

REPORT TO: Executive Board

DATE: 2 October 2014

REPORTING OFFICER: Director of Public Health

PORTFOLIO: Health & Wellbeing

SUBJECT: The Procurement of a School Nursing Service for Halton

WARDS: All Wards

1.0 PURPOSE OF THE REPORT

- 1.1 To seek Executive approval to commence the procurement of a School Nursing Service for Halton.
- 1.2 Members' approval is sought to proceed with a tender exercise to test the current market and, subject to the financial implications from any tender submissions received, seek to appoint a provider or providers to provide a School Nursing service in Halton.
- 1.3 To seek approval for the waiver of Procurement Standing Orders to enable the extension of the current contract for two months.

2.0 RECOMMENDATION: That the Board

- 1) approve the proposal to tender for a School Nursing service for Halton;**
- 2) approve the timeline for the tender process detailed in Appendix A; and**
- 3) approve the waiver of Procurement Standing Orders as detailed in paragraph 3.5.**

3.0 SUPPORTING INFORMATION

- 3.1 Halton Borough Council is responsible for commissioning services to promote the health and wellbeing of children and young people resident in Halton with the aim of improving public health outcomes and reducing health inequalities for these children across the life course.
- 3.2 Giving every child the best start in life is crucial to reducing health inequalities across the life course. The foundations for virtually every aspect of human development – physical, intellectual and emotional – are set in place in early childhood. What happens during these early years (starting in the womb) has lifelong effects on many aspects of

health and well-being, educational achievement and economic status. Universal and specialist public health services for children are important in promoting the health and wellbeing of all children and reducing inequalities through targeted intervention for vulnerable and disadvantaged children and families. Successive reviews have demonstrated the economic and social value of prevention and early intervention programmes for children and young people and their families.

- 3.3 Financial provision for the School Nursing Service is contained within the Public Health budget. The current total value of School Nursing services to be included in the integrated service is approximately £1.1 million. It is anticipated that applications to deliver this service in the future will be below the £1million per year threshold. A contract will be awarded for three years with a one year optional extension. This will mean the aggregate spend will be in the region of £4million. TUPE regulations will apply for affected staff.
- 3.4 The service is currently delivered by Bridgewater Community NHS Trust as part of the block NHS contract to which the Local Authority is an Associate Commissioner.
- 3.5 It is proposed that the current service operates until May 2015 to enable the tender process to take place.

This would include an extension of two months on the current contract, at a cost of approximately £83,000 per month. This would support the procurement, implementation and mobilisation process. A waiver of Procurement Standing Orders 4.1 would be required to enable this extension to take place.

- 3.6 The Service will provide the universal delivery of the National Healthy Child Programme with a schedule of health and development assessments and reviews, immunisations, parenting support and health promotion advice available to all children, young people and families. In addition, where additional needs and risks are identified through this process, evidence based interventions are offered to support children, young people and their families to promote equality in outcomes and improve the life chances of those children and young people who are vulnerable.
- 3.7 The Service will be accessible to all with an emphasis on designing delivery around the needs of children, young people and their families, not organisations or professionals. Disadvantaged or vulnerable families will receive additional care tailored to their individual needs and with interventions designed to promote resilience and self-efficacy.
- 3.8 The Commissioners seek the delivery of a high quality Service that is both effective in improving outcomes through the use of evidence based interventions delivered by skilled practitioners, and safeguards

children by identifying children at risk of harm. The Provider will work with other professionals to devise a joint multi-agency plan, to reduce risk to the child and improve their immediate and long term health and wellbeing. The expectation is that the Service will combine a balance of advice/guidance and direct evidenced based interventions for those that require additional support.

- 3.9 Practitioners working with children in need or at risk of harm need to be highly skilled in order to work effectively; high quality training and on-going clinical and safeguarding supervision underpin the development and maintenance of these skills, and these requirements form part of the specification for these Services.

The Service will at all times adhere to Local Safeguarding Children Board policies and protocols and will fully engage in the joint working processes, taking responsibility for ensuring that needs identified which are the responsibility of this Service to meet are met within the agreed timeframes of the Child Protection Plan.

The Service is intended to provide seamless support from age 5 to the young person's 19th birthday, and is described in three discrete specifications:

- School Nursing Services for 5 - 19 years;
- National Child Measurement Programme Services.
- Immunisation Services for children and young people aged 5 - 19 years; (This element is commissioned separately by Public Health England but forms an integral part of the service)

The service will be delivered by integrated locality based teams resourced to meet the identified needs of the population of the locality they serve.

In addition the Provider will optimise opportunities arising from closer partnership and integrated working across neighbourhood, wellbeing, leisure, lifestyle, cultural and community services, with a view to streamlining and improving access to public health/ health improvement services for children and young people and families.

- 3.10 Tender submissions will be evaluated using MEAT (Most Economic Advantageous Tender) principles. Initial contracts will be awards on a three year basis with an opportunity to extend by one year.

An integral element of the procurement process will be a proportionate approach to Social Value and all prospective providers will be evaluated against the Halton Social Value Procurement Framework.

- 3.11 The proposed new service will not contain any significant changes to the delivery of school nursing within Halton, as the structure of delivery

is directed by the National Healthy Child Programme.

Local stakeholders have been engaged in the development of a refreshed service specification to ensure that it is fit for purpose and represents value for money. A number of engagement activities have taken place with head teachers, school nurses and young people representatives to develop a revised service specification.

In parallel with the procurement exercise, engagement will continue with Head Teachers and other school staff, school nurses, partner organisations and children, young people and their families to inform them of the process and also to ensure that they can continue to inform and influence the development of local services.

3.12 A timetable for the proposed tender is attached for Executive Board's approval at Appendix A.

3.13 Value for Money

The contract for the new service will be awarded on the basis of quality and price, thus ensuring value for money. It is anticipated that applications to deliver this service will enable efficiency savings to be made which will represent a reduction on current expenditure.

3.14 Transparency

Contracts will be recorded in the Council's Contracts Register accessible via the internet together with the publication of all spend in excess of £500.

3.15 Propriety and Security

Compliance with anti-corruption practices will be adhered to and any of the contracts within the subject of this report will be terminated if there is any occurrence of corruption by any organisation or their staff.

3.16 Accountability

The contracts will be performance managed and service standards monitored by commissioners and the contracts team.

3.17 Position of the Contract under the Public Contracts Regulations 2006

These contracts are Part B exempt services and do not need to be advertised in the OJEU.

4.0 POLICY IMPLICATIONS

The method of procurement complies with the Council's procurement policy and Procurement Standing Orders, and will utilise The Chest e-procurement portal.

5.0 OTHER IMPLICATIONS

As outlined in the report the provision of Public Health School Nursing services in Halton currently costs over £1.1 million and therefore represents a significant proportion of the total Public Health budget.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Children and Young People in Halton

Universal and specialist public health services for children are important in promoting the health and wellbeing of all children and reducing inequalities through targeted intervention for vulnerable and disadvantaged children and families. The service contributes to the delivery of the objectives of the Halton Children's Plan.

6.2 Employment, Learning and Skills in Halton

The service contributes to supporting children and young people, particularly those with a long term condition or health problem, in maximising their time and opportunities in school.

6.3 A Healthy Halton

Universal and specialist public health services for children are important in promoting the health and wellbeing of all children and reducing inequalities through targeted intervention for vulnerable and disadvantaged children and families. The service contributes to the delivery of the objectives of the Health and Wellbeing Board.

6.4 A Safer Halton

The service contributes to a Safer Halton by supporting young people in reducing risk taking behaviour, such as alcohol, drugs, etc.

6.5 Halton's Urban Renewal

N/A.

7.0 RISK ANALYSIS

Risk will be a particular consideration in the tender evaluation process. Robust service monitoring should provide early warning of any performance issues.

8.0 EQUALITY AND DIVERSITY ISSUES

All contractors will be required to demonstrate that they embrace and comply with the Equality Act, and services will be monitored to ensure this is the case.

9.0 REASON(S) FOR DECISION

A decision is required to enable the procurement exercise to commence.

10.0 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

N/A

11.0 IMPLEMENTATION DATE

The new procurement process will commence in October, with the new service in place by June 2015.

12.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

None under the Meaning of the Act.

Appendix A

PROJECT TIMETABLE	Provision of School Nursing Service
TYPE OF CONTRACT	Open process (Part B Exempt)
PERIOD OF CONTRACT	3 years with option for annual extensions up to one additional year

TENDER TIMETABLE

ACTION	OPEN PROCESS	
	Date (provisional)	Time Allocated
Prepare Preliminary Estimates Report	September 2014	
Draft Tender Documents. Comprising: MIQ (questionnaire and matrix), ITT (contract and specification(s)), TUPE, Performance Monitoring etc.	<i>Finalise all documents prior to/in advance of tender publication</i> October 2014 The timeline incorporates ongoing engagement with stakeholders	1 month
Advertise Contract on The Chest portal.	Week commencing 13 th October 2014 <i>All tender documents issued</i>	1 day
Provider event?	<i>To be confirmed</i>	

Closing date for questions relating to ITT	5 th December 2014	
Closing date/time for submission of ITT / Tenders	12 th December 2014	3 weeks (from advertising)
Verification – ‘Remove Seal’	15 th December 2014	1 day
Evaluate mandatory information on ITT	5 th January 2015	1 week
Evaluate / Moderate ITTs - Panel	Weeks commencing 12 th January 2015	1 week
Inform Short-listed Suppliers	Week commencing 3 rd November 2015	1 day
Presentation & Interview	<i>Weeks commencing 26th January 2015</i>	1 week
Final evaluation / Moderation		
SMT	<i>February 2015</i>	1 day
Award	<i>27th February 2015</i>	1 day
Exec Board for information	March 2014	1 day
Mobilisation period	<i>1st April to 31st May 2015</i>	2 months
Award Contract / Contract start date	1 st June 2015	1 day
OJEU Award Notice (My Tenders)	Up to 42 days after award	
Internal only:		
1.	Check if successful supplier is set up on Agresso	1 day
2.	Provide client with correct expenditure code	
3.	Provide client with correct ProClass code	

These dates are indicative and are subject to change by the Council