

SOUTH LAKELAND DISTRICT COUNCIL

Delegated Executive Decisions

On **Thursday, 9 September 2021**, on the rising of the meeting of the Management Team, the following report(s) will be considered under powers delegated to Portfolio Holders, the Chief Executive and Directors for the discharge of the Council's Cabinet functions carried out within their area of responsibility.

Copies of these reports have been sent to the relevant Portfolio Holders (and all Members of the Cabinet for information), the Chief Executive, all Directors and the Monitoring Officer.

Cabinet Members, or any of the other consultees, may object to the report within five working days - **by 5.00 p.m. on, Wednesday, 8 September 2021** - by notifying the Officer named on the report of the objection and requesting that the matter be referred to the next meeting of the Cabinet for determination.

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1 CHANGING FUTURES FOR COMPLEX INDIVIDUALS To consider the receipt of grant funding, awarded to the council to assist the implementation of the Changing Futures Programme and commit to the principles of the programme.	3 - 16
2 PRINT FLEET AND PRINT ROOM EQUIPMENT - CONTRACT AWARD To consider a new contract to provide the print room and multi-functional printing devices located within South Lakeland House and outlying locations. <i>Please also see the Part II Appendix 1 to the report.</i>	17 - 24
<u>PART II</u> Private Section (exempt reasons under Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, specified by way of paragraph number) Agenda Item No. 2 (Print Fleet and Print Room – Contract Award) Part II Appendix 1. <i>Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).</i> <i>Please also see Part I Report.</i>	

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South Lakeland District Council
Delegated Executive Decisions
Date of Proposed Decision: 9 September 2021
Changing Futures Programme

Portfolio: Housing Portfolio Holder
Decision Maker: Director of Customer and Commercial Services
Report Author: Julie Jackson – Principal Specialist People
Wards: (All Wards);
Forward Plan: Published 3 August 2021

1.0 Expected Outcome

- 1.1 This report is to note the receipt of grant funding awarded to the council in order to assist in the implementation of the Changing Futures Programme and to commit to the purpose and principles of the Changing Futures Programme as set out in the attached Terms of Reference of the Changing Futures Programme Board (Appendix 1).
- 1.2 The grant award for the Council is £50,000 will be for the remainder of 2021 to 2022. The grant money is to be used to help secure sustainable accommodation options for individuals with complex needs.

2.0 Proposed Decision

- 2.1 **It is recommended that the Director of Customer and Commercial Services:-**
- (1) commits to the Purpose and Principles of the Changing Futures Programme as set out in the attached Terms of Reference of the Changing Futures Programme Board (Appendix 1);**
 - (2) agrees that the Changing Futures work will require organisations to work outside statutory thresholds to effect change for individuals in this cohort;**
 - (3) recognises that the realignment of existing and emerging organisational resources is crucial to the Changing Futures programme and the resource implications set out in Section 6;**
 - (4) notes the receipt by the Council of grant funding of £50,000 to be used as part of the Changing Futures Programme to secure sustainable accommodation options for individuals with complex needs; and**
 - (5) That the Director of Customer and Commercial Services in conjunction with the Lead Specialist Legal Governance and Democracy enter into the appropriate agreements on behalf of the Council to receive and administer the grant funding and that the income and expenditure budgets for homelessness prevention are increased for the value of this grant.**

3.0 Background and Proposals

- 3.1 There have been multiple conversations with partners about the support provided to individuals with multiple complex needs. In addition, there was a countywide, multiagency bid to the MHCLG to provide support to people with multiple complex needs. Although unsuccessful, partners have expressed an ongoing interest in developing the proposed model.
- 3.2 This paper sets out the background and context to those proposals, provides a brief synopsis of proposed work and asks Partner Board Members to endorse the proposed approach. In endorsing the approach the Council will be asked to honour the undertakings set out in the Terms of Reference. To assist wider understanding, this paper provides a briefing to raise awareness and secure support for the initiative.
- 3.3 On the 10th December MHCLG launched a ***Changing Futures: changing systems to support adults experiencing multiple disadvantage*** Prospectus for local Expressions of Interest (Eol).
- 3.2 Cumbria County Council agreed to act as lead partner and submit an Eol on behalf of Cumbrian partners. The MHCLG prospectus asked any Eol to address a number of areas:
- Focus on the most excluded adults – those experiencing multiple disadvantages and placing repeated demand on local response services, but for whom current systems of support are not working.
 - Adults experiencing **three or more** of the following five: **homelessness, substance misuse, mental health issues, domestic abuse, and contact with the criminal justice system.**
 - Particular focus on reaching those not well connected to existing support services.
 - Cohort who often face other needs where a coordinated, ‘whole person’ approach is required.
- 3.3 There was significant interest from partners, including district councils, police OPCC, National Probation Service, Community Rehabilitation Company, Health and the Third Sector, in the Eol – with a recognition that there was a cohort of high impact individuals who were currently potentially falling between different services.
- 3.4 An Expression of Interest was greed by partners and submitted to MHCLG (embedded).



Changing Futures
Programme Eol v1.od

- 3.5 The Eol set out a model based on use of the district-based Focus Hubs where existing and emerging services would be aligned. These could include:

- Development of District based Focus Hubs (Police/Office of the Police and Crime Commissioner (OPCC) - match funding in kind)
- The establishment and support for multidisciplinary teams to undertake case spotting and management (all partners match funding in kind)
- The Community Rehabilitation Company and the National Probation Service would commit resource to hubs (either virtual or in person) either probation officer or probation support officer – and be able to provide administrative support (NPS and CRC match funding in kind)
- Recommissioning the addiction support services to fit with the proposed model (Cumbria County Council - match funding in kind)
- Work with high risk domestic abuse perpetrators (Victim Support - match funding in kind)
- Use of Health and Wellbeing Coaches to support individuals. (Cumbria County Council - match funding in kind)
- Potential to link to district-based women centres and services for men (OPCC exploring commissioning opportunities – potential match funding in kind)
- Winter Wellness Hubs – (Morecambe Bay CCG – potential match funding in kind)

3.6 In addition there are a number of other developments that are being pursued by partners which could potentially align to the Changing Futures model.

Pathways

The OPCC and Police are developing a Cumbria Out of Court disposal framework together with an early intervention offender management programme.

Community Mental Health Transformation Funding

Changing ways of working for people with severe mental illness and adopting a partnership approach across health, social care, housing, substance use and voluntary services.

Focused Families

Expand the Focused Families outreach service provision - improve joined up working with marginalised and excluded adult family members.

MHCLG Domestic Abuse Funding

From April 2021, Upper Tier local authorities will receive grant funding to enable them to fulfil their new duty with respect to supported accommodation for victims of domestic abuse for Cumbria this is £995,000. This will enable a refreshed look at how victims with multiple complex needs are helped to recover from their abuse.

Rough Sleepers Initiative

Cumbria has been working in partnership to address and meet the needs of rough sleepers across the county since 2019. District housing authorities have committed resource and receive grant funding from the MHCLG to achieve key objectives.

Health Outreach

Work has been undertaken to ensure the health system wraps around the provision for homeless and temporarily housed, with Integrated Care Communities ensuring holistic assessments and referral into health services.

Agreement has been reached that these will be aligned to the Hub model.

3.7 To enable these currently disparate initiatives to be aligned, the Changing Futures bid set out a number of areas where a whole system approach would be developed to ensure coordination and alignment of these services and resources. To support this a number of system changes would need to be developed and embedded, including:

- Formation of multi-disciplinary teams with support mechanisms
- Standard Operating Procedures
- Common referral mechanisms
- Data sharing systems
- Revised information governance arrangements.

3.8 As a result, at the operational level, there would be greater integration and collaboration across services, more effective support and reduced “demand” on reactive services. This would ensure fewer gaps between services and a reduction in people being passed between services.

3.9 Unfortunately, despite the work put into the bid, on 26th February we were informed that the bid was not successful. Since then partners have reaffirmed their interest in continuing to explore the proposed model with potential new ways of working and the alignment of existing and new services to provide a systemwide response.

4.0 Accommodation

4.1 In addition to the work taken on Changing Futures there has been considerable discussion about support for individuals with complex needs who also have housing needs. This is a long standing challenge but has been risen sharply during the pandemic and the Governments “Everyone In” policy has shone a spotlight on the issue of homeless people who cannot sustain general needs or low level supported accommodation due to multiple complex needs.

4.2 As a result of conversations between the District Councils and Cumbria County Council it has been agreed that these partners remain supportive of the Changing Futures concept and that here is synergy between the Homelessness and Rough Sleeper Strategies and the Changing Futures proposal.

4.3 It is recognised that a multi-disciplinary case management approach to complex individuals is core to the thinking - bringing together Housing, ASC, Mental health, Drug and Alcohol Services, Offender management, Police, Third Sector Providers, etc. This would overlap and complement the existing and suggested pipeline

projects such as the MHCLG Rough Sleeper Officers, the Domestic Abuse funding, the new 2021 RSAP (Rough Sleepers Accommodation Programme) grant and the Rapid Rehousing Pathway Officers.

- 4.5 There is also a commitment to MEAM (Making Every Adult Matters) methodology and to co-production, building capacity through greater alignment and coordination of existing resources.

5.0 Changing Futures Board

- 5.1 As an outcome of these discussions a multi-organisational Changing Futures Board has been established.

- 5.2 The inaugural meeting of the Board identified a number of areas which placed barriers or challenges in the way of support:

1. Individuals not meeting statutory thresholds and hence not receiving any support
2. No one single point of contact and perceived silo working arrangements. This is backed by the lived experiences of survivors.
3. Information Sharing between organisations is limited by data protection regulation and institutional reluctance.
4. Duplicated work leading to an inefficiency in current resourcing.
5. Support is closed to individuals who make risky personal choices or do not engage in the support available.
6. Assessment Refusals due to intoxication. Service users may be unable to deal with addiction due to other unsupported underlying needs.
7. Commissioning of services often do not look at the wider picture. Process based KPIs drive services towards easy/quick wins rather than complex or hard to manage cases.
8. Employees are already stretched due to COVID-19 pressures.
9. Buy-in from Members and Leaders to agree to working “up-stream” of the statutory minimums.

- 5.3 After consideration of these barriers, partners restated their, in principle, commitment to the Changing Futures model. It was agreed that a covering paper and the Terms of Reference be circulated to partner organisations to ensure that the relevant internal governance routes were followed to allow appropriate individual organisational sign-off.

6.0 Funding Implications

- 6.1 As the Changing Futures bid has not been successful, and there is no additional government funding, then the capacity to progress the development of a new model is reduced. However, the Changing Futures bid did not rely on any newly

commissioned services as it did not want to face a funding cliff edge after the one-off funding ended– rather it was based on the realignment of existing or emerging services.

- 6.2 There were a number of funding streams identified through the Changing Futures EoI which were not dependent on the bid being successful. There is still momentum behind the proposals with effective partner buy-in and considerable resource in the system across partners.
- 6.3 It is the intention that these will be more effectively aligned and mobilised through the development of a co-ordinated model. This will have implications for system and organisational working and it is recognised that, due to the partnership nature of the Board, that decisions, especially those that require commitment of resources, may have to be approved through the internal governance process of individual organisations.
- 6.4 Access to funding to support this development is being pursued through the Control Outbreak Management Fund (COMF) grant. The proposal, in principle, has been endorsed by the Health Protection Board and more detailed proposals are in development subject to final decision making. This would allow pump-priming money to be used to fund the system development work outlined in paragraph 3.15.
- 6.5 To complement this work, one off funding through COMF has been sought to allow a shift in the accommodation model to ensure that sustainable suitable accommodation is available. This funding is now approved and will result in £50,000 being released to South Lakeland District Council by Cumbria County Council under a grant agreement.
- 6.6 Delivery options are being explored and it is felt that the funding could work well with the Rough Sleeping Accommodation Programme scheme at Riverview, Kendal, which is owned by Home Group. This provides 12 units of supported accommodation for people at risk of rough sleeping and of these, 4 units are for complex needs. Home Group have another property at Cragg View in Kendal that is currently being used as lower level move on accommodation from Riverview. There could be scope to repurpose a couple of further units at Riverview for complex needs and provide for a further Support Worker to work alongside the existing Support Worker funded through the Programme.

7.0 Consultation

- 7.1 The work on Changing Futures has been shared with Cumbria Housing Group, the Cumbria Chief Executives' Group and the LA/HA Group. The Leader and Housing Portfolio Holder are supportive of this work continuing. The Portfolio Holder has some experience working with the ICC East and sitting on the Cumbria Health Scrutiny Committee and is very much supportive of the 'whole person' approach that will be adopted as part of this work.

8.0 Alternative Options

8.1 The Council could decide not to take part in this Programme or to accept the monies available for this work but this is not recommended as it would not support the work undertaken to expand the offer to complex individuals which could potential increase the number of rough sleepers as well as the additional costs to the council to source high cost accommodation through the private sector.

9.0 Links to Council Priorities

9.1 Within the Homeless and Rough Sleeping Strategy for South Lakeland District council there are 4 key priorities which are:

- Homeless prevention
- Increase the supply of settled accommodation
- Ensuring the right support is available to those that need it
- Tackling complex needs

The proposal for year 2 will help in the delivery of these priorities. The proposal will also help in the delivery of the Council Plan's aim to provide 'homes to meet need'. The Homeless and Rough Sleeping Strategy can be found at the link below.

<https://democracy.southlakeland.gov.uk/documents/s25966/Draft%20South%20Lakeland%20District%20Council%20Homelessness%20Strategy%202019%20-%202024%20-%20Appendix%201.pdf>

10.0 Implications

10.1 Financial, Resources and Procurement

10.1.1 There is currently budget of (£153,936) for grants relating to Homelessness: this should be increased by the value of this grant award for 2021/22 to reflect the profile of spend.

10.1.2 In addition to this, the homelessness expenditure budget was increased by a further £150,000 in 2020/21, to support additional COVID-19 related expenditure. This was approved by Cabinet on 20/05/2020. Alongside this the council received an uplift of £60,000 in both income and expenditure in Q1 which is ring fenced for homelessness prevention to assist with finding solutions for this cohort.

10.2 Human Resources

10.21 None expected.

10.3 Legal

10.3.1 The funding is being provided by Cumbria County Council and the Council will be required to enter into a grant agreement. This has been reflected on the list of priority grant agreements so that Legal Services are aware of the funding to be received and the need to enter into the necessary agreement. Legal Services have requested the terms and conditions of the grant.

10.4 Health, Social, Economic and Environmental

10.4.1 Have you completed a Health, Social, Economic and Environmental Impact Assessment? No

10.4.2 If you have not completed an Impact Assessment, please explain your reasons: The work being undertaken is consistent with the commitments contained within the South Lakeland District Council Homelessness and Rough Sleeping Strategy and the Health, Social, Economic and Environmental Impact Assessment undertaken at this time.

10.4.3 Summary of health, social, economic and environmental impacts: It is expected that the project will have a positive effect on health impacts through the provision of support to homeless and complex individuals and therefore reduce dependencies on high cost statutory services and encourage resilience within individuals.

10.5 Equality and Diversity

10.5.1 Have you completed an Equality Impact Analysis? No

10.5.2 If you have not completed an Impact Assessment, please explain your reasons: The work being undertaken is consistent with the commitments contained within the South Lakeland District Council Homelessness and Rough Sleeping Strategy and the Equality Impact Analysis undertaken at this time.

10.5.3 Summary of equality and diversity impacts: It is expected that the proposal will have a positive effect on equality and diversity through the support of individuals with protected characteristics such as disability.

Risk

Risk	Consequence	Controls required
Agreement isn't given to the funding and this will impact on the numbers potentially rough sleeping.	Individuals would not receive support in their situation and could end up rough sleeping.	Agreement to receive the funding and work on the Changing Futures Programme so that the right support is given to individuals.
Accommodation is not found for these complex individuals.	Homeless households may not have move on accommodation or temporary accommodation.	Continued engagement with Registered Providers, private landlords and empty home owners.
Lack of engagement from other agencies such as Health and Social Care.	Essential wraparound support is not available for homeless households along with the support provided through the RRP.	Continue meeting with the Changing Futures Board and the Health and Homeless multi-agency group.

Contact Officers

Julie Jackson, Principal Specialist, 01539 793371, j.jackson@southlakeland.gov.uk

Vicky McDonald, Operational Lead – People, Welfare and Income Maximisation, 01539 793329, Vicky.McDonald@southlakeland.gov.uk

Tracking Information

Signed off by	Date sent	Date Signed off
Legal Services	26/07/2021	26/07/21
Section 151 Officer	26/07/2021	26/07/21
Monitoring Officer	26/07/2021	26/07/21
CMT	29/07/2021	29/07/21

Circulated to	Date sent
Lead Specialist	N/A
Human Resources Lead Specialist	N/A
Communications Team	29/07/2021
Leader	19/07/2021
Committee Chairman	N/A
Portfolio Holder	19/07/2021
Ward Councillor(s)	N/A
Committee	-N/A
Executive (Cabinet)	-N/A
Council	-N/A

Note – Report authors must consult the relevant Portfolio Holder, members of the Corporate Management Team, the Monitoring Officer, and any other interested parties before a decision can be taken. If any objections are received, they must be reported at the meeting before the decision is taken.

Signed by:-	Title:-

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Appendix 1

CHANGING FUTURES PROGRAMME BOARD

TERMS OF REFERENCE

PURPOSE

Recognise that there are a cohort of people who fall outside single agency statutory thresholds but cumulatively have high impact on themselves, communities and service provision

The role of the programme board is to provide the whole system oversight and coordination required to develop and deliver a “Changing Futures” model for supporting this cohort of people with multiple complex needs – as set out in the previously agreed Expression of Interest.

MHCLG defines people with multiple complex needs as

adults experiencing **three or more of the following five: homelessness, substance misuse, mental health issues, domestic abuse, and contact with the criminal justice system.**

Many people in this situation may also experience poverty, trauma, physical ill-health and disability, learning disability, and/or a lack of family connections or support networks.

The Changing Futures model develops a coordinated, ‘whole person’ approach taking account of the full range of a person’s needs, strengths and resources. This will ensure that systemic, multi-agency, arrangements for people with multiple complex needs are put in place to ensure that the most vulnerable are able to be supported by a holistic range of services.

To enable this to happen there are four related workstreams

Systems - putting in place systems to ensure effective data management, case spotting, triage, assertive outreach multi-organisational working and evaluation

Support – ensuring that there is an agreed process for case managing individuals and that there is appropriate support for them to access

Commissioning - a review of commissioning practice to ensure that there are no gaps in service for those who do not meet statutory requirements and are complex or challenging.

Accommodation – to develop a sustainable accommodation market for those with multiple complex needs

FUNCTIONS OF THE GROUP

- Maintain an overview of performance issues across Cumbria.
- Provide analysis and challenge performance across the county against agreed evaluation outcomes.
- Develop and deliver an action plan to deliver the Changing Futures programme priorities.

Appendix 1

- Support implementation of national and local new initiatives related to this issue.
- Provide oversight to operational task and finish groups and respond to issues escalated from those groups.
- Identify and respond to emerging threats, trends and opportunities.
- Develop and enable implementation of operational systems.

MEMBERSHIP

Work on addressing the needs of people with multiple complex needs can only be effective if multi-agency cooperation is achieved. The services, expertise and resources that partner agencies can bring to the development and delivery of a strategy are crucial to its success. Organisations from all sectors, statutory, voluntary and private, have a contribution to make.

Members are expected to:

- Regularly attend (or ensure attendance of a named deputy) and actively contribute to the group.
- Have sufficient authority and seniority to drive forward recommendations on behalf of the agency they represent.
- Commit to working in partnership to ensure a coordinated response to promote joint working, cooperation and mutual support.
- Ensure that relevant information from their organisation/sector is made available to the board and that information is communicated back to the organisation/sector they are representing, ensuring that Data Protection rules apply.
- Champion the cause individually, and take responsibility to make links to this work at other meetings and in their organisation.

Membership

Chair – Joint Chair by a District and County Council Officer

Representative from each of the 6 Districts

Adult Services, CCC

Children Services, CCC

Commissioning, CCC

Public Health, CCC

Cumbria Constabulary

Office of the Police & Crime Commissioner

National Probation Service/Community Rehabilitation Company

Bay Health and Care Partners

Representative from North Cumbria Integrated Health and Care system

Representative from Third sector

Representative from housing provider

NB members should identify a named deputy to ensure consistent attendance.

Appendix 1

QUORACY

For a meeting to be quorate, either the Chair or Vice Chair must be in attendance, plus three other members from separate agencies.

REPORTING

The Group is accountable to, and will make recommendations to, Safer Cumbria - Community Safety Group and the Cumbria Housing Group.

For the use of the COMF Funding – this Board will report to the Outbreak Protection Board

It is recognised that there will be many funding streams supporting this work and the Programme Board will provide updates to support governance requirements associated with these.

DECISION MAKING

Decision will be made by consensus but if voting is required, decisions will be made by simple majority vote of all members present at any given meeting

MEETING ARRANGEMENTS

Frequency of meetings – Teams meetings every two months

Meeting Structure

In addition to the formal meetings of the Changing Futures Partnership Board, we will have alternative mechanisms in place for effective consideration of operational proposals and engagement with the full range of partners and stakeholders. Different types of meetings will be held – which will happen in the following formats:

- ***Changing Future Partnership Board***– Formal meeting providing interface with reporting mechanisms. Consideration of Action plan to deliver priorities. Co-ordination of multiagency activity. Oversight of task and finish groups.
- ***Task and Finish Groups*** – Small groups set up to consider specific issues and to produce recommendations for adoption by the Board
- ***Developments Sessions*** –Deep dive sessions to focus on single area for action and provide mechanisms for wider engagement with stakeholders around a specific issue.

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South Lakeland District Council Delegated Executive Decisions

Date of Proposed Decision: Thursday, 9 September 2021 Print Fleet and Print Room Equipment - Contract Award

Portfolio:	Customer and Locality Services Portfolio Holder
Decision Maker:	Director of Customer and Commercial Services
Report Author:	Vicky McDonald – Operational Lead Case Management
Wards:	N/A
Forward Plan:	Key Decision included in the Forward Plan as published on 31 st July 2021

Links to Council Plan Priorities:

The proposal ensures that delivery of Council functions covered by the print fleet and print room equipment will continue to be delivered, and improved technology and continual improvement to operational processes

1.0 Expected Outcome

- 1.1 A new contract in place providing print room and multi-functional printing devices located within South Lakeland House and outlying locations.
- 1.2 The new equipment will improve printing functionality, capability and efficiency, and remove the requirement for excessive maintenance and repair of existing machines.

2.0 Proposed Decision

2.1 It is recommended that:-

(1) The contract for the print fleet and print room equipment and associated software is awarded to the preferred bidder identified in the Part II appendix to this report for a contract term of 3 years with an optional 2 year extension.

3.0 Background and Proposals

Please note that in accordance with Section 100B(2) of the Local Government Act 1972, copies of the appendix to this report are excluded from inspection by members of the public as they contain information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

- Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Paragraph 3)

- 3.1 The procurement route for the print fleet and print room equipment including associated software is through the Crown Commercial Services Data and Application Solutions Framework (RM3821) Lot 2.

Framework RM3821 provides access to a range of software-led office systems covering services for the public sector including software licenses, associated hardware, app-related consultancy services, software support and maintenance.

Lot 2 of the framework specifically covers equipment and services for printing, scanning, copying and storage. It includes multifunctional devices (MFDs) and print-management software.

- 3.2 There are 8 suppliers included in Lot 2 of the framework and as such all had the option to respond as part of the procurement process.
- 3.3 The existing equipment within the council has been in operation for a number of years is now outdated, inefficient, and costly and subject to frequent maintenance and repair due to general wear and tear and usage.
- 3.4 The existing contract is due to reach its expiry with no further optional extensions available.
- 3.5 It is considered that 3 years would be the preferred contract term. Although this would result in expiry of the contract in August 2024, it is felt that it would be inappropriate to commence a procurement exercise during 2023 due to the implications of LGR and so soon after the formation of a new authority, as it may be difficult to, at that time, have a clear indication of printing requirements. The proposed contract term would allow for a further procurement to be based on the formation of the new authority. The contract will however, allow for the reduction or increase of devices during the contract term.
- 3.6 The new equipment will, in addition to providing printing functionality across the council, allow the provision of an increased commercial printing service and will allow potential leaseholders of office space to access a professional and efficient printing service should it be required.
- 3.7 The council received two responses to the tender invitation and have been through a comprehensive process to assess the responses. The outcome of that process is the recommendation being made in this report and the Part II Appendix to the report.
- 3.8 The preferred supplier of the new system and full costs are attached in the Part II Appendix.
- 3.9 The installation and implementation will commence as soon as possible after contract negotiations are complete.
- 3.10 The proposal to procure the system has been on the Procurement Schedule approved by Council and Cabinet. Further the contract award has been on the Forward Plan and the changes to the delegated decision making on the 30th June 2020 are being followed. This provided that for contract awards relating to procurement decisions authorised by Cabinet and Council on the procurement schedule that the relevant Director now has the delegated authority to award the contract. In cases which are a key decision the proposal to award the contract should also be placed on the Forward Plan.

4.0 Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Part II Appendix – contract details and costs

5.0 Consultation

5.1 To ensure the system being purchased and implemented is fit for purpose, the specification used to perform the procurement process was created with full involvement of colleagues from SLDC's Printing Team who are directly involved in both leading and delivering the service functions.

6.0 Alternative Options

6.1 The option being recommended is as a result of a compliant procurement process using a recognised procurement framework which is managed by Crown Commercial Services. This is in line with procurement best practice and preferred over other options.

6.2 An alternative option would be to use an alternative framework or to select a different preferred supplier, however this is not recommended because the procurement exercise and analysis has identified the preferred supplier on the chosen framework for the reasons set out in the Part II appendix.

6.3 A further alternative option would be to start a new procurement from scratch. However, it is unlikely that savings would be achieved over the national framework, and there would have been significant resource implications to do so, resulting in little or no financial gain.

6.4 The only alternate option would be to do nothing. This isn't a viable option as we will be unable to deliver printing services and functionality which are crucial to business as usual activity.

7.0 Implications

Financial, Resources and Procurement

7.1 The total cost for the solution over 3 and 5 years and all associated costs are detailed in the Part II appendix and will be covered by existing revenue budgets allocated to photocopier rentals.

7.2 The procurement is included on the procurement schedule under the title of MFD Printers/Scanners.

7.3 It is recommended that the contract be awarded for an initial term of 3 years with the option to extend a further 2 years once the initial 3 year period is concluded.

Human Resources

7.4 Existing staffing resource will support the installation and implementation of the devices.

Legal

7.5 Rule 4 of the contract Procedure Rules allows the Council to use a framework agreement to fulfil its printing and software requirements. In this case Framework RM3821, Lot 2 was used. Legal will advise on the framework call off terms and conditions and any appropriate amendments in order to protect the Council's position and to comply with the Council's Contract Procedure Rules.

Health, Social, Economic and Environmental

- 7.6 Have you completed a Health, Social, Economic and Environmental Impact Assessment? No
- 7.7 Should the contract be awarded to the preferred supplier, it is anticipated that there would be benefits to the environmental impacts, in line with the preferred suppliers long term environmental plan, which includes the quantification of total emissions associated with each registered device, contribution to carbon offsetting projects and provision of advice in reducing emissions, recycling of consumables and a procurement approach that is consistent with the principles of, 'A Green Future', the UK government's 25 year environment improvement plan published in 2018.

Equality and Diversity

- 7.8 Have you completed an Equality Impact Analysis? No
- 7.9 The systems being implemented are principally used internally to perform the functions covered in the scope.

Risk

Risk	Consequence	Controls required
The existing equipment is out of contract and no longer supplied, supported or maintained by the supplier	The service functions are undeliverable, impacting on all council services	Approve the recommendation in this report

Contact Officers

Vicky McDonald, Operational Lead – People, Welfare and income Maximisation, 01539 793329, Vicky.McDonald@Southlakeland.gov.uk

Appendices Attached to this Report

Appendix No.	Name of Appendix
1	Part II Appendix – contract details and costs

Background Documents Available

None

Tracking Information

Signed off by	Date sent	Date Signed off
Legal Services	06/08/2021	10/08/2021
Section 151 Officer	06/08/2021	16/08/2021
Monitoring Officer	06/08/2021	10/08/2021
CMT	06/08/2021	12/08/2021

Circulated to	Date sent
Lead Specialist	06/08/2021
Human Resources Lead Specialist	N/A
Communications Team	N/A
Leader	N/A
Committee Chairman	N/A

Circulated to	Date sent
Portfolio Holder	N/A
Ward Councillor(s)	N/A
Committee	N/A
Executive (Cabinet)	N/A
Council	N/A

Note – Report authors must consult the relevant Portfolio Holder, members of the Corporate Management Team, the Monitoring Officer, and any other interested parties before a decision can be taken. If any objections are received, they must be reported at the meeting before the decision is taken.

Signed by:-	Title:-

Note – In accordance with Section 100B(2) of the Local Government Act 1972, copies of this report are excluded from inspection by members of the public as the report contains information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

- Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Paragraph 3)

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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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