

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 24th April 2019

Subject: Contract Authorisation Report - Pilot Community Link Worker Service

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the Direct Award of the contract for a Pilot Community Link Worker Service.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council, the Direct Award of the contract for a Pilot Community Link Worker Service to West Dunbartonshire Council for Voluntary Services.
- b) Note that the contract shall be for a period of 12 months and at a value of £100,980 ex VAT.

3. Background

- 3.1** The requirement is for the provision of a Pilot Community Link Worker Service for people within the West Dunbartonshire area who may be experiencing complex social circumstances. The service will be aimed at improving the efficiency and effectiveness of frontline services within General Practice (GP) and the additional services being developed to improve the everyday lives of residents. The service will support people to achieve personal health and wellbeing outcomes through strengthening connections between community resources and primary care by assisting them to navigate service pathways aimed at releasing time for GP's to concentrate on their role as an expert medical generalist.
- 3.2** The service will be delivered in partnership with GP practices, the West Dunbartonshire Health and Social Care partnership (WD HSCP) and the third sector who have experience and knowledge of delivering these services.
- 3.3** The provision of a Pilot Community Link Worker Service is in accordance with WD HSCP Board's Strategic Plan for 2016 – 2019. The budget for the Pilot Community Link Worker Service (as part of the Primary Care Improvement Plan (PCIP)) was approved at the WD HSCP Integrated Joint Board on 8th

August 2018. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 (below the EU threshold) for Care and Support Services, following the 'Light Touch Regime' (LTR) for Care and Support requirements. These regulations permit a Direct Award by negotiation with selection and award criteria which has been explained in the evaluation guidance within the procurement documents. A Contract Strategy document was also approved by the Business Partner Strategic Procurement (People) on 11th March 2019.

4. Main Issues

- 4.1** A contract notice for this Direct Award was published on the Public Contracts Scotland advertising portal on 12th March 2019. The invited Direct Award provider, West Dunbartonshire Council for Voluntary Services, submitted a response by the deadline of 12 noon on 22nd March 2019.
- 4.2** The invited Direct Award provider submission was evaluated by representatives from Community Health and Care Services (Prescribing and Clinical Pharmacy) and WD HSCP Quality Assurance, Corporate Procurement Unit and Finance Services, against pre-determined selection criteria forming part of the published Direct Award documents which assessed competence, experience, and capacity. The invited Direct Award provider submission passed the selection criteria.
- 4.3** The invited Direct Award provider submission was evaluated against a set of award criteria which was based on Quality. The scores relative to the award criteria of the invited Direct Award provider, are as follows:

Quality	Weighting	West Dunbartonshire Council for Voluntary Services
Service Delivery / Methodology	50%	31.3%
Training and Supervision	20%	15%
Experience and Methodology (Quality Management)	10%	7.5%
Risks	10%	7.5%
Business Continuity, Phase Out and Exit Strategy	5%	3.8%
Social Issues	5%	4.8%
Total Quality Score %:	100%	69.9%

This is a new funding initiative and the 12 month pilot will establish current need and future demand for the service including any potential procurement to the wider health and social care provider market. The Provider will be contracted to deliver the Pilot Community Link Worker Service with provision of 3 (three) Community Link Workers for this service.

4.4 It is recommended that the contract is awarded to West Dunbartonshire Council for Voluntary Services, of Arcadia Business Centre, Miller Lane, Clydebank G81 1UJ. The contract shall be for a period of 12 months at a value of £100,980, ex VAT. The value of the contract is below the value approved by the WD HSCP Integrated Joint Board on 8th August 2018.

4.5 West Dunbartonshire Council for Voluntary Services has committed to follow Fair Working Practices through being a Scottish Living Wage accredited employer with a minimum hourly rate of £9.50.

4.6 West Dunbartonshire Council for Voluntary Services have committed to delivery of the following social benefits as a result of delivery of this contract:

- As a minimum recruit one member of staff from within the West Dunbartonshire geographical area;
- Facilitate quarterly work experience opportunities covering a range of work based skills for one person; and
- Provide 5 volunteers to support local community projects.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 Financial costs in respect of this Pilot Community Link Worker are in line with the funding for this work which is funded by the Scottish Government which is within the approved revenue budgets of WD HSCP- Primary Care Improvement Plan.

6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Community Health and Care Services (Prescribing and Clinical Pharmacy) and WD HSCP Quality Assurance officers and the provisions of Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 The successful provider has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

7.2 Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities screening was undertaken for this report to determine if there is an equalities impact. There were no negative impacts identified and a positive impact is expected as the Community Link Worker is designed to support socio-economically deprived communities where the social impacts of poor health can impact more on individuals. This new service is expected to be targeted towards people living in deprived areas in West Dunbartonshire.

9. Consultation

- 9.1** Finance, Legal and Community Health and Care Services have been consulted during every stage of this process.

10. Strategic Assessment

- 10.1** This Direct Award for the provision of a Pilot Community Link Worker Programme contributes to the Council's strategic priorities for 2017 – 2022:

- A Strong local economy and improved employment opportunities.

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 28 March 2019

Person to Contact:

Suzanne Stenhouse Callaghan
Procurement Officer
1st Floor, 16 Church Street, Dumbarton
01389 776845
Suzanne.callaghan@west-dunbarton.gov.uk

Dana Scullion
Quality Assurance Officer
Hartfield Clinic
01389 812308
Dana.scullion@west-dunbarton.gov.uk

Pamela MacIntyre
The Lead for Prescribing & Clinical Pharmacy
WD HSCP
The Vale Centre for Health and Care
01389 828293
Pamela.macintyre@ggc.scot.nhs.uk

Appendices: No additional appendices.

Background Papers: The Contract Strategy
EIA Screening

This section should provide details of all documents referred to within the report but not if the document is included as an appendix to the report.

Wards Affected: All.

