

HEALTH SOCIAL CARE AND INCLUSION SCRUTINY AND PERFORMANCE PANEL

DATE: 4 JUNE 2007

GATEWAY REVIEW – THE COMMUNITY MEALS SERVICE

Ward(s) All

Portfolios: Cllr B McCracken

Summary of report:

Members will receive a report on the community meals project in relation to the recently received bids within the context of a Gateway Review Process. Accordingly this report has been structured within the context of the review and the key questions to be asked within Gateway 3 (the investment decision).

Section one of the report provides background information and section two outlines the current status of the project and the intention to seek cabinet approval on the 20/06/07 to proceed to the next stage. Section 4 provides detailed responses to the general questions identified in section 3 as part of the Gateway 3 review process.

Members will be given an opportunity to question members of the project team at the meeting.

Reason for scrutiny:

To update members on progress and to provide the opportunity to question the project team prior to the submission of the final report to Cabinet on the 20th June 2007, and for any recommendations or comments to be considered by Cabinet.



Signed:
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Date:

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1.0 Background Information

At a previous meeting of the Health and Social Care Scrutiny and Performance Panel on the 30th March 2006 members received a presentation by the Head of Procurement on Gateway reviews and the role of scrutiny and performance panels. This demonstrated how the Gateway review process methodology provided the opportunity to members to carry out a review in a robust and structured way.

The Gateway review and its five stage process was outlined and following the presentation, members undertook the Gateway 2 review.

2.0 Introduction to Current Position

Following the receipt of bids and their initial evaluation the intention is that a report will be submitted to Cabinet on the 20/06/07 which will recommend;

- a. To report the outcome of the tender evaluations to Cabinet on the 20/06/07
- b. To note the details in relation to the bids received, and to seek approval to inform the preferred bidder of the Council's desire to move forward to the next stage of the project which will include:
 - Notification of the award of contract to the preferred provider
 - Notice of implementation dates of new contract arrangements
- c. To report back to Cabinet on progress made and demonstrate the outcomes of the Value for Money financial modelling

3.0 Gateway Review 3: Investment decision

The purpose of the Gateway review 3 process is listed below by the following bullet points, these are considered in detail in relation to the community meals service within section 4.

- Confirm the business case and benefits plan now that the bid information has been confirmed.
- Check that all the necessary statutory and procedural requirements were followed throughout the procurement process.
- Confirm that the recommended contract decision, if properly executed within a standard lawful agreement, is likely to deliver the specified outputs/outcomes on time, within budget and will provide value for money.
- Ensure that management controls are in place to manage the project through to completion.
- Ensure there is continuing support for the project.

- Confirm that the approved procurement strategy has been followed.
- Confirm that the development and implementation plans of both the client and the supplier or partner are sound and achievable.
- Check that the business has prepared for the development (where there are new processes), implementation, transition and operation of new services/facilities.
- Confirm that there are plans for risk management issue management and change management (technical and business) and that these plans are shared with suppliers.
- Confirm that the technical and service implications have been addressed.

4.0 Gateway Review 3 Specific to Reprovision Project

- 1. Confirm the business case and benefits plan now that the bid information has been confirmed.*

The aim of the project is to improve the range, quality and choice of service for older people in Walsall, enabling people to remain independent in their own home with support and to ensure the prevention agenda is observed and that older people and vulnerable adults receive meal services that is high in nutritional value. Services will be developed within key locality areas, which will provide the opportunities for the development of a range of community based services, including the provision in specific demographic areas of culturally sensitive meals.

Services will be developed to meet the challenges, namely providing a higher quality service that encourages independence, well-being and choice to a significantly higher client base.

These identified benefits are very much a part of the proposals.

- 2. Check that all the necessary statutory and procedural requirements were followed throughout the procurement process.*

The procedures adopted to date have followed good practice. The Council's legal advisers (Legal Services, Financial Support Services, Environmental Health and Trading Standards) have advised in connection to the requirements of the food industry and relative environmental standards as well as financial modelling to achieve best value. Once the potential provider is awarded preferred bidder status work will commence within Locality teams to prepare for implementation.

Confirm that the recommended contract decision, if properly executed within a standard lawful agreement, is likely to deliver the specified outputs/outcomes on time, within budget and will provide value for money.

The Council's legal advisers are responsible for advising on all matters of law in relation to the project and for overseeing all necessary contract documents. The Council's financial advisers have rigorously reviewed all issues around affordability and value for money, and this process, will help inform the final recommendation.

3. Ensure that management controls are in place to manage the project through to completion, including contract management aspects.

The project had rigorous governance arrangements through Programme Board (comprising elected members and senior officers which meet on a bi-monthly basis), the Senior Executive Group, and the Project Team (officers from the various directorates and specialist areas together with the council's advisers which meet on a monthly basis).

4. Ensure there is continuing support for the project.

In addition to elected members' active involvement through Programme Board, which has included invitations to 'tasting sessions'. The benefits of the proposed model of service delivery will continue to be evident in that Walsall Council will broaden the provision of the community meals services to include BME groups formally excluded from this service. The increase in uptake of services will be within the budget envelope and aid the improved performance on a number of national performance indicators.

5. Confirm that the approved procurement strategy has been followed.

The approved procurement strategy around, the type, size, phasing and packaging of the contracts and compliance with procurement law has been adopted and followed.

Due consideration has been given to all relevant EU legislation and Walsall's own FCRs in letting this tender.

This ensures that the timing, specification, evaluation model and values of this contract have been advertised to ensure access to the tender for all interested parties.

All tenders have been evaluated in a fair and equitable process in line with the contract specification and evaluation criteria.

Due consideration has been give to any changes that are required in between award of contract and completing of transition of service and this risk has been managed within the terms and conditions of the proposed contract

Time has been allowed within the plan, to allow for any challenges in between the notification to unsuccessful parties and award of successful party.

6. Confirm that the development and implementation plans of both the client and the supplier or partner are sound and achievable.

These have been reviewed by the tender evaluation panel. The areas which will be further developed upon authorisation by Cabinet on the 20/06/07 will be in relation to the implementation of the renewed contract arrangements and the proposed increase in uptake from BME communities.

7. Check that the business has prepared for the development (where there are new processes), implementation, transition and operation of new services/facilities.

Initial proposals have been considered by the tender evaluation panel, and these will be further developed and considered within the period of the reviews and implementation plans prior to the final contract award

8. Confirm that there are plans for risk management, issue management and change management (technical and business) and that these plans are shared with suppliers.

These are in place but will require to be further developed as the project moves into the next phase.

9. Confirm that the technical implications, such as 'buildability' for construction projects; and for IT-enabled projects information assurance, the impact of e-government frameworks (such as e-GIF, e-business and external infrastructure) have been addressed

Initial technical proposals have been submitted as part of the bid, particularly in relation to delivery of the meals service. This will be over a six week period from authorisation by Cabinet on the 20/06/07 for the project to proceed to the next stage with the identified bidder.

5.0 Conclusion

Members are:

- asked to note the contents of the report and project progress.
- invited to ask questions of the project team.
- to comment as they consider is appropriate.