

	<b>Officer Key Decision</b>
	<b>Report of the Corporate Director, Care, Health and Wellbeing</b>
	<b>Lead Cabinet Member for Public Health and Adult Social Care</b>
<b>AUTHORITY TO TENDER CONTRACT FOR HEALTH EDUCATORS</b>	

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Key Decision
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	One Appendix 1 Equalities Impact Assessment
<b>Background Papers<sup>1</sup>:</b>	
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Nipa Shah Programme Director, Brent Health Matters nipa.shah@brent.gov.uk

## 1.0 Executive Summary

1.1 This report concerns approval to tender a contract for Health Educators to support the work of Brent Health Matters to tackle Health Inequalities. This report requests approval to invite tenders in respect of a contract for Health Educators as required by Contract Standing Orders 88 and 89.

## 2.0 Recommendation(s)

That the Corporate Director, Care, Health and Wellbeing:

- 2.1 Approves inviting tenders for a contract for Health Educators on the basis of the pre - tender considerations set out in paragraph 3.6 of the report.
- 2.2 Approves Officers evaluating the tenders referred to in 2.1 above on the basis of the evaluation criteria set out in paragraph 3.6(vi) of the report.

### **3.0 Detail**

#### **Contribution to Borough Plan Priorities & Strategic Context**

- 3.1 Strategic priority 5 within the Brent Borough plan 2023-27: Moving Brent Forward Together is about building a healthier Brent. One of the desired outcomes of this is to ensure our Health and Social care services meet local needs and reduce health inequalities. Health Educators have shown to be a key part of delivering the service Brent Health Matters which aims to tackle these health inequalities.

#### **Background**

- 3.2 The Council requires the provision of Health Educators as part of delivering the Brent Health Matters service which is provided by all stakeholders across Brent Integrated Care Partnership. Officers have considered whether the Health Educators service can be provided by the Council itself but have concluded that this is best provided by a contractor. A provider is required to find and recruit local residents from diverse backgrounds, and be equipped to train and manage the Health Educators based on the health inequality needs of residents living in each Brent Connects area. Recruiting local residents from diverse backgrounds is crucial for this programme as they can reach the local communities.
- 3.3 The overall objective of the Brent Health Matters programme is to reduce health inequalities in Brent. One outcome that will help the programme achieve this is by better equipping residents on the range of services, support, education and advice available which will increase self-care and management of long-term conditions.
- 3.4 The Health Educator service has been provided by a consortium of 5 local voluntary organisations for the last 2 years (Brent Carers Centre, Brent Mencap, PLIAS, Community Barnet, SAAFI). They manage a group of Health Educators recruited from the community with diverse backgrounds to coordinate and deliver health education, awareness and signposting in the community, and provide case support to people with or at risk of developing long-term conditions such as diabetes and hypertension.
- 3.5 This service has to date been provided by local voluntary organisations that employ local people who have existing links with our communities, something which is essential to do this work.

#### **Pre-tender Considerations**

- 3.6 In accordance with Contract Standing Orders 88 and 89, pre-tender considerations for the procurement of the contract for Health Educator service (the "Contract") have been set out below for the approval of the Corporate Director:

<b>Ref.</b>	<b>Requirement</b>	<b>Response</b>	
(i)	The nature of the services / supplies / works.	Providing a Health Educator service which includes raising awareness of health conditions, promoting a healthy lifestyle, the importance of prevention services and provision of peer support.	
(ii)	The estimated value.	£1m over four years.  Annual contract cost of up to £250,000	
(iii)	The contract term.	Initial 2 years contract with possibility of 1+1 year extension subject to satisfactory performance.	
(iv)	The tender procedure to be adopted.	A variation of the open procedure will be used for this requirement under the Light Touch Regime.	
v)	The procurement timetable.		<b>Indicative dates are:</b>
		Adverts placed on FTS and Contracts Finder	05/01/2024
		Publish Invitation to Tender	05/01/2024
		Tender workshop	15/01/2024
		Deadline for Invitation to Tender	05/02/2024
		Evaluation and moderation of Tenders	By 23/02/2024
		Report recommending Contract award circulated internally for comment	29/02/2024
		Corporate Director / Director approval	01/03/2024
		10 calendar day standstill period and notification issued to all tenderers and additional debriefing of unsuccessful tenderers	04/03/2024 – 14/03/2024
		Contract mobilisation	15/03/2024 – 30/04/2024

Ref.	Requirement	Response															
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(vi)	The evaluation criteria and process.	<p>1. Initial Tenders shall be invited by way of a public notice published on Contracts Finder, Find a Tender Service and the London Tenders Portal.</p> <p>2. On receipt of tenders, a Selection Questionnaire stage will operate and shortlists will be drawn up in accordance with the Council's Contract Procurement and Management Guidelines by the use of a selection questionnaire to identify organisations meeting the Council's financial standing, technical capacity and expertise, and previous experience.</p> <p>3. The panel will evaluate the tenders against the following criteria:</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Criteria</th> <th>Weighting</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Quality</td> <td>50%</td> </tr> <tr> <td>2</td> <td>Price</td> <td>40%</td> </tr> <tr> <td>3.</td> <td>Social value</td> <td>10%</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>100%</b></td> </tr> </tbody> </table>	No.	Criteria	Weighting	1.	Quality	50%	2	Price	40%	3.	Social value	10%		<b>Total</b>	<b>100%</b>
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(vii)	Any business risks associated with entering the contract.	No specific business risks are considered to be associated with entering into the proposed contract.															
(viii)	The Council's Best Value duties.	The procurement of this contract will assist the council in achieving best value.															
(ix)	Consideration of Public Services (Social Value) Act 2012	The Council is under duty pursuant to the Public Services (Social Value) Act 2012 ("the Social Value Act") to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. Officers have had regard to considerations contained in the Social Value Act in relation to the procurement and social value forms 10% of the evaluation score.															
(x)	Any staffing implications,	See section 9 below. There will be TUPE implications for a new provider. There will be no TUPE implications for the council.															

Ref.	Requirement	Response
	including TUPE and pensions.	
(xi)	The relevant financial, legal and other considerations.	See Financial Considerations at Sections 5 and Legal Considerations at Section 6 below.
(xii)	Sustainability	This has been assessed in line with the Procurement Sustainability Policy and determined that a quality measure for sustainability is not required and can be captured as part of the Social Value criteria.
(xiii)	Key Performance Indicators / Outcomes	Appropriate Key Performance Indicators / Outcomes will be included in the contract.
(xiv)	London Living Wage	The Contract will require the payment of the London Living Wage.
(xv)	Contract Management	A contract will be managed by the existing management team within Brent Health Matters.

#### **4.0 Stakeholder and ward member consultation and engagement**

4.1 Consultation was carried out with various community and voluntary organisations and Lead Council Member in 2022, when the service was initially started.

4.2 In the past 2 years, since the service has been operational, the team has received very positive comments about the service offered from the community at the outreach events done by the service.

#### **5.0 Financial Considerations**

5.1 The total cost of the contract at today's prices, including the extension option, is estimated to be £1m.

5.2 The value of the initial term of the contract will be £0.5m, with an option to extend for a period of up to a further two years at a value of £0.25m each year.

5.3 The full cost of the contract and/or extension will be funded from the community Champions, Integrated Care Partnerships Budget via the Public Health Grant.

#### **6.0 Legal Considerations**

6.1 The estimated value of the proposed Contract is above the threshold for Services under the Public Procurement Regulations 2015 (the "PCR 2015") and the procurement is therefore governed by the PCR 2015.

- 6.2 The procurement is subject to the Council's own Standing Orders and Financial Regulations in respect of Medium Value Contracts given the procurement is valued at £1M. For Medium Value Contracts, the Corporate Director must approve the pre-tender considerations set out in paragraph 3.6 above (Standing Order 89) and the inviting of tenders (Standing Order 88).
- 6.3 Once the tendering process is undertaken, Officers will report back to the Corporate Director in accordance with Contract Standing Orders, explaining the process undertaken in tendering the Contract and recommending award.
- 6.4 As this procurement is subject to the full application of the PCR 2015, the Council must observe the requirements of the mandatory minimum 10 calendar standstill period imposed by the PCR 2015 before the Contract can be awarded. The requirements include notifying all tenderers in writing of the Council's decision to award and providing additional debrief information to unsuccessful tenderers on receipt of a written request. The standstill period provides unsuccessful tenderers with an opportunity to challenge the Council's award decision if such challenge is justifiable. However if no challenge or successful challenge is brought during the period, at the end of the standstill period the Council can issue a letter of acceptance to the successful tenderer and the Contract may commence.

## **7.0 Equality, Diversity & Inclusion (EDI) Considerations**

- 7.1 Pursuant to s149 Equality Act 2010 (the "Public Sector Equality Duty"), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
  - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
  - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,
- 7.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 7.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

- 7.4 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.
- 7.5 An equalities Impact Assessment has been carried out and the Corporate Director is referred to Appendix 1. The Equality Impact Assessment has not identified any adverse equality implications that would preclude the proposed procurement.
- 7.6 Brent Health Matters working closely with the Borough Public Health team aims to tackle the existing Health Inequalities. The Health Educator service will support this aim.

## **8.0 Climate Change and Environmental Considerations**

- 8.1 Council Officers will include a measure relevant to A Cleaner, Greener Future borough plan theme as part of the Social Value requirements.

## **9.0 Human Resources/Property Considerations (if appropriate)**

- 9.1 This service is currently provided by an external contractor and there are no implications for Council staff arising from retendering the Contract.
- 9.2 There are no property or accommodation implications.

## **10.0 Communication Considerations**

- 10.1 The information will be shared with residents, community organisations and all other stakeholders within ICP.

**Report sign off:**

**Tom Shakespeare**  
Director of Integrated Care  
Partnership