

**To: Finance, Resources and Customer Services Policy Board**

**On: 1<sup>st</sup> September 2021**

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**Report by: Joint Report by the Chief Executive and the Chief Officer  
Renfrewshire Health and Social Care Partnership and the Director  
of Children's Services**

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**Heading: Provision of a Carers Centre  
(RC-CPU-21-109)**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a contract to Renfrewshire Carers Centre for the provision of a Carers Centre.
  - 1.2 This procurement exercise has been conducted in accordance with Section 12 of the Procurement Reform (Scotland) Act 2014 (as amended) and Regulation 6 of the Procurement (Scotland) Regulations 2016 for a Regulated Contract for Health and Social Care Services and Standing Order 14 of the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy for this contract was approved by the Strategic Commercial and Procurement Manager and the Head of Strategic Planning and Health Improvement, Renfrewshire Health and Social Care Partnership.
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**2. Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance:
- 2.1.1 To award the Contract for the Provision of a Carers Centre to Renfrewshire Carers Centre;
  - 2.1.2 To award the Contract for one (1) year from 1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2022; and
  - 2.1.3 To award the Contract up to a maximum value of £523,783.58 excluding VAT for the entire contract period.
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### 3. **Background**

- 3.1 The service will provide a range of support for carers with an aim to support them in their caring role and provide opportunities to have a life outside of their caring responsibilities.
- 3.2 The service will support the Council and Renfrewshire Health and Social Care Partnership to meet its duties under the Carers (Scotland) Act 2016, specifically the duties relating to Adult Carer Support Plans and Information. Renfrewshire Carers Centre will also provide support to young carers as part of this contract.
- 3.3 The Head of Policy and Commissioning (HOPAC) approved the procedure for procurement of a negotiated contract without competition in accordance with the Council's Standing Orders Relating to Contracts order 14. (Negotiated contract without competition) for a contract made under Section 12 of the Procurement Reform (Scotland) Act 2014 (as amended) and Regulation 6 of the Procurement (Scotland) Regulations 2016 for a Regulated Health and Social Care Service.
- 3.4 This Invitation to tender was issued to Renfrewshire Carers Centre via the Public Contract Scotland Tender portal on 2<sup>nd</sup> July 2021 with a tender closing date of 12 noon on 30<sup>th</sup> July 2021.
- 3.5 The tender document included a Single Procurement Document (SPD) as required by the Council's Standing Orders relating to Contracts and the tender response submitted was evaluated against a pre-determined set of criteria by representatives from the following Council Services: Corporate Procurement Unit, Corporate Risk, Health and Safety and also by representatives of the Renfrewshire Health and Social Care Partnership – all requirements were met. Renfrewshire Carers Centre as part of the tender submission confirmed that they would deliver the service for the price as detailed in the Invitation to tender.

- 3.6 Community Benefits were sought as part of the procurement process and Renfrewshire Carers Centre advised within their tender submission that the following Community Benefits would be delivered as part of this Contract:
- 2 Jobs for unemployed individuals
  - Participation in 1 Industry Awareness Event.
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### **Implications of the Report**

1. **Financial** – Using Dun & Bradstreet, the financial status of Renfrewshire Carers Centre was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development** - None
3. **Community/Council Planning** –
  - Our Renfrewshire is thriving – providing work to individuals from Renfrewshire
  - Our Renfrewshire is well - Supporting the wellness and resilience of our residents
  - Our Renfrewshire is fair - ensuring that those who require the service are supported to improve their health and wellbeing
  - Reshaping our place, our economy and our future – a strong community-based service that responds to the needs of people in Renfrewshire
  - Tackling inequality, ensuring opportunities for all – Providing carers with the support they need
  - Working together to improve outcomes – The services delivered helps to improve outcomes of service users within Renfrewshire.
4. **Legal** – The procurement of this contract has been conducted in accordance with the Procurement Reform (Scotland) Act 2014 (as amended), Regulation 6 of the Procurement (Scotland) Regulations 2016 and the Council's Standing Orders relating to Contract for a negotiated contract for the procurement of Health and Social Care Services.
5. **Property/Assets** - None
6. **Information Technology** - None

7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – The Renfrewshire Carers Centre Health and Safety submission has been evaluated by Corporate Health and Safety and meets the Council's requirements.
9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – The Renfrewshire Carers Centre insurances have been assessed and evaluated and meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** - The contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Renfrewshire Carers Centre will be Data Controllers and, as such, have a legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data to those receiving the service under this contract.
12. **Cosla Policy Position** –Not Applicable.
13. **Climate Change** – No climate change implications were noted as part of this Contract.

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#### List of Background Papers

none

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