

ED2. EXECUTIVE DECISIONS BY A CABINET MEMBER OR AN OFFICER

A. Report Title: AWARD OF CONTRACT – PROVISION OF MEALS ON WHEELS SERVICE	
B. Report Author(s): Sarah Gardiner	Tel: (01375) 652676 E-mail: Sgardiner@thurrock.gov.uk
C. Decision Maker: Lorna Payne	
D. Position held: Corporate Director of Community Well-Being	
E. Key decision: YES	F. Delegation ref:
G. Is the decision urgent? Yes	
H. If yes, state why. New contract to start 1/4/2011	

I. DECISION (strike out whichever does not apply) :	
1. I agree the recommendations in the attached report for the reasons given in the report; OR	
2. *My decision is: <i>to award The contract to WRVS</i>	
*The reason for my decision is: <i>met The service Spec fully</i>	
* Continue overleaf or on an additional sheet if necessary.	
Signed: <i>[Signature]</i>	Date: <i>02 March 2011</i>

URGENCY

Democratic Services will arrange for the completion of the following:	
J. I confirm that in my opinion a decision on this matter is urgent and cannot reasonably be delayed:	
Signed:	Date:

To be completed by Democratic Services

Date decision received by Dem. Services:	Date decision published:
Implementation date:	
Relevant O & S Committee:	

9 June 2010		ITEM 17 010001009
Cabinet		
TO SEEK APPROVAL TO TENDER FOR THE PROVISION OF A MEALS ON WHEELS SERVICE FOR VULNERABLE PEOPLE		
Portfolio Holder: Councillor Tony Fish, Portfolio Holder for Adult Social Care		
Wards and communities affected: All	Key Decision: Yes	
Accountable Head of Service: Roger Harris, Head of Strategic Commissioning and Resources		
Accountable Director: Lorna Payne, Corporate Director of Community Well-being		
This report is Public There is a Commissioning Appendix in the Exempt part of this agenda , as it contains information which is exempt under Schedule 12A of the Local Government Act 1972 as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)		
Purpose of Report: To seek Cabinet approval to proceed to tender for the meals on wheels service for vulnerable adults living in the borough.		

EXECUTIVE SUMMARY

The current contract commenced on 13 October 2003 for a five year period and has been extended for an additional twoadditional two years. A tender exercise will be entered into to award a contract for the provision of a meals on wheels service to ensure that a high quality meals on wheels service which provides value for money continues to be provided in the borough after 13th October 2010.

The service is required to ensure that vulnerable people who are unable to obtain a meal from any other source and cannot prepare their own meal would not be at risk. By providing this preventative service self neglect can be avoided and the risk to the customer' s independence is considerably reduced. This reduces the likelihood of the need for hospitalisation and other interventions. The additional benefit of the daily delivery of a hot meal is that problems are detected early and where necessary emergency services can be alerted. Currently there are 211 people in the borough who use the meals on wheels service.

The meals provided will be in accordance with the National Association of Care Catering recommended standard for community meals regarding nutritional content and quality standards will be monitored and evaluated on a regular basis.

1. RECOMMENDATIONS:

- 1.1 **That Cabinet give approval to commence a tendering process for the provision of a meals on wheels service.**
- 1.2 **That Cabinet delegate to the Accountable Director reporting to the Portfolio Holder the authority to award the subsequent contract to the highest scoring tenderer under an EU compliant and constitutionally compliant tendering exercise.**

2. INTRODUCTION AND BACKGROUND:

The specification for the meals on wheels contract is currently being revised which will include a review of eligibility criteria and service standards including the frequency and choice of meals available. However given the timetable for procurement it is essential that the tendering process is completed as soon as possible to ensure that there is a seamless service if a new contractor wins the tender.

3. ISSUES AND/OR OPTIONS: None specific

- 3.1 none.

4. CONSULTATION (including Overview and Scrutiny, if applicable)

- 4.1 The service has been part funded by contributions from service users and their input will be sought on the existing and proposed service. Both Health and Social care colleagues and other representatives of relevant statutory and voluntary agencies will be consulted on the specification and Service standards for the meals on wheels service.

5 IMPACT ON CORPORATE POLICIES, PRIORITIES, PERFORMANCE AND COMMUNITY IMPACT

- 5.1 The provision of these services has the potential to impact on all corporate priorities defined within the Sustainable Communities Strategy.

6. IMPLICATIONS

6.1 Financial

Implications verified by: **Funke Nana**
Telephone and email: **01375 652451**
fnana@thurrock.gov.uk

The cost of the contract for provision of this service will be contained within existing resources. Further financial detail is provided in the commissioning report which is exempt from this report. This re tender exercise will not incur any additional costs to the Council. Cashable and non cashable savings will be identified during the tender process.

6.2 Legal

Implications verified by: **Jat Sekhon**
Telephone and email: **01375 652822**
jsekhon@thurrock.gov.uk

The general duty of best value provisions as set out under section 3(1) Local Government Act 1999 govern all aspects of local authority functions including the procurement of the meals on wheels service.

The duty requires local authorities to make arrangements to secure continuous improvement in the way functions are exercised taking into account considerations of economy, efficiency and effectiveness.

Given that the current contract for the meals on wheels service is due to expire in October 2010 a new procurement in compliance with EU law and the Public Contract Regulations 2006 as applying to Part B services; which includes the meals on wheels service, will ensure that the general duty of the best value principles are adhered to by the Council.

Legal Services and Procurement Services are available to provide ongoing advice and assistance in relation to the procurement process to ensure compliance.

6.3 **Diversity and Equality**

Implications verified by: **Samson DeAlyn**
Telephone and email: **01375 652472**
sdealyn@thurrock.gov.uk

Equality legislation places a duty on public bodies to prevent discrimination in all aspects of service provision, including procurement. It provides a clear and positive legal duty to eliminate discrimination and ensure equality of opportunity. The Council should note that where an external supplier carries out a function, the Council remains responsible for meeting the statutory duty set out in these Acts.

The 'Meals on Wheels' service ensures that vulnerable people who are unable to obtain a meal from another source and cannot prepare their own meal are not at risk. By providing this preventative service self neglect can be avoided and the risk to the customer's independence considerably reduced. The specification for the meals on wheels contract is currently being revised which will include a review of eligibility criteria and service standards including the frequency and choice of meals available. The service should consider providing a selection of food from different cultural backgrounds to meet the needs of residents.

7. CONCLUSION

7.1 That Cabinet approve the meals on wheels service being put out to tender

BACKGROUND PAPERS USED IN PREPARING THIS REPORT:

- None

APPENDICES TO THIS REPORT:

- **Outline Service Specification for Provision of the Meals on Wheels Service (Appendix A – *this document has been placed in the Members' Reading Room*)**
- **The commissioning report which is Exempt (Appendix B)**

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