

## **Forthcoming Executive Key Decision by an Officer with Delegated Powers Published on the Forward Plan**

Dates between which the decision will be taken by the Executive Director of Adult Social Care, Wellbeing and Communities:  
Earliest: 12 January 2023 / Latest: 31 January 2023

### **Any representations should be sent to:**

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**By 5pm, 11 January 2023**

## **Executive Decision Making by an Officer with Delegated Powers**

Decision to be taken by: Professor Sarah Scott, Executive Director of Adult Social Care, Wellbeing and Communities (post formerly known as the Executive Director of Adult Social Care and Public Health)

Pursuant to an Authorisation from Cllr Carole Allaway-Martin, Cabinet Member for Adult Social Care Commissioning on 28 June 2022:  
Extension of existing Medequip and We Care & Repair Contracts

Report title: Extension of Medequip and We Care & Repair contracts for a further 12 months.

<b>The decision</b>	<p>Having consulted with the Cabinet Member for Adult Social Care Commissioning in accordance with the Cabinet Member decision on 28 June 2022:</p> <p><u>DECISION</u></p> <p>To exercise a one-year extension option (commencing 1<sup>st</sup> August 2023) under:</p> <ul style="list-style-type: none"><li>(a) the council's contract with Medequip Assistive Technology Ltd for the supply of servicing and maintenance services and</li><li>(b) the council's contract with We Care &amp; Repair Ltd for the supply of minor adaptation services for the Gloucestershire Integrated Community Equipment Service;</li></ul> <p>Each awarded pursuant to a decision by Cllr Carole Allaway-Martin, Cabinet Member for Adult Social Care Commissioning and Professor Sarah Scott,</p>
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	Executive Director of Adult Social Care, Wellbeing and Communities, dated 28 <sup>th</sup> June 2022. Such extensions shall be effected in accordance with the extension option provisions of the said contracts.																
<b>Background documents</b>	<p>Extension of existing Medequip and We Care &amp; Repair Contracts (28.06.22): <a href="https://glostext.gloucestershire.gov.uk/ieDecisionDetails.aspx?ID=1901">https://glostext.gloucestershire.gov.uk/ieDecisionDetails.aspx?ID=1901</a></p> <p>Gloucestershire Industrial Services (GIS) Healthcare - Procurement of Service &amp; Maintenance Contract: <a href="https://glostext.gloucestershire.gov.uk/ieDecisionDetails.aspx?Id=890">https://glostext.gloucestershire.gov.uk/ieDecisionDetails.aspx?Id=890</a></p> <p>Contract Award for the delivery of a community equipment maintenance and repair contract: <a href="https://glostext.gloucestershire.gov.uk/ieDecisionDetails.aspx?ID=968">https://glostext.gloucestershire.gov.uk/ieDecisionDetails.aspx?ID=968</a></p>																
<b>Reasons for the decision</b>	<p>The current contracts for the provision of community equipment, service and maintenance and minor adaptations are due to end on 31 July 2023; notice is required to inform the providers of the council's intentions to extend or not. The two contracts cover key services in the community. Medequip maintain equipment loaned by the Council ensuring it is serviced, repaired, and maintained according to health and safety regulations and We Care &amp; Repair deliver the safe and timely provision of minor adaptations within the home that help people remain independent.</p> <p>Exercising the option to extend both contracts for a final period of 12 months will allow time to agree and implement the recommendations made in the Equipment and Assistive Technology Review. This includes updating service specifications, re-baselining activity, reviewing KPIs and drawing on the learning and impact of the recent pandemic. These contracts link with numerous other services such as the community equipment service provided by the County Council. Working closely with strategic procurement, legal and financial services this complex connectivity will be planned for and addressed in the development of future pathways. Within existing contracts work will continue to review current service pathways, improve understanding of need and revise the Disabled Facilities Grants (DFG) processes working with Districts through the Strategic Housing Partnership to improve access and streamline the pathway for adaptations.</p>																
<b>Resource implications</b>	<p>The funding required to implement the recommendation is within the current overall Adult Care Budgets:</p> <table border="1"> <thead> <tr> <th></th> <th>Previous estimated budget</th> <th>Extension to which this paper relates – Year 2</th> </tr> <tr> <th>Contract</th> <th>Aug 23- Jul 24</th> <th>Aug 23- Jul 24</th> </tr> </thead> <tbody> <tr> <td>We Care &amp; Repair</td> <td>1,156,401</td> <td>1,175,000</td> </tr> <tr> <td>Medequip</td> <td>665,521</td> <td>601,000</td> </tr> <tr> <td><b>Overall Total</b></td> <td><b>1,821,922</b></td> <td><b>1,776,000</b></td> </tr> </tbody> </table>			Previous estimated budget	Extension to which this paper relates – Year 2	Contract	Aug 23- Jul 24	Aug 23- Jul 24	We Care & Repair	1,156,401	1,175,000	Medequip	665,521	601,000	<b>Overall Total</b>	<b>1,821,922</b>	<b>1,776,000</b>
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	<ul style="list-style-type: none"> <li>• One-year extension of the council’s contract with We Care &amp; Repair – commencing 1<sup>st</sup> August 2023: £1,175,000 (funded from existing DFG capital allocations)</li> <li>• One-year extension of the council’s contract with Medequip commencing 1<sup>st</sup> August 2023: £601,000 (to be covered initially from revenue budget)</li> </ul> <p>Total spend in the period 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2024: £1,776,000</p> <p>We Care &amp; Repair is higher than the previous report due to more recent Consumer Prices Index (CPI) indices being at higher rates than when first projected in May/June. This is also a factor for Medequip, which is slightly lower, in addition to:</p> <ul style="list-style-type: none"> <li>• Calculation of current baseline spend was revised, with more current invoices (i.e. Spending levels) included.</li> <li>• Uplifts in May/June were estimated against an earlier (smaller) list of rate uplifts from Medequip.</li> </ul>
<p><b>Who has been consulted?</b></p>	<p>Cllr Carole Allaway-Martin, Cabinet Member for Adult Social Care Commissioning</p> <p>Internal Support Services:</p> <ul style="list-style-type: none"> <li>▪ Legal Services</li> <li>▪ Strategic Procurement</li> <li>▪ Finance</li> <li>▪ IMS</li> <li>▪ Communications</li> </ul>
<p><b>What were their comments?</b></p> <p>Cllr Carole Allaway- Martin, Cabinet Member for Adult Social Care Commissioning:</p> <p>“I am content to agree that we award the extension to contract as per legal advice and agreement by the Director”</p> <p>Advice regarding this report has been provided to the author by:</p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Legal Services</li> <li>• Finance</li> <li>• IMS</li> <li>• Strategic Procurement</li> </ul> <p>Updates have been made accordingly</p>	
<p><b>Background/Context</b></p> <p>1.1 In November 2016 cabinet granted permission for a competitive tender process to take place to award a 7-year contract to provide community equipment service and maintenance. This comprised an initial contract term of 5 years with the option to extend for a further 2 years.</p>	

1.2 The contract was awarded in two Lots:

- i. Lot 1 - Service and Maintenance of Community Equipment - Medequip
- ii. Lot 2 – Minor Adaptations – We Care & Repair Ltd

1.3 In June 2022 Cllr Allaway-Martin approved the variation of both Medequip and We Care & Repair contracts from a two-year extension option to a 1+1 extension option, and concurrently approved the exercise of the first of those options, extending the contract by a period of one year.

1.4 Contract Variations were drawn up for both community equipment, service and maintenance and minor adaptations to continue on a 1+1 basis. Both providers have indicated their willingness to continue delivery of the services until 31<sup>st</sup> July 2024 as required, but should the council not wish to exercise its option to extend, a formal 6-month notice would be required to be given by December 2022.

1.5 The work on reviewing the current services and contracts is still in the early stages and has not progressed enough to securely end the provision of community equipment, service and maintenance and minor adaptations contracts, with appropriate notice period.

#### **Alternative options considered and why they were rejected**

1. The only alternative option is to serve notice and allow the **Medequip and We Care & Repair contracts to expire on 31st July 2023.**
  - Minor adaptations are a statutory duty (as contained in the Care Act 2014) e.g. personal aids, grab rails, ramps steps etc. Without a contract in place GCC will not be able to fulfil its statutory duty.
  - Due to current staffing level within GIS, there is not capacity to carry out this service in-house, this could result in equipment becoming unsafe, put vulnerable people at risk of equipment breaking.

#### **Risk Analysis**

The following risks have been identified:

- **Risk of Gap in Service – MEDIUM Risk - The individuals whose needs are met by both contracts are vulnerable people.** Sufficient time for new procurement is not available and if the existing contracts are not extended there will be a gap in service.

#### **Equalities considerations**

The GIS equipment service is a demand-led, reactive, inclusive, and non-discriminatory service, where need is identified and assessed externally by clinicians, and the equipment needs are then referred on to this service to action.

**Has an Equality Impact Assessment been completed? Yes**

**Has any conflict of interest been declared by any Cabinet Member consulted on the decision?**

*The council's Monitoring Officer should be consulted, in the first instance, if any conflict of interest is declared by a Cabinet Member.*

**If any conflict of interest declared, was a dispensation granted by the Audit and Governance Committee of the Council?**

No

Date of dispensation: N/A

**Does this decision report form or any supporting papers provided contain confidential or exempt information?**

*(Refer to Democratic Services Unit for advice if necessary)*

No

**Does this decision need to be published on the GCC website?**

Yes

In coming to this decision, I have given due and full regard to the requirements of the Public Sector Equality Duty contained in section 149 of the Equality Act 2010 ("the Act") by reference to the law itself and also the relevant Equality Impact Assessment, which was prepared in accordance with the requirements of the Act.

Having fully considered all available information, I have decided to reject any alternative options and take the recommended decision(s), for the reasons set out in this report.

Signed

Name: Professor Sarah Scott

Title: Executive Director of Adult Social Care, Wellbeing and Communities

Date

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