

Cabinet

7 NOVEMBER 2011

**CABINET MEMBER
CHILDREN'S
SERVICES**

*Councillor Helen
Binmore*

**APPROVAL TO DELEGATE AWARD OF SEX AND
RELATIONSHIPS AND SUBSTANCE MISUSE
EDUCATION CONTRACT**

**Wards
All**

This tender is seeking a single provider to re-develop, manage and deliver the highly regarded sex and relationships and substance misuse programme currently delivered in LBHF schools, colleges and youth settings.

Rationale for tender

- Reduce inefficiencies
- Improve effectiveness
- Ensure better value for money

The report requests approval to delegate the award of the contract to the Cabinet Member for Children's Services.

CONTRIBUTORS

EDFCG
ADLDS
EDCS

HAS A EIA BEEN COMPLETED? YES
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Recommendations:

1. **That the joint commissioning of this service be approved.**
2. **That approval be given to enter into a contract for a value of £148,810 from Hammersmith & Fulham.**
3. **That approval be given to a 16 month contract from 1 December 2011 to 31 March 2013 with a possible extension of up to two years, subject to funding and good performance.**
4. **That Contract Standing Orders be waived (for the reasons detailed under section 3.4.1 of the report) and the awarding of the contract for the delivery of Sex and Relationship and Substance Misuse Education Programme be delegated to the Cabinet Member for Children's Services in conjunction with the Tri-borough Executive Director of Children's Services.**

1. INTRODUCTION

- 1.1 The Cabinet Member for Children's Services agreed through a Cabinet Member's Decision that officers undertake a commissioning exercise for the delivery of a Sex and Relationship and Substance Misuse Education Programme within Hammersmith & Fulham.
- 1.2 As part of our tri-borough working officers from H&F and Westminster explored the opportunities to develop a joint service specification for the delivery of such a programme across the two boroughs.
- 1.3 In September 2011 Westminster agreed to the joint commissioning of this service, with the finances for Westminster set out at section 3.5.3 of this report.

2. SERVICE TO BE COMMISSIONED

- 2.1 The Council plans to commission a service that will offer a universal, holistic sex, relationships, drug and alcohol education, advice and guidance service (only drug and alcohol in Westminster). This entails the liaison between schools (primary, secondary, special, etc), colleges, youth clubs and voluntary groups and the coordination, recruitment and human resources support for the delivery staff.
- 2.2 In previous years we have delivered a similar service, with some in-house co-ordination and some external spot purchasing. It has been recognised by the Teenage Pregnancy Board that the delivery of such a programme has been one of the key contributory factors to our successful reduction in teenage pregnancy rates (there has been a decrease of 38.8% since the strategy started in 1998, which is the third largest decrease in London and the sixth largest in England).

3. PROPOSALS

- 3.1 To commission one organisation to manage the end to end process for the above service within Hammersmith & Fulham and City of Westminster.
- 3.2 That Hammersmith & Fulham are the lead commissioners for this service.
- 3.3 That the contract runs for 16 months from 1 December 2011 until 31 March 2013 with up to two years extensions subject to continued funding and good performance from the successful provider.

3.4 Timeframe

3.4.1 Following the creation of the Localities teams and staff securing new positions, it was agreed by the Cabinet Member that officers should undertake a commissioning exercise in order to realise efficiencies as outlined under section 3.5. In order to have as short a gap in service delivery as possible, we need to ensure a contract is in place for December 2011 to allow for the following:

- Programme re-design
- Recruitment of staff
- Co-ordination and planning of class based sessions

Activity	Date
Advertise Contract	09/09/11
PQQ Deadline	26/09/11
Invite to Tender	17/10/11
ITT Deadline	14/11/11
Contract Award	November 2011

3.5 Finances

3.5.1 The proposed commissioning of this service has allowed savings of £47,493 to be identified within 2011.

3.5.2 The contractor will also be expect to make saving of 10% year on year throughout the lifespan of this contract on the H&F element from 2012. The contractor will be expected to identify how the savings can be made, it is envisaged that this will be through economies of scale and lower overheads.

3.5.3 The available budget year on year with savings deducted is as follows:

Authority	2011-12	2012-13	2013-14	2014-15
H&F	44,310	104,500	94,050	84,645
WCC	9,000	36,000	16,693	16,693 – Although not confirmed yet
Total	53,310	140,500	110,743	101,338

3.6 Tender Appraisal Panel

3.6.1 A Tender Appraisal Panel has been established for the commissioning of this service, which consists of the following:

- Youth commissioner – H&F
- Children's commissioning manager – INWL NHS

- Acting head of joint commissioning substance misuse – WCC
- Localities Team Manager
- School Representative
- Legal
- CHS Finance
- Corporate Procurement

3.6.2 Tenders will be evaluated by at least 3 members form the Tender Appraisal Panel.

3.6.3 Short-listed bidders will be invited to submit their best value proposals for delivering the service over the contract period. Award of the contract will be made on the basis of the following quality:cost ratio; 70% quality and 30% cost.

4. RECOMMENDATIONS

4.1 That Cabinet agree to the joint commissioning of this service.

4.2 That Cabinet agree to enter into a contract for a value of £148,810 from Hammersmith & Fulham

4.3 That Cabinet agree to a 16 month contract from 1 December 2011 to 31 March 2013 with a possible extension of two times 12 months, subject to funding and good performance.

4.4 That Cabinet agree waive Contract Standings orders and delegate to the Cabinet Member for Children’s Services in conjunction with the Director of Children’s Services the contract award for the delivery of Sex and Relationship and Substance Misuse Education Programme.

5. COMMENTS OF THE EXECUTIVE DIRECTOR OF FINANCE AND CORPORATE GOVERNANCE

5.1. There is full funding available in the 2011-12 and 2012 -13 budget required for this tender. The finance team will work with the department to ensure that the project is on track throughout the year, and it will be included in the budget monitoring process.

6. COMMENTS OF THE ASSISTANT DIRECTOR (LEGAL AND DEMOCRATIC SERVICES)

6.1 Legal Services will work with the client department to ensure that the procurement of the contract is in accordance with the Council’s contract standing orders and EU procurement rules.

7. COMMENTS OF THE ASSISTANT DIRECTOR (PROCUREMENT AND IT STRATEGY)

7.1 The award of contracts in excess of £100,000 would normally be a Key Cabinet Decision. However, waivers to this requirement are permissible under the Council's Contracts Standing Orders where the services required are urgent; it is in the Council's overall interest; there are exceptional circumstances; prior Cabinet approval has been obtained.

7.2 Corporate Procurement will work with the client department to ensure that the procurement of the contract is tendered in accordance with the Council's contract standing orders, policies and procedures.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	National Teenage Pregnancy Strategy	Emma Sleight 020 3350 4324	Children's Services
2.	Local 2009-2010 Teenage Pregnancy Strategy and Action Plan	Emma Sleight 020 3350 4324	Children's Services
3.	National Drug Strategy	Emma Sleight 020 3350 4324	Children's Services
4.	The National Alcohol Strategy	Emma Sleight 020 3350 4324	Children's Services
5.	Hidden Harm: responding to the needs of children of problem drug users	Emma Sleight 020 3350 4324	Children's Services
6.	Cabinet Members Decision Paper	Committee Service X2368	Committee Services
7.	Westminster Gate Paper	Helen Byrne	Westminster City Council
8.	Tender Documents	Terry Clark X6220	Children's Services HTHX
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