

## Procurement Board

Dear Member,

You are invited to attend the meeting of the Procurement Board to be held as follows for the transaction of the business indicated.

Miranda Carruthers-Watt  
Proper Officer

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**DATE:** Wednesday, 7 August 2019

**TIME:** 10.00 am

**VENUE:** The Boardroom, Salford Civic Centre, Chorley Road, Swinton

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**In accordance with 'The Openness of Local Government Bodies Regulations 2014,' the press and public have the right to film, video, photograph or record this meeting.**

### **AGENDA**

- 1 **Apologies for absence**
- 2 **Declarations of interest**
- 3 **To approve, as a correct record, the minutes of the meeting held on 24 July 2019** (Pages 1 - 4)
- 4 **Matters arising**
- 5 **Decision items - Part 1 (open to the public) - No Items.**
- 6 **Any other business - Part 1 (open to the public)**
- 7 **Exclusion of the public**
- 8 **Decision items - Part 2 (closed to the public)**
- 8a **Car Club Procurement** (Pages 5 - 14)
- 8b **Request for Approval - Contract Award - Integrated Children & Adults Social Care Case Management and Integrated Finance System** (Pages 15 - 28)
- 9 **Date and time of next meeting**

10:00a.m. on Wednesday 28 August 2019 in the Boardroom, Salford City Council, Civic Centre, Chorley Road, Swinton, M27 5DA.

Contact Officer:  
Carol Eddleston, Senior Democratic Services  
Advisor

Tel No: 0161 793 3316  
E-Mail: [carol.eddleston@salford.gov.uk](mailto:carol.eddleston@salford.gov.uk)

# Agenda Item 3

## PROCUREMENT BOARD

24 July 2019

Meeting commenced: 10:00 a.m.

Meeting ended: 10:32 a.m.

PRESENT: Councillors Boshell and Hinds (in the chair)

|                |                 |  |
|----------------|-----------------|--|
| IN ATTENDANCE: | Sheila Arnott   | Alternative Education Provision Consultant |
|                | Chris Conway    | Procurement Category Manager               |
|                | Karen Hamer     | Service Manager – Services to Young People |
|                | Dave Lyon       | Senior Building Surveyor                   |
|                | Stephen Thynne  | Strategic Finance Manager                  |
|                | Paul Walsh      | Head of Integrated Commissioning           |
|                | Carol Eddleston | Senior Democratic Services Advisor         |

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Paul Dennett, City Mayor and Councillor Merry.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES OF PROCEEDINGS

The minutes of the meeting held on 10 July 2019 were approved as a correct record.

4. MATTERS ARISING

There were no matters arising.

5. REQUEST FOR APPROVAL – EXCEPTION TO CONTRACTUAL STANDING ORDERS - CONTRACT EXTENSION – SALFORD CARERS SERVICE

Consideration was given to a report of the Strategic Director People seeking approval for an exception to Contractual Standing Orders to allow the existing Carers Service contract to be extended for six months.

It was confirmed that the Carers Strategy was currently being revised and that the final strategy would inform future specifications. The service currently being provided by the Gaddum Centre was excellent and commissioners had an excellent working relationship with them.

The service supported the identification of carers, acted as a focal point for carers, provided advice and information to carers about their rights and responsibilities, provided informal and formal advocacy for carers and worked across the hospital footprint to assist carers when the person they cared for was admitted and discharged.

RESOLVED, THAT:

- (1) An exception to Contractual Standing Orders be approved in accordance with Paragraph 3.1 as follows: the council can demonstrate that an integrated or strategic approach to procurement is being implemented and that there is a requirement to align services or contracts to co-terminus end dates, and
- (2) the existing contract with the Gaddum Centre for the provision of the Salford Carers Service be extended for six months, with a value of £188,954.

6. REQUEST FOR APPROVAL – EXCEPTION TO CONTRACTUAL STANDING ORDERS – CONTRACT AWARD – REPLACEMENT OF LIFE BUOYS WITH THROWLINES AT SALFORD QUAYS

Consideration was given to a report of the Strategic Director Place seeking an exception to Contractual Standing Orders to allow the direct award of a contract for throwlines as a replacement for life buoys at Salford Quays.

It was explained that Facilities Management staff spent up to four hours each day in summer, and up to two hours each day during the rest of the year, retrieving and re-positioning life buoys which had been recklessly removed and thrown into the water.

The proposal was to replace them with equipment encompassing a lockable unit with a throw line and instruction board, with the line only being accessed with a code from dialling 999. The code was bespoke to each unit and emergency services would therefore attend the exact location to assist.

The board acknowledged that this system could not be accessed without access to a telephone to call the emergency services but noted that it was being promoted and recommended by Greater Manchester's Fire & Rescue.

RESOLVED, THAT:

- (1) an exception to Contractual Standing Orders be approved in accordance with Paragraph 3.1 as follows: specialist supplies which are only available from one supplier, and
- (2) a two months' contract be awarded to Reach and Rescue for the supply and installation of a throwline rescue system to replace life buoys at Salford Quays, at a cost of £33,877.00.

7. REQUEST FOR APPROVAL – CONTRACT AWARD – APPROVED FLEXIBLE PROCUREMENT SYSTEM TO SUPPLY ALTERNATIVE PROVISION TO SALFORD PUPILS

Consideration was given to a report of the Strategic Director People seeking approval to award contracts to various providers which schools could use to source and commission suitable alternative provision for their pupils in KS3 and KS4.

It was explained that as this was a framework for schools to use, new entrants could be added at a future point, and prices may change. All providers had to be recognised education providers offering recognised qualifications. Consequently, for

example, Salford Community Leisure could not bid to enter the framework to provide sports coaching.

In 2018/19 420 pupils had accessed alternative provision and it was confirmed that all stayed on the school roll throughout. OFSTED looked very closely at how school managed and supported their pupils who accessed alternative provision.

RESOLVED, THAT: the City Mayor be recommended to approve the award of contracts for alternative provision to Salford Pupils as outlined in the report under the following lots:

- Lot 1 - Full-time Alternative Provision – Min of 25 hours per week
- Lot 2 - Part-time Alternative Provision – Sports Science / Health & Wellbeing
- Lot 3 - Part-time Alternative Provision – Sports Coaching / Life Skills
- Lot 4 - Part-time Alternative Provision – Hair and Beauty
- Lot 5 - Part-time Alternative Provision – Construction
- Lot 6 - One-to-One Tutoring
- Lot 7 - Complementary – Animal Care
- Lot 8 - Complementary – Innovation

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**PUBLIC INTEREST TEST – CHECKLIST**  
**Schedule 12A Local Government Act 1972**

**Name of Report** Provision of Car Club Scheme

**Committee** Procurement Board  
**Date** 7<sup>th</sup> August

**Category of exemption applied:** Disclosure is highly likely to reduce greater competition and limit the Council achieving better value for money for council taxpayers.

**Public Interest Test Questionnaire**

This is not a definitive list. However, it does provide a series of questions that you should ask yourself when recommending confidentiality.

| FACTORS WHICH SUPPORT DISCLOSING INFORMATION   |  |
|--|--|
| <b>Will disclosure help people to understand and participate in public debate about current issues?</b>  |  |
| Will disclosure help people to understand why the Council has taken certain decisions?   |  |
| <b>Will disclosure give the public information about the personal probity (or otherwise) of elected members or council staff?</b>  |  |
| Will disclosure encourage greater competition and better value for money for council taxpayers?  |  |
| <b>Will disclosure allow individuals and companies to understand decisions made by the Council that have affected their lives?</b>   |  |
| Is the information about factors that affect public health and public safety? (NB you should be careful if considering the release of information which might adversely affect public health and safety) |  |
| <b>Will disclosure reveal incompetent, illegal or unethical decision-making or examples of malpractice?</b>  |  |
| Will disclosure reveal that such maladministration has not in fact occurred?   |  |

| FACTORS WHICH SUPPORT WITHHOLDING INFORMATION   |  |
|---|--|
| <b>Will disclosure damage the Council's interests without giving the public any useful information?</b>               |  |
| Will disclosure damage another organisation or person's interests, without giving the public any useful information?  |  |
| <b>Will disclosure give an unfair, prejudicial or inaccurate view of a situation?</b>                                 |  |
| Will disclosure prevent the effective delivery of services without giving the public useful information?              |  |
| <b>Will disclosure put the health and safety of any group or individuals at risk?</b>                                 |  |
| Is there a clear and coherent reason why the community in general would benefit more from information being withheld? |  |

**Justification of decision  
(Please provide explicit reasoning)**

Disclosure is highly likely to reduce greater competition and limit the Council achieving better value for money for council taxpayers due to the commercially sensitive information contained in this report.

Other documents attached?

Name and Title: Frank O'Sullivan, Strategic HR&OD Manager  
Date: 25 July 2019

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**PUBLIC INTEREST TEST – CHECKLIST**  
**Schedule 12A Local Government Act 1972**

**Name of Report: Award the Contract for an Integrated Adults and Children’s Social Care Case Management and Integrated Finance System**

**Committee: Procurement Board**  
**Date: 07/08/2019**

**Category of exemption applied: 3**

**Public Interest Test Questionnaire**

This is not a definitive list. However, it does provide a series of questions that you should ask yourself when recommending confidentiality.

| FACTORS WHICH SUPPORT DISCLOSING INFORMATION   |    |
|--|----|
| <b>Will disclosure help people to understand and participate in public debate about current issues?</b>  | No |
| Will disclosure help people to understand why the Council has taken certain decisions?   | No |
| <b>Will disclosure give the public information about the personal probity (or otherwise) of elected members or council staff?</b>  | No |
| Will disclosure encourage greater competition and better value for money for council taxpayers?  | No |
| <b>Will disclosure allow individuals and companies to understand decisions made by the Council that have affected their lives?</b>   | No |
| Is the information about factors that affect public health and public safety? (NB you should be careful if considering the release of information which might adversely affect public health and safety) | No |
| <b>Will disclosure reveal incompetent, illegal or unethical decision-making or examples of malpractice?</b>  | No |
| Will disclosure reveal that such maladministration has not in fact occurred?   | No |

| FACTORS WHICH SUPPORT WITHHOLDING INFORMATION   |     |
|---|-----|
| <b>Will disclosure damage the Council's interests without giving the public any useful information?</b>               | No  |
| Will disclosure damage another organisation or person's interests, without giving the public any useful information?  | Yes |
| <b>Will disclosure give an unfair, prejudicial or inaccurate view of a situation?</b>                                 | No  |
| Will disclosure prevent the effective delivery of services without giving the public useful information?              | No  |
| <b>Will disclosure put the health and safety of any group or individuals at risk?</b>                                 | No  |
| Is there a clear and coherent reason why the community in general would benefit more from information being withheld? | No  |

**Justification of decision**  
**(Please provide explicit reasoning)**

**The Procurement Board report includes details of**

- **tender bid prices from the successful tenderer**
- **a proposed payment schedule breakdown over 5 years**
- **and itemises current payments to the current supplier.**

**As such, this is considered to be commercially sensitive information**

Other documents attached? N/A

Name and Title: Tim Kelly, Senior ICT Consultant, Digital and Business Solutions  
Date: 20/07/2019

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of the Local Government Act 1972.

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