or Level 3:

Type of Procurement	Level 1		Level 2		Level 3	
	Assistant Director & Director Approval		Executive Approval		Full Council Approval	
Goods and Services	£50k – £500k		> £500k	YES	Annual Value >£5m or TAV >£25m (if capital >£15m)	
Schedule 3 Services	£50k – £663k		> £663k			
Works	£50k – £4,733k		> £4,733k			

**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.

Full Council meetings (Level 3) are held every second month and submission of papers is controlled as per Executive meetings – speak to Democratic Services for assistance.

**2. Project Information**

<b>Project / Contract Title</b>	<b>Procurement of Voluntary, Community and Faith Sector (VCFS) prevention services</b>
<b>Project / Contract Description</b>	<p>The project scope covers a range of prevention services for adults, delivered by the VCFS in Wokingham, which have a shared objective to prevent, reduce and delay the need for formal care and support.</p> <p>The scope includes all current contracts which come under this aim within the ASC budget, and also some new work which will be commissioned to meet gaps in provision, identified via needs analysis.</p> <p>There are currently 22 VCS organisations providing 30 contracted adult prevention services</p> <p>It is proposed that services with an annual cost of under £200k are commissioned as grants, while anything over this amount is commissioned as a contract. Grants allow flexibility for the sector to innovate to meet outcomes while using a contract for larger services allows proportionately greater control by the council</p>
<b>Expected Start Date &amp; Duration (months)</b>	1 <sup>st</sup> April 2022, 36 months
<b>Any Extension/s Allowed (months)</b> <i>(e.g.: 1 x 24m / 1 x 12m + 1 x 12m)</i>	1 x 12m + 1 x 12m

<b>Total Ascertainable Value</b>	<p>The Total Ascertainable Value of the budget over the full 5 year potential period of these grants/contract for these services is £10.5m (Up to £2.1m pa). The largest contract will be for £1.5m TAV, the majority will be for grants ranging between £7,500- and £750,000 TAV</p> <p>Any inflation added to the framework will be agreed annually as part of the Medium Term Financial Planning process (MTFP)</p>
<b>Procurement Advice</b> <i>Provide a short summary of the advice or attach/append any written advice you have obtained, including the type of procedure, Brexit considerations and if the BC is for setting up of DPS or framework agreement.</i>	<p>This procurement will deliver high quality prevention services for adults with a variety of needs, and is aimed at VCFS organisations due to the quality and understanding of the service they provide. It is proposed that the range of services with an individual value below £200k are awarded through a competitive grants process and those with a value above £200k are awarded as contracts through a tender process.</p>
<b>Finance Advice</b> <i>Confirm budget availability and add any comments relevant to the budget.</i>	<p>Funding will come from existing budgets, which includes money from the Better Care Fund and Public Health, as well as approved council revenue budgets .</p>
<b>Source of Funding</b> <i>(revenue or capital or specified other)</i>	<p>Revenue</p>
<b>If procurement is for software, specify outcome of your consultation with IMT and/or Business Change</b>	<p>NA</p>

### 3. Project Justification

#### **Link to Service or Corporate Objectives:**

This project supports the Corporate Delivery Plan priorities of Safe, Strong Communities, Enriching Lives and Be the Best We Can Be:

**Safe, Strong Communities:** The project will ensure that residents are offered high quality support within their community at the right time, to reduce the need for formal statutory care and support. The project also aims to improve connectivity and community cohesion, so that neighbourhoods flourish and people not only experience enhanced health and wellbeing, but also feel confident that they know what is on offer within their communities throughout the Borough. This builds on the community response to the Covid pandemic by ensuring a range of good quality, sustainable voluntary, community and faith sector services that work together to support vulnerable people and their carers across the borough.

**Enriching Lives:** The project includes services specifically designed to tackle loneliness and social isolation, with a strong sense of the importance of good mental health, reducing poverty and empowering people and communities to greater health and independence. Support for carers enables them to maintain their own well-being while looking after loved ones.

**Be the Best we can Be:** The project's commissioning is designed specifically to ensure a strong VCFS in Wokingham, with a mixture of grants and contracts to best deliver the types of service that our residents have told us they need. The contract and grant specifications, management and reporting is designed so that we get the information we need to ensure success, while being proportionate to the capacity of the partner. The grants are aimed at VCFS services with experience of working locally so that we can continue to support the sector, which we know combines high quality services and good value for money with an excellent understanding of the specific needs of Wokingham residents. Within this project we will also

include business development aims for the VCFS organisations, supporting them to seek out additional funding and thus become more financially resilient.

An Equalities Impact Statement completed for this project, shows the positive impact on communities that need more focus, including BAME and older people with dementia and their carers. Social value will be supported in that locally-based organisations offer jobs and opportunities to local people within the Borough. Sustainability is covered within the support to increase financial resilience, and organisations delivering services will be asked to take account of the WBC Climate Emergency report, demonstrating their commitment to halting the climate crisis.

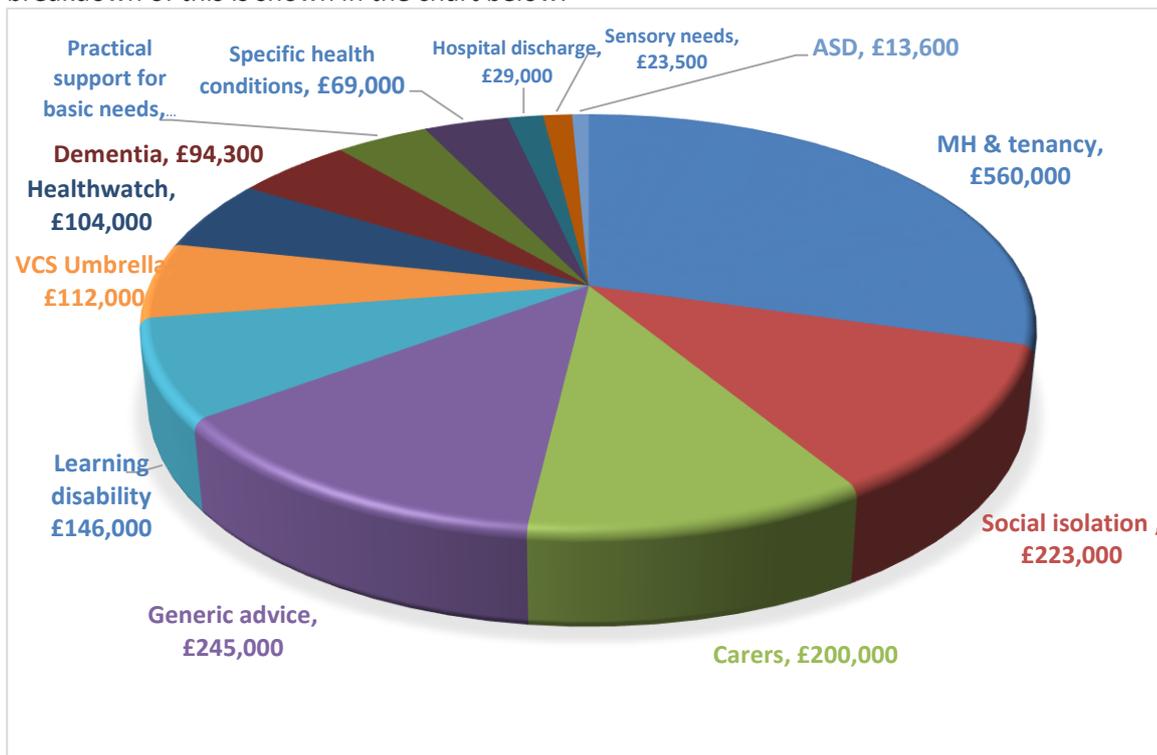
**Project Specific Objectives, Appraisal of Options and Project Timetable:**

**Objectives**

In line with the Adult Social Care Strategy 2020-25 and the Voluntary and Community Sector Strategy 2020-25, the objective is to prevent, reduce and delay the need for formal care and support among Wokingham’s adult population, which ensuring value for money in services delivered.

**Current Adult Services Prevention Offer**

Currently, prevention services delivered by the VCS account for approx. £1.8m of annual spend, a breakdown of this is shown in the chart below:



The current services and their contract value are shown in Appendix 1– it is proposed that these services are retained with clearer specification of outcomes including support for carers and reflecting the increasing diversity of the population. This would be monitored through regular Key Performance Indicators over the life of the grant/contract.

## Identified gaps and developing the Prevention Offer

A VCFS gap analysis was conducted by commissioners in Spring 2021. This took the form of interviews and discussions with a range of stakeholders, including frontline service delivery teams, VCS services and service users, carers and NHS partner organisations. The analysis identified the following:

- Poor geographic access to services for some areas – existing community transport options may be seen as expensive and have gaps in areas and times covered
- Mental Health – earlier preventative and / or long-term support needed – for groups that are unlikely to seek help themselves. This is starting to be addressed through the new MH Prevention Service delivered by Oxfordshire MIND.
- Inequalities in access to health care and outcomes including BAME communities
- Practical support for vulnerable people to stay in their own homes like low level household and garden maintenance jobs
- Support for people aged 65+ with dementia and their carers

The MTFP has budget to enhance the prevention offer. £280k of additional funding will be invested in the VCS through this procurement to tackle the emerging priorities currently in design stage.

## Proposal for Procurement :

### 1. Commissioning via a competitive grant process for services under £200k pa

The National Audit Office advises that Grants can be used for a public body to fund a third sector organisation (TSO) for activity that is in line with one or more of the public body's objectives.

<https://www.nao.org.uk/successful-commissioning/sourcing-providers/when-can-i-use-grant/>

The constitution says, under section 13 Procurement & Contract Rules and Procedures, subsection 3:

*Grants should be assessed on a case by case basis. The Glossary contains a definition*

*a) Where the money is given simply to carry out works or services from which the Council derives no direct benefit this is probably satisfactory and can be considered a grant.*

*b) Grants given to benefit the local community and to achieve better financial outcomes should be considered in line with Council priorities, although, where money is given and the Council receives a benefit intended to be enforceable in return then this is a contract and must follow Procurement rules.*

In this case there is no direct benefit to the Council as this funding is for VCFS organisations working for community well-being benefit, intended for people mostly ineligible for statutory services.

This option would be conducted via the issue of a prospectus of available grants, available to VCFS organisations with knowledge and experience of the borough being given an open opportunity to bid alone or in partnership. This would encourage and consolidate a thriving, sustainable local market for prevention services in Wokingham, by commissioning locally based organisations to meet specific need. All but two of the services under discussion would be suitable for grant funding; those that are funded at more than £200k pa would be procured as contracts due to the amount of public money involved and the need to ensure competitive open tender. **This is the recommended option.**

The current cohort of contracts expires on 31<sup>st</sup> March 2022, therefore a bidding process is planned for October 2021 to allow for evaluation and implementation time, so that new contracts can start on 1<sup>st</sup> April 2022. A provisional timetable of major milestones is below:

Key Milestone/Priority area	Due date
CLT	24th Aug
WIP LB	Aug/Sept
Executive meeting	30th Sept
Issue Invitation to Tender	4th October
Return of Tenders	12th November
Evaluation of tenders	17th Dec
Intention to award letters	w/c 20 <sup>th</sup> Dec
Contract Award	10th Jan 2022
Providers mobilisation and any TUPE arrangements	Jan-March2022
Start of new contract	1st April 2022

### **Cost Benefit Analysis:**

Investing in prevention is part of the strategy to reduce costs using demand management. These services currently manage demand by preventing, reducing and delaying the need for statutory home care, residential and nursing care. The additional investment will enhance this.

### **Contract Management:**

Contract management will be proportionate and meaningful, using the People Commissioning Contract Management Framework as a structure. KPIs and monitoring documents will be held on Atamis, the contracts database, and managed within the People Commissioning team by their dedicated Contracts Officer and Commissioning Specialists.

### **2. Approval**

**Note: If Level-2 or 3 approval is required, the document should be signed by Assistant Director and Director at Level-1 first, and then presented to the Executive (and Full Council where appropriate) for final approval.**

#### **Level 1**

<i>Position</i>	<i>Name</i>	<i>Department</i>	<i>Signature</i>
Assistant Director	Martin Sloan	ASC	
Director	Matt Pope	ASC	

#### **Level 2**

**NOTE: Level 1 approval must be completed first.**

**Please state the date of the relevant Executive meeting or Individual Executive Member Decision at which the Business Case has been approved.**

	<i>Date of Executive meeting / approval</i>	<i>Item No</i>
Executive Approval	30 <sup>th</sup> September	

**Level 3**

**NOTE: Level 1 and 2 approval must be completed first. Please state the date of the relevant Full Council meeting at which the Business Case has been approved.**

	<i>Date of Full Council meeting / approval</i>	<i>Item No</i>
<b>Full Council Approval</b>	<b>Not Applicable</b>	