



**Record of Officer
Executive Decision
Ref. No: DforC/003/15-16
Date of Decision: 23 February 2016**

If you have any questions about this decision, please contact 01903 221006 or email heather.kingston@adur-worthing.gov.uk.

Record of Decision: Award of the provision of Older People's Service 2016/2017						
Decision taken by: Director for Communities						
Declaration: I do not have a disclosable pecuniary interest, or conflict of interest.						
Delegated authority: At 2.7.8 of the Scheme of Delegations, a Director has delegated authority to undertake all matters in relation to procurement and the letting of contracts (after consulting with the Head of Business & Technical Services and the Solicitor to the Council). The procurement for this contract must have regard to the Councils' Joint Contract Standing Orders and to the Public Contract Regulations 2015.						
Background: Adur District and Worthing Borough Council's have delegated commissioning responsibility, through a partnership agreement with West Sussex County Council (WSCC), to commission local services to promote healthy lifestyles and prevent ill health The funding settlement for 2016/17 is yet to be clarified, therefore any award of contract will be made as 'Subject to Funding' and the proposed Providers are aware of this The total value of this contract is £107,000 per annum, made up of: <table><tr><td>£74,200</td><td>WSCC</td></tr><tr><td>£10,000</td><td>Adur DC</td></tr><tr><td>£22,800</td><td>Worthing BC</td></tr></table> Given the mix of funding, the project intends to combine objectives and outcomes around health and wellbeing and social care (although not personal care). The Provider will focus on meeting the needs of people aged 65 and over, especially those with additional needs such as: people who are socially isolated, who have carer responsibilities, people	£74,200	WSCC	£10,000	Adur DC	£22,800	Worthing BC
£74,200	WSCC					
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with disabilities and those who live in more deprived areas. The Provider will work alongside and closely with existing provision, to deliver:

Group based physical activities for endurance, strength and balance in order to increase the confidence of people at risk of falls to take part in physical activities

Activities based around the [Five ways to Wellbeing](#), ensuring time for social interaction (Connect, Be Active, Take Notice, Learn and Give)

The development of social networks in the community, where needed and appropriate, which offer peer support and respite and which encourage people from the target audiences, especially people who are in a Caring role and experiencing loneliness and or social isolation, to join in

A strong lead across the Adur and Worthing system with regard to identifying initiatives and bringing partners together to help combat Loneliness in the target audience.

An outreach service across Adur and Worthing that will:

- o Identify older people aged 65+ at risk of falls and signpost to support and activities
- o Link older people who are socially isolated into existing befriending and other services and activities where appropriate within neighbourhoods and across communities of interest
- o Encourage and support the uptake of the seasonal flu vaccine
- o Signpost to services which support: smoking cessation, alcohol reduction, mental health issues, money advice, fuel advice and sun safety
- o Provide information on the importance of keeping physically active to prevent falls and stay independent and healthy.

The procurement process

The table below summarises the chronology of the dates for the procurement process.

Tender Advertised and live on portal Tender advertised in Worthing Herald, the Council's website and the Council's e-procurement portal	04 December 2015
Deadline for Return of Tenders One response received within the deadline	Noon 23 December 2015
Evaluation of Tenders The response was evaluated by panel using a scoring matrix	06 January 2016
Interview A clarification interview was held with Senior Staff of Guild Care and all queries were answered satisfactorily	14 January 2016

Intended contract Start Date

01 April 2016

Assessment of the proposals

Those tendering for this contract had a clear outline of the assessment criteria which would be used to score the written bids. The assessment panel was comprised of the Councils Acting Communities Team Manager, Communities Monitoring and Support Officer; and the Senior Procurement and Contracts Officer,

One bid was submitted by Guild Care

The Panel agreed that the bid from Guild Care scored Good to Excellent

Procedural Considerations

In reviewing the procedures that have been followed in this matter I have consulted A&WC Protocol on Officer Decision Making and Article 12 of the Constitution, Paragraph 12.02: Principles of Decision Making. I am satisfied that I am able to take a decision in accordance with the Principles of Decision Making.

Decision:

That the contract for the delivery of older people's services contract in Adur and Worthing 2016/17 is awarded to Guild Care.

Key Decision: Yes

Reason for the Decision: Outcome of a Procurement Exercise to Award of the Provision of Older People's Service 2016/2017

Alternative Options Considered: None

Other Matters Considered:

Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health and Safety Issues	x		

Consultation: None

Background Papers: None

Signed: 

Dated: 23 February 2016

Name: John Mitchell, Director for Communities

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