

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

**On: 14<sup>th</sup> November 2018**

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**Report by: Joint Report by the Chief Executive and Chief Officer  
Renfrewshire Health and Social Care Partnership**

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**Heading: Provision of a Day Care Service for Older People (RC-CPU-17-301)**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of Finance, Resources and Customer Services Policy Board to award a contract to Littleinch Limited for the Provision of a Day Care Service for Older People.
- 1.2. This procurement exercise has been conducted in accordance with Section 12 of the Procurement Reform (Scotland) Act 2014 and Regulation 6 of the Procurement (Scotland) Regulations 2016 for below EU Threshold for the procurement of 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 Chief Finance Officer, Renfrewshire Health and Social Care Partnership on 6<sup>th</sup> June 2018.
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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 to Littleinch Limited for the Provision of a Day Care Service for Older People;

2.1.2 To award the Contract for one (1) year from 26<sup>th</sup> November 2018 to 25<sup>nd</sup> November 2019 with the option (at the discretion of the Council) to extend for an additional one (1) year until no later than 26<sup>th</sup> November 2020; and

2.1.3 To award the Contract at an annual Contract value of £172,121 (year 1) and £177,208 (year 2) excluding VAT with a total Contract value of £349,329 excluding VAT.

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## **3. Background**

3.1 A Day Care Service ("Service") for older people offers support to those using the Service, their families and friends who live within a reasonable distance from the Service. The Service must be delivered in premises which are within approximately 45 minutes travel time between the home of the individual who receives the Service and the day care centre from where the Service is run. The catchment area for the Service includes Erskine, Bishopton, Inchinnan, Langbank and surrounding areas. The Service is delivered 52 weeks per year offering up to 80 placements per week.

3.2 Currently there are no other suitable Care Inspectorate registered premises or providers in the location around Erskine who can deliver the Service. For reasons of continuity of care and to meet Renfrewshire Health and Social Care Partnership's commitment to deliver day services within 45 minutes travel time, the current Service at Erskine represents the best option.

3.3 For the reason noted above, in accordance with Section 12 of the Procurement Reform (Scotland) Act 2014 and Regulation 6 of the Procurement (Scotland) Regulations 2016 for below EU Threshold for the procurement of Health and Social Care Services and the Council's Standing Orders Relating to Contracts order 14, the Head of Policy and Commissioning (HOPAC) agreed to a negotiated contract without competition and negotiated tender documentation was issued to Littleinch Limited.

- 3.4 This tender was issued to Littleinch Limited via the Public Contract Scotland Tender portal on 14<sup>th</sup> June 2018 with a tender closing date of 12 noon on 18<sup>th</sup> July 2018.
- 3.5 The tender document included a European Single Procurement Document (ESPD) as required by the Council's Standing Orders relating to Contracts and the tender response submitted by Littleinch Ltd was evaluated against a pre-determined set of criteria within that ESPD by representatives from the following Council Services: Corporate Procurement Unit, Corporate Risk and Corporate Health & Safety and also by representatives of the Renfrewshire Health and Social Care Partnership.
- 3.6 The tender submission was compliant with the ESPD requirements and was also evaluated against the published set of award criteria on 70% Technical (Quality) and 30% Commercial (Price).
- 3.7 Community Benefits were sought as part of the procurement process and Littleinch Ltd advised within their tender submission that the following Community Benefits would be delivered as part of this Contract:
- Invite pupils from local primary and secondary schools to the Service to enable them to engage with those receiving the Service and to gain an insight into working in care;
  - Where appropriate and suitable to do so, local residents will be invited to accompany those receiving the service on day trips.

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## **Implications of the Report**

### **1. Financial**

The financial status of Littleinch Limited was assessed by undertaking a Dun & Bradstreet which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.

### **2. HR & Organisational Development**

As this is an incumbent provider and this service is to replace a current contract for the Services held by Littleinch Limited no TUPE implications arise.

### **3. Community/Council Planning**

- Our Renfrewshire is well -
  - Tackling isolation and loneliness, by connecting people to their communities, and to services
  - Enable people to live healthier, for longer, by supporting those who receive a service to stay active
- Our Renfrewshire is fair -
  - Ensure that those receiving a service get access to opportunities to improve their health, skills and income
- Our Renfrewshire is safe –
  - Protecting those receiving a service, ensuring they can live safely and independently
- Reshaping our place, our economy and our future –
  - Local employment opportunities and knowledge of Renfrewshire area.
  - Support of the Living Wage
  - Training and development to staff to allow them to deliver a high-quality service and enhance their experience as an employee
  - Offering fair employment terms and conditions
- Tackling inequality, ensuring opportunities for all -
  - The Service they receive will be person centred with choice and control over their activities and opportunities and help maintain skills to remain independent for as long as possible
- Working together to improve outcomes
  - The service delivered by staff from Littleinch Ltd will help those receiving a service with reduced social isolation

4. **Legal** - The procurement of this contract has been conducted in accordance with the Procurement Reform (Scotland) Act 2014, Regulation 6 of the Procurement (Scotland) Regulations 2016 and the Council's Standing Orders relating to Contracts using the below EU tender procedure (below £615,278) 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** -

- (a) 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** - There are no health and safety implications associated with the award of the contract.
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** – Littleinch Limited insurances have been assessed and evaluated and confirm that they will meet the minimum requirements regarding insurable risk.
11. **Privacy Impact** – The contract contains Renfrewshire Council's General Conditions of Contract data protection provisions. Littleinch Limited will be Data Controllers and, as such, have a legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data of those receiving the Day Care Service under this contract. No Data Protection Impact Assessment was conducted or deemed necessary on the basis the Day Care Service provided by Littleinch Limited will not involve new technologies or other ways of processing personal data.
12. **Cosla Policy Position** – N/A
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