

Date: 01/03/2021	Decision Maker: Acting Director of Public Health
Report title:	Gateway 1 Procurement Strategy Approval for contracts valued up to £150,000 (Goods & Services) or £500,000 (Works) Holiday Activities and Food Programme Coordinator
Ward(s) or groups affected:	Borough-wide
From:	Head of Programme for Healthy Places

RECOMMENDATION(S)

1. That Acting Director of Public Health approves the procurement strategy outlined in this report for the Holiday Activities and Food Programme Coordinator at an estimated value of £24,000 for a period of 10 months until 31/01/22.

BACKGROUND INFORMATION

2. This procurement relates to :Services
3. This is a new provision with Impact Union. Impact Union have been providing support for the Holiday Activities and Food (HAF) programme since January 2021. We are looking to secure a new agreement via a contract for 10 months on a freelance basis for a maximum of 80 working days (on average 2 days per week) over the contract period at a rate of £300 per day.
4. The Department for Education have confirmed funding for an extended Holiday Activities and Food (HAF) programme in 2021 running across Easter, Summer and Winter holidays. Funding is being allocated to each local authority in England and Southwark Council is anticipating to receive approximately £1.5 million to cover coordination and delivery for 2021.
5. Previous experience from last year's summer holiday programme, the Lambeth and Southwark Summer of Food and Fun, has demonstrated the importance of having a dedicated holiday provision coordinator to support the programme from design through to delivery and evaluation.
6. We have been working with Vicki Exall (via her organisation Impact Union) on a freelance basis to prepare for the Easter holiday programme. Securing support on a freelance basis has been deemed preferable to enable flexibility as we anticipate more support will be required leading up to and during the holiday periods.
7. Vicki has direct experience of working in holiday provision, both as a Southwark Provider whilst working at Mercato Metropolitano and as Lambeth's holiday provision coordinator for Lambeth and Southwark's Summer of Food and Fun. Her experience, expertise and local knowledge will be key in ensuring that we have a quality programme up and running by Easter.

8. Due to her previous role as Lambeth's holiday coordinator, Vicki will also be supporting Lambeth Council with their HAF programme for 2021. Through sharing coordinator capacity with Lambeth, we are able to benefit from economies of scale across the two programmes through sharing best practice, avoiding duplication of work, and identify areas where we can pool resources.

KEY ISSUES FOR CONSIDERATION

4. Options for procurement route including procurement approach

Options		Details
In-house	<input type="checkbox"/>	No capacity available in house
3 quotations	<input type="checkbox"/>	N/a due to contract value less than £25K
5 tenders	<input type="checkbox"/>	N/A due to contract value
Framework agreement	<input type="checkbox"/>	N/A
Corporate Contract	<input type="checkbox"/>	N/A
Do Nothing	<input type="checkbox"/>	Without additional support to deliver the HAF programme, the Council would be unable to coordinate a quality programme within existing capacity. Without the holiday programme, children and families vulnerable to food insecurity will have less support available to them over the Easter period.
Other	<input checked="" type="checkbox"/>	Single supplier due to value of contract, prior expertise and experience from the preferred provider, and partnership with Lambeth Council to secure economies of scale and value for money

Proposed procurement route

5. single supplier

<p>If you are not seeking 3 quotations (under £100,000) or 5 tenders (£100,000 and above) please enter full details of why not and justify why your proposed procurement route will provide best value for the council</p>	<p>As the contract value falls below £25K, the procurement should look to seek best value. Given the considerable expertise of our selected provider, direct experience of working as a coordinator for this programme and the previous programme and the contract value, we feel this represents value for money that could not be obtained if three quotes had been secured. We also ensured further value for money by sharing the post across Lambeth and Southwark, enabling economies of scale.</p>
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Identified risks for the procurement

6. Check if applicable
- | | |
|------------------------------|-------------------------------------|
| Data issues | <input type="checkbox"/> |
| Financial stability | <input type="checkbox"/> |
| Planning/Development control | <input type="checkbox"/> |
| None | <input checked="" type="checkbox"/> |

Non Key decisions

7. This report deals with a [non key decision](#) ☒

Procurement Policies

8. This procurement strategy has taken into account the council's [procurement strategy](#), related procurement policies and [Contract Standing Orders](#). ☒

Procurement project plan

Activity	Complete by:
Approval of Gateway 1: Procurement strategy report	02/03/2021
Approval of Gateway 2: Contract Award Report	09/03/2021
Notification of implementation of Gateway 2 decision	10/03/2021
Contract award	12/03/2021
Add to Contract Register	19/03/2021
Contract start	01/04/2021
Initial Contract completion date	31/01/2022

TUPE/Pensions implications

9. [TUPE](#) does not apply. ☒

Documentation

10. The following contract documentation will be used:

[Under EU services contract](#) ☒

[GC/Works/2 Minor Works](#) ☐

[JCT Minor Works 2016](#) ☐

Other ☐

Advertising the contract

Yes No

11. This procurement opportunity will be advertised on [Contracts Finder](#) ☐ ☒

Sustainability considerations

12. The Public Services (Social Value) Act 2012 requires the council to consider a number of issues including how what is proposed to be procured may improve the economic, social and environmental well-being of the local area for higher value contracts. The council is committed to these principles for all contracts. The following issues have therefore been considered in relation to this procurement:

	Yes	Not applicable
Is the payment of London Living Wage appropriate and included in the contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are mediation provisions included in the contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are Fair Trade products specified in the contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are the Safer Lorries conditions appropriate and included in the contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Plans for the monitoring and management of the contract

13. The contract will be monitored and managed by: Head of Programme for Healthy Places

The council's contract register publishes the details of all contracts over £5,000 in value to meet the obligations of the Local Government Transparency Code. The Report Author must ensure that all appropriate details of this procurement are added to the contract register via the eProcurement System.

Staffing/procurement implications

14. No staffing implications ☒

Financial implications

15. The costs of this procurement can be met from existing budgets and the estimated contract value is £24,000 for a period of 10 months, ending on 31/01/2022.

Consultation

16. The [Public Sector Equality Duty](#) has been considered and no additional consultation is required ☒

SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

[Click here to enter text.](#)

FOR DELEGATED APPROVAL

Under the powers delegated to me in accordance with the Council's Contract Standing Orders, I authorise action in accordance with the recommendation(s) contained in the above report.

Signature  Date...10/03/2021.....

Designation Jin Lim Acting Director of Public Health

APPENDICES

No	Title
Appendix 1	Holiday Provision Coordinator Agreement for 2020/2021 signed

AUDIT TRAIL

Lead Officer	Acting Director of Public Health
Report Author	Nikita Sinclair - Public Health Policy Officer for Healthy Places
Version	Final
Dated	11/03/2021
Key Decision?	No