

To: **Executive Member**
31st December 2022

Home Visiting Family Support Service SPP
Executive Director: People

1 Purpose of Report

- 1.1 To seek Executive Member approval for the procurement of Home Visiting Family Support Service (HVFSS) for a five-year contract term to begin in July 2024.
- 1.2 To seek Executive Member approval for the extension of the existing HVFSS, delivered by Home-Start, for 16 months to allow sufficient time to conduct a full procurement process and align the current contractual arrangements with the lease end date. The current provider of the service holds a lease on the rooms they operate from within the Open Learning Centre, which has a 12-month termination clause. The current lease is due to end on the 27/07/2024. The SPP will be presented to Executive Member on the 13th of December 2022 in line with the EWP.

2 Recommendations

- 2.1 **Executive Member to approve this Strategic Procurement Plan for the provision of HVFSS.**
- 2.2 **Executive Director to approve a 16-month extension of existing contractual arrangements via waiver until 26/07/2024. The total contract value does not exceed legal thresholds so does not require approval from Legal or Procurement. Monitoring arrangements including KPIs will be agreed with operational colleagues and the provider for the extension period.**
- 2.3 **Executive Member to agree the proposed contractual term of 5 years with a review of the provision in year 3 via an initial PIN notice, to go to an open, single stage tender if suitable providers come forward.**
- 2.4 **Executive Member to delegate authority for the contract award decision to the Executive Director: People, subject to successful evaluation of bids. Executive Member to delegate authority for enacting permitted contract extensions to the Executive Director: People.**

3 Reasons for Recommendations

- 3.1 The procurement of HVFSS supports the delivery of our Early Help service and helps to meet demand which has increased post Covid.
- 3.2 The proposed procurement, through a competitive tender process (subject to the outcome of the Prior Information Notice process) will help maximise tender opportunities that will generate value for money and a high-quality HVFSS provision.
- 3.3 Bracknell Forest Council wants all families to thrive and be supported to reach their full potential. Research shows that Early Help Services, of which HVFSS is part of, can protect children from harm, potentially reduce the need for a referral to child protection services and improve families mid to long-term outcomes.

- 3.4 This is a long running provision that has been instrumental in providing Youth Counselling for young people in the local community and supports the key objectives in the Bracknell Forest Council Plan, caring for your families and communities.
- 3.5 To be compliant with Public Contract Regulations 2015 and BFC's Contract Standing Orders, and for timely completion of the tender, award, and mobilisation phases in time for the contract to commence on 28th July 2024.
- 3.6 The HVFSS will be procured by the Council with the aim to secure a further 5-year contract with a review in year 3 which will allow for any budget restrictions and/or alterations required with respect to demand, services required to meet identified and emerging need. Alongside of this a new lease arrangement, compatible with the terms of the contract would be sought if the current provider was still in situ.

4 Alternative Options Considered

- 4.1 Do nothing: The current Grant Arrangement and associated obligations will lapse, therefore there would be no holistic support for families to meet our duties and the identified needs.
- 4.2 Extending: Continually extending the current contractual arrangement beyond the 16 months will need to be permitted through additional waivers. The current contract for this service has already been extended twice by waiver. Use of further waivers is not advisable as it does not provide stability for BFC or the provider.
- 4.3 Spot purchasing without a contractual arrangement: Best Value for money is unlikely to be achieved through spot purchasing and does not allow for BFC to proactively manage the local communities current and future need.

5 Supporting Information

- 5.1 Bracknell Forest Council's current HVFSS contract is currently being delivered by Home-Start. The aim is to provide tailored support to families in response to identified need, through a combination of home visits, other funded activities, family group meetings and signposting to other community services. The HVFSS is focused on families with a Tier 2 level of need, with children aged 0-11 years, with at least one child under the age of 5 years.
- 5.2 The current provider consistently meets the Council's requirements and helps our families to achieve positive outcomes They have demonstrated flexibility throughout and the pandemic, managing increased referral numbers for the service when required at no extra cost to BFC.

6 Consultation and Other Considerations

Legal Advice

- 6.1 Legal comments are as set out in the Strategic Procurement Plan.

Financial Advice

- 6.2 Finance has been consulted and reviewed and are in agreement with assumption made in document.

Other Consultation Responses

6.3 Procurement

Procurement considerations contained within the Strategic Procurement Plan.

Equalities Impact Assessment

- 6.4 An initial impact assessment screening has been completed. This identified that a Full Equality Impact assessment was not required.

Strategic Risk Management Issues

- 6.5 Non identified.

Climate Change Implications

- 6.6 The recommendations in Section 2 above are expected to:

Have no impact on emissions of CO₂.

Health & Wellbeing Considerations

- 6.7 This service is partially funded by the Better Care Fund. A key outcome of the service is that families are supported and provided with relevant information to enable them to maintain and improve their physical and mental wellbeing.

Background Papers

Strategic Procurement Plan - Home Visiting Family Support Service

Contact for further information

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