

Birmingham City Council

Report to Cabinet

Date: 25th April 2023



Subject: KEY DECISION PLANNED PROCUREMENT
ACTIVITIES (MAY 2023 – JULY 2023)
Report of: ASSISTANT DIRECTOR – PROCUREMENT
Relevant Cabinet Member: Councillor Yvonne Mosquito, Finance and Resources
Relevant O &S Chair(s): Councillor Akhlaq Ahmed, Chair of Resources O & S
Report author: Steve Sandercock, Assistant Director, Procurement
Email Address: steve.sandercock@birmingham.gov.uk

Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, add Forward Plan Reference: 011268/2023		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential : 3. Information relating to the financial or business affairs of any particular person (including the council)		

1 Executive Summary

- 1.1 This report provides details of the planned procurement activity for the period May 2023 – July 2023 which are key decisions. Planned procurement activities reported previously are not repeated in this report.
- 1.2 The report enables Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision,

otherwise they will be dealt with under Chief Officer delegations up to the value of £10m, unless TUPE applies to current Council staff.

2 Recommendations

- 2.1 To approve the planned procurement activities as set out in Appendix 1 and approve Chief Officer delegations, set out in the Constitution, for the subsequent decisions around procurement strategy and contract awards.

3 Background

- 3.1 The report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process.
- 3.2 At the 12th July 2022 meeting of Council changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £10m for key decisions over the life of the contract. Where it is likely that the award of a contract will result in staff employed by the Council transferring to the successful contract under TUPE, the contract award decision has to be made by Cabinet.
- 3.3 In line with the Procurement and Contract Governance Rules that form part of the Council's Constitution, this report acts as the process to consult with and take soundings from Cabinet Members and the Resources Overview & Scrutiny Committee.
- 3.4 This report sets out the planned procurement activity over the next few months where the contract value is between the procurement threshold £177,897.50 (excluding VAT) and £10m (excluding VAT) for key decisions. This will give members visibility of all procurement activity within these thresholds and the opportunity to identify whether any procurement reports should be brought to Cabinet for approval even though they are below the £10m delegation threshold.
- 3.5 It should be noted that the procurement threshold has changed from £189,330 to £177,897.50 (excluding VAT) and applies from 1st January 2022 for a period of 2 years.
- 3.6 Individual procurements may be referred to Cabinet for an executive decision at the request of Cabinet, a Cabinet Member or the Chair of Resources Overview & Scrutiny Committee where there are sensitivities or requirements that necessitate a decision being made by Cabinet.
- 3.7 Procurements below £10m contract value that are not listed on this or subsequent monthly reports can only be delegated to Chief Officers if specific approval is sought from Cabinet. Procurements above £10m contract value will still require an individual report to Cabinet in order for the award decision to be delegated to Chief Officers if appropriate.
- 3.8 A briefing note with details for each item to be procured is listed in Appendix 2. The financial information for each item is detailed in Appendix 3 – Exempt Information.

4 Options considered and Recommended Proposal

4.1 The options considered are:

- To identify specific individual procurements as listed in appendix 1 for further consideration, along with clear reason(s) for such additional consideration, to Cabinet around the procurement strategy and contract award .
- To approve the planned procurement activities for all the projects listed in appendix 1 and approve Chief Officer delegations as set out in the Constitution, for the subsequent decisions around procurement strategy and contract awards.– this is the recommended option

5 Consultation / Engagement

5.1 This report to Cabinet is copied to Cabinet Support Officers and to Resources Overview & Scrutiny Committee and therefore is the process for consulting with relevant cabinet and scrutiny members. At the point of submitting this report Cabinet Members/ Resources Overview & Scrutiny Committee Chair have not indicated that any of the planned procurement activity needs to be brought back to Cabinet for executive decision.

6 Risk Management

6.1 Members should note that in respect of any procurement projects which are sought to be referred back to Cabinet for further considerations these may impact on timescales around the delivery of those projects.

6.2 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports.

7 Compliance Issues:

7.1 How are the recommended decisions consistent with the City Council's priorities, plans and strategies?

7.1.1 Details of how the contracts listed in Appendix 1 and Appendix 2 support relevant Council policies, plans or strategies, will be set out in the individual reports.

7.2 Legal Implications

7.2.1 Members are reminded that as a Local Authority the Council has specific duties under public sector procurement, specifically the Public Contract Regulations 2015.

7.2.2 Specific details of any implications related to public sector procurement Regulations are set out- in the individual reports appended to this report.

7.3 Financial Implications

7.3.1 Specific details of how decisions will be carried out within existing finances and resources will be set out in the individual reports.

- 7.3.2 Any cashable savings generated as a result of the procurement exercises are detailed in Appendix 2 to the delivery of procurement related savings and be removed from Directorate where identified in addition to the existing service area savings target as set out in the Medium-Term Financial Plan (MFTP) in line with the principles to treatment of identified savings against third party contracts as agreed by CLT on 24th January 2022.

7.4 Procurement Implications (if required)

- 7.4.1 As noted under the Legal Implications the Council has a duty to ensure that public sector procurement activity is in line with public sector legislation, specifically the Public Contracts Regulations 2015.
- 7.4.2 For each of the individual projects the specific procurement implications associated to the legislation are set out and detailed in the appendices

7.5 Human Resources Implications (if required)

- 7.5.1 None.

7.6 Public Sector Equality Duty

- 7.6.1 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports which should also give consideration to application of Equality Impact Assessments in line with Council Policy

8 Background Documents

- 8.1 List of Appendices accompanying this Report (if any):
- 1. Appendix 1 - Planned Procurement Activity May 2023 – July 2023
 - 2. Appendix 2 – Background Briefing Paper
 - 3. Appendix 3 – Exempt Information

APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (MAY 2023 – JULY 2023)

No.	Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources Plus	Finance Officer	Contact Name	Planned CO Decision Date
1	Approval to Tender Strategy	Children and Family Weight Management Service	TBC	The service will support children identified through the NCMP process and their families to engage and access a weight management intervention. It will include a universal digital offer, providing a basic level of healthy weight management information and support, alongside a range of tailored face-to-face interventions for communities most affected by weight-related inequality.	2 years plus two further 12-month extensions	Public Health	Health and Social Care	Lee Bickerton	Joann Bradley / Mike Smith	26/05/2023
2	Approval to Tender Strategy	Metering and Billing Services (Housing Communal Areas)	TBC	The provision of Metering and Billing equipment and services for the Council's Housing Communal Heating systems in Tower Blocks.	5 years with the option to extend for a further 5 years	City Housing	Housing and Homelessness	Carl Tomlinson	Ian Morris / Dean Billingham	26/05/2023
3	Strategy / Award	Cash Collection and Cash in Transit Services	P0268_2022	A cash collection and cash in transit service is required by the Council for the secure collection and delivery of cash and cheques to and from either cash processing sites or the Council's nominated bank. The service is used by schools, leisure centres, libraries, car parks, pay & display parking meters and other areas where cash or cheques are received and then processed and income recorded.	4 years	Council Management	Finance and Resources	Lee Bickerton	Fitzroy Pencil / Harpal Gill	26/05/2023
4	Strategy / Award	Merchant Acquirer, Equipment and Gateway Payment Services	P0231_2022	Merchant Acquirer & Equipment and Gateway Payment Services are required by the Council to offer citizens the facility to make payments by debit or credit card. This could be by chip and pin (face to face), over the telephone or online.	4 years	Council Management	Finance and Resources	Lee Bickerton	Fitzroy Pencil / Harpal Gill	26/05/2023
5	Strategy / Award	Let's Connect	TBC	Let's Connect provide a Home and Technology Employee Benefit, offering our employees the latest consumer technology and homeware, spreading the cost through their pay via salary sacrifice, meaning a saving on national insurance for the individual. This proposed scheme will enable Council employees save money on purchases by spreading the cost, whilst avoiding the need to pay high interest rates from the high street on loans or credit cards and also buy-now pay-later schemes.	5 years	Council Management	Social Justice, Community Safety, and Equalities	Lee Bickerton	Blaine Steede / Richard Tibbatts	26/05/2023
6	Approval to Tender Strategy	Framework Agreement for Valuation Advice for the Right to Buy Scheme	TBC	To provide advice on the value of housing properties to support the Right to Buy scheme to enable tenants of the Council to be able to buy their home and produce the Housing Stock Valuation to inform the Councils accounts on an annual basis.	4 years	Place, Prosperity & Sustainability	Housing and Homelessness	Azhar Rafiq	Allyson Marke-Wilson / Charlie Short	01/07/2023
7	Approval to Tender Strategy	Support to Return Home from Hospital Service	TBC	The service will play a pivotal role in ensuring citizens can leave hospital at the right time, to the right place with the right support. The service will provide practical and emotional support to citizens to ensure they return home safely following a discharge from hospital or an enablement bed. This could include support around access to food and shopping, benefit maximisation, home safety and befriending.	1 year with 1 year option to extend	Adult Social Care	Health and Social Care	Neil Haddocck / Samantha Bloomfield	Sarah Feeley / Marie Kennedy	05/06/2023

APPENDIX 2

BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES **CABINET – 25th April 2023**

Title of Contract	Children and Family Weight Management Service
Contact Officers	Director / Assistant Director: Dr Justin Varney, Director, Public Health Client Officer: Joann Bradley, Public Health Service Lead: Children and Young People Procurement Officer: Mike Smith, Head of Category, People
Relevant Portfolio	Cabinet Member for Health and Social Care, Councillor Mariam Khan
Briefly describe the service required	The service will support children aged 5-12 identified through the National Child Measurement Programme (NCMP) process and their families to engage and access a weight management intervention. It will include a universal digital offer, providing a basic level of healthy weight management information and support, alongside a range of tailored face-to-face interventions for communities most affected by weight-related inequality.
What is the proposed procurement route?	To be advertised on Find a Tender, Contracts Finder and www.finditinbirmingham.com via the open procurement route.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract will expire 31 st July 2023.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	The test demonstrated this is not suitable to be carried out in-house as the Council does not have the capacity, equipment and locality facilities required to deliver these services in the community.
How will this service assist with the Council's commitments to Route to Zero?	The procurement will provide services across the city both digitally and in local venues
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	By ensuring there is a service focus on engagement and coproduction with Black African and Black Caribbean communities, addressing the health inequalities outlined below, the proposed service lends itself to the following objectives within Everybody's Battle; Everybody's Business: <ul style="list-style-type: none"> • Understand our diverse communities • Involve and enable our diverse communities • Deliver responsive services
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is no statutory duty to provide this service however, childhood obesity is a serious and growing threat to the health and wellbeing of children and without intervention childhood obesity tends to track into adulthood. In 2021/22, Birmingham's prevalence of overweight/obese children in reception was 23.3%, higher than England at 22.3%. For year 6 it was 42.7%, again higher than compared to England at 37.8%. Levels of excess weight amongst Black African and Black Caribbean children are higher again than the national average.
What budget is the funding from for this service?	This is funded from the Public Health Grant budget.
Proposed start date and duration of the new contract	The proposed start date is 1 st August 2023 for a period of 2 years with two further 12-month extensions.

Title of Contract	Metering and Billing Services (Housing Communal Areas)
Contact Officers	Director / Assistant Director: Wayne Davies, Director Asset Management Client Officer: Ian Morris, Service Co-Ordinator Procurement Officer: Dean Billingham, Procurement Specialist – Strategic Projects (Interim)
Relevant Portfolio	Cabinet Member for Housing and Homelessness, Councillor Sharon Thompson
Briefly describe the service required	The provision of Metering and Billing equipment and services for the Council's Housing Communal Heating systems in Tower Blocks.
What is the proposed procurement route?	To be advertised on Find a Tender, Contracts Finder and www.finditinbirmingham.com via the open procurement route preceded by a soft Market Engagement process complying with the Public Contract Regulations.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There are three existing contracts with Ista, Switch 2 and Energy Billing all of which are expired and rolling on. Much of the equipment provided by these suppliers is now unreliable and cannot be operated or serviced by 3 rd parties which means changing the supplier means changing the equipment as well. Due to resource capacity and changes of personnel within the service area have hampered and delayed in advancing the procurement in a timely manner which has resulted in the contract being rolled over. This compliant procurement process will look to address these matters.
Will any savings be generated?	It is unlikely there will be direct savings associated with this exercise as current rates have not changed for many years. There will also be a capital outlay or leasing arrangement for the new equipment. A customer tariff adjustment is long overdue and will be recommended following the outcomes of this process in order to offset the increased costs of the equipment, the service and the energy. There should be maintenance savings with the new equipment, but these are unquantifiable as yet and relatively small.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council do not manufacture such equipment and they do not have the technical systems (software and hardware) or expertise required to provide such a service.
How will this service assist with the Council's commitments to Route to Zero?	The new equipment will provide an enhanced level of consumption, cost and carbon data monitoring for the communal heating systems at a tenancy, tower block and portfolio level which can be used by customers and housing to reduce consumptions, emissions and control costs. The equipment installed is independent of the heat generating systems and will therefore be compatible with any future modification or replacement of the central heating plant.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	There is no direct impact on Everybody's Battle, Everybody's Business from the award of this contract.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is a statutory duty to provide local metering of heat consumption on communal heating systems. There is not a statutory duty to provide 'communal' heating systems, but the only alternative would be to remove the existing installations and provide local heat sources within each flat. This would be expensive and would not support the Route to Zero commitment.
What budget is the funding from for this service?	The cost will be met from the Housing budget including any costs for the re-procurement exercise.
Proposed start date and duration of the new contract	The proposed start date is 1st April 2024 for a period of 5 years with the option to extend for a further 5 years due to the specialist nature of the equipment and the service provided.

Title of Contract	Cash Collection and Cash in Transit Services (P0268_2022)
Contact Officers	Director / Assistant Director: Fiona Greenway, Interim Director Client Officer: Fitzroy Pencil, Accounts Receivable Manager Procurement Officer: Harpal Gill, Assistant Sub-Category Manager
Relevant Portfolio	Cabinet Member for Finance and Resources, Councillor Yvonne Mosquito
Briefly describe the service required	A cash collection and cash in transit service is required by the Council for the secure collection and delivery of cash and cheques to and from either cash processing sites or the Council's nominated bank. The service is used by schools, leisure centres, libraries, car parks, pay & display parking meters and other areas where cash or cheques are received and then processed and income recorded.
What is the proposed procurement route?	It is proposed that an award is made using the Eastern Shires Purchasing Organisation (EPSO) Cash Collection and Cash and Valuables in Transit Services Framework Agreement. The award will be made following the protocol of the Framework Agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The current contract with G4S Cash Collections UK Ltd expired on 30th September 2022, this was due to a resource capacity at the time as there was changes of personnel which resulted in the delay with the new procurement tender, however, the Supplier has continued to provide the services on the original terms.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	A recent review concluded that arrangements for collecting cash from street meters is not robust, safe and nor does it have the capacity to deliver internally. Further investment to remedy this situation for continuation would not be prudent. It was therefore recommended that an alternative arrangement is to be implemented as soon as practicable. This will now be included within scope of the new contract.
How will this service assist with the Council's commitments to Route to Zero?	Under the call off Contract, Suppliers are required to reduce environmental impact within the lifecycle of their Call off Contract. The successful Supplier shall be required to provide information on new or improved environmentally preferable products and demonstrate their measured progress against the Council's commitments to Route to Zero. This will be monitored through Contract management activities.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	While not directly assisting in the Everybody's Battle, Everybody's Business, Accounts Receivable is a key enabling system between the Council and the Councils cash collection provider and there are no direct implications on this contract
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The Council does not have a statutory duty to provide this service. However, a secure and safe method is required to collect and deliver cash in line with Birmingham Audit recommendations. In addition to this the development of an effective strategy to enable the Council to collect, transit and deliver cash from and to various sites across the Council is made pursuant to the general power of competence contained in s1 Localism Act 2011.
What budget is the funding from for this service?	Costs will be contained within existing Directorates' approved budget and Schools' devolved budgets.
Proposed start date and duration of the new contract	The proposed start date is June 2023 for a period of 4 years. This is the maximum period of time permissible under the terms of the framework agreement.

Title of Contract	Merchant Acquirer, Equipment and Gateway Payment Services (P0231_2022)
Contact Officers	Director / Assistant Director: Fiona Greenway, Interim Director Client Officer: Fitzroy Pencil, Accounts Receivable Manager Procurement Officer: Harpal Gill, Assistant Sub-Category Manager
Relevant Portfolio	Cabinet Member for Finance and Resources, Councillor Yvonne Mosquito
Briefly describe the service required	Merchant Acquirer & Equipment and Gateway Payment Services are required by the Council to offer citizens the facility to make payments by debit or credit card. This could be by chip and pin (face to face), over the telephone or online.
What is the proposed procurement route?	The proposed route to market will be to use a compliant public sector Framework Agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The current contract with Barclays Bank Plc for Merchant Acquirer Services & Equipment and Worldpay Limited for Gateway Payment Services was awarded calling off the Crown Commercial Service (CCS) Merchant Acquirer Service Framework Agreement. The current contracts expired on 31st January 2022, this was due to a resource capacity at the time as there was changes of personnel which resulted in the delay with the new procurement tender, however the suppliers have continued to provide the services on the original terms.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	Yes, the test has been carried and is not suitable for an in-house service, as there are not the skills and capacity to deliver internally.
How will this service assist with the Council's commitments to Route to Zero?	As the contract will generate negligible carbon emissions as the services can be over the telephone or online there are no opportunities for this to assist with the Council's Route to Zero commitments.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	While not directly assisting in the Everybody's Battle, Everybody's Business, Accounts Receivable is a key enabling service between the Council and the Council's Merchant Acquirer & Equipment and Gateway Payment providers and the potential supplier will be accredited to Birmingham Living Wage and shall be registered and authorised by the Financial Conduct Authority (FCA).
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	The Council does not have a statutory duty to provide this service. However, in order to maximise income to the Council, it must give citizens access to make payments using a variety of methods.
What budget is the funding from for this service?	This is funded from the Directorate budgets.
Proposed start date and duration of the new contract	The proposed start date is June 2023 for a period of 4 years.

Title of Contract	Let's Connect
Contact Officers	Director / Assistant Director: Darren Hockaday, Director Client Officer: Blaine Steede Procurement Officer: Richard Tibbatts, Head of Category - Corporate
Relevant Portfolio	Cabinet Member for Social Justice, Community Safety, and Equalities, Councillor John Cotton
Briefly describe the service required	<p>With the Councils commitment to take action given the cost-of-living crisis that many colleagues are facing, People Services are seeking to reduce the costs of consumer technology and homeware, as well as improve our employee value proposition, supporting recruitment and retention of the Councils workforce.</p> <p>Let's Connect provide a Home and Technology Employee Benefit, offering our employees the latest consumer technology and homeware, spreading the cost through their pay via salary sacrifice, meaning a saving on national insurance for the individual. This proposed scheme will enable Council employees to save money on purchases by spreading the cost, whilst avoiding the need to pay high interest rates from the high street on loans or credit cards and also buy-now pay-later schemes.</p>
What is the proposed procurement route?	Direct Award via Eastern Shire Purchasing Organisation (ESPO) Framework - Lot 4, Technology products.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
Will any savings be generated?	No cashable savings will be generated by this scheme.
Has the In-House Preferred Test been carried out?	The services provided by our preferred supplier cannot be delivered by Birmingham City Council, as described above.
How will this service assist with the Council's commitments to Route to Zero?	Not applicable.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The scheme will provide a range of products which will be inclusive for all.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	<p>There is no statutory duty to provide this service. However, this benefit solution will:</p> <ul style="list-style-type: none"> - Support with the Council's commitment in reducing the cost of living for our employees - Improve our employee value proposition (EVP) - Support with recruitment & retention - Enable our employees to get the latest technology while spreading the cost via salary sacrifice - Acts as a replacement for our out-dated computer loan scheme
What budget is the funding from for this service?	This scheme is cost neutral to the council as the goods ordered will be purchased by the employees, with deductions taken from their salary.
Proposed start date and duration of the new contract	The proposed start date is June 2023 for a period of 5 years.

Title of Contract	Framework Agreement for Valuation Advice for the Right to Buy Scheme and Housing Stock Valuation for Accounting Purposes
Contact Officers	Director / Assistant Director: Kathryn James, Assistant Director, Investment and Valuation Client Officer: Allyson Marke-Wilson, Valuations and Acquisitions Manager Procurement Officer: To be allocated
Relevant Portfolio	Cabinet Member for Housing and Homelessness
Briefly describe the service required	To provide advice on the value of housing properties to support the Right to Buy scheme to enable tenants of the Council to be able to buy their home and produce the Housing Stock Valuation to inform the Councils accounts on an annual basis.
What is the proposed procurement route?	A procurement process will be undertaken and advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com .
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is a current contract in place with Sure Property Group Limited that expires on 26 th April 2024 for the Right to Buy Valuations and a separate contract again with Sure Property Group Limited that expires in December 2025.
Will any savings be generated?	There may be potential savings achieved by amalgamating the 2 contracts from the 1 st April 2024 as a result of this commission.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as there are not the skills, capability or resources within the Council for this service.
How will this service assist with the Council's commitments to Route to Zero?	Any specification will require the Council's commitments to Route to Zero to be considered, in particular to a reduction in zero emissions for transport.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	Both the Property Strategy and the Investment Strategy are designed to be fully inclusive towards the community that the City serve and with the aim of improving people's lives and the fabric of their local area.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is a statutory duty on the Council to produce its accounts on an annual basis that the Housing Stock Valuation will support. The service supports the statutory duty of the Housing Act 1985 and subsequent amendments that allows the Council to sell its housing to its tenants.
What budget is the funding from for this service?	The service is funded from the Property Services, Revenue Budget that is then recharged back to the Housing Revenue Account.
Proposed start date and duration of the new contract	The proposed start is 1 st April 2024 for a duration of 4 years.

Title of Contract	Support to Return Home from Hospital Service
Contact Officers	Director / Assistant Director: Louise Collett, Assistant Director, Commissioning Client Officer: Sarah Feeley, Commissioning Manager Procurement Officer: Marie Kennedy, Sub Category Manager
Relevant Portfolio	Cabinet Member for Health and Social Care, Councillor Mariam Khan
Briefly describe the service required	The service will play a pivotal role in ensuring citizens can leave hospital at the right time, to the right place with the right support. The service will provide practical and emotional support to citizens to ensure they return home safely following a discharge from hospital or an enablement bed. This could include support around access to food and shopping, benefit maximisation, home safety and befriending.
What is the proposed procurement route?	A procurement process will be undertaken and advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is currently a contract in place which expires on 30 th September 2023.
Will any savings be generated?	No cashable savings will be generated by this project.
Has the In-House Preferred Test been carried out?	Yes the test has been carried out - There is currently no provision within the council to provide a service of this nature. Due to the small scale of the service, it is not financially viable to look to develop an internal provision to meet this demand.
How will this service assist with the Council's commitments to Route to Zero?	The Service will be expected to contribute through the delivery of the contract, this will be able sourcing sustainable food, employing local people and reducing their own carbon footprint.
How do these activities assist the Council with Everybody's Battle; Everybody's Business?	The Service will be procured to reflect the diversity and needs of vulnerable citizens. It will be expected that the service has the ability to meet those needs through a range of methods to ensure that the service is accessible by all those that meet the criteria.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is required to ensure that we maximise the opportunity for vulnerable citizens to be supported following a stay in hospital, this service enables discharges to take place and focuses on reducing the risk of readmission. The focus is to provide support to ensure access to food and shopping, as well as wider support to reintegrate the citizen into their local community.
What budget is the funding from for this service?	This is funded from Birmingham Better Care Fund, there is no requirement for council core funding for this service.
Proposed start date and duration of the new contract	The proposed start date is 1 October 2023 for a period of 1 year with the potential to extend for a further 1 year. This will be subject to funding availability and performance.