

**REPORT TO:** HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD -  
18 DECEMBER 2018

**REPORT ON:** AWARD OF CONTRACT FOR THE SUPPLY OF COMMUNITY EQUIPMENT  
FOR THE DUNDEE AND ANGUS EQUIPMENT LOAN SERVICE

**REPORT BY:** CHIEF OFFICER

**REPORT NO:** DIJB68-2018

## **1.0 PURPOSE OF REPORT**

1.1 The purpose of this report is to provide information regarding a Framework Agreement for the supply of equipment to the Dundee and Angus Equipment Loan Service. The Service is hosted by the Dundee Health and Social Care Partnership and is required to tender for the provision of equipment to ensure best value for money.

## **2.0 RECOMMENDATIONS**

It is recommended that the Integration Joint Board:

- 2.1 Approves the tendering of equipment by the Dundee and Angus Equipment Loan Service.
- 2.2 Notes that approval will be sought from Dundee City Council Policy and Resources Committee on 7 January 2019 regarding the Equipment Framework Agreement.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 Funding for the contract is within current resources allocated to the Health and Social Care Partnership for provision of equipment. The revised framework agreement in its entirety is anticipated to deliver an annual saving of £25,000 against current expenditure.

## **4.0 BACKGROUND TO THE JOINT COMMUNITY EQUIPMENT LOAN SERVICE**

### **4.1 Dundee Community Equipment Loan Service and Independent Living Centre**

- 4.1.1 The Dundee and Angus Community Equipment Loan Service and Independent Living Centre is a partnership between Dundee and Angus Health and Social Care Partnerships. The Service is hosted by Dundee Health and Social Care Partnership.
- 4.1.2 The Loan Service provides, delivers, installs and maintains a range of equipment to people of all ages living in Dundee and Angus to help them to manage day to day living to minimise intervention and maximise independence. Equipment provided by the Joint Community Equipment Loan Service will have been prescribed by Occupational Therapists, Nurses, Physiotherapists or Occupational Therapy Support Workers using established Criteria and Guidance.

4.1.4 The Loan Service is required to comply with a range of health and safety and good practice guidance in providing equipment to citizens of Dundee and Angus. In this context noted above and in line with the National Health and Wellbeing Outcomes, and Dundee and Angus Local Outcome Improvement Plans, the Joint Service aims to achieve the following:

- People are supported to live independently in their own home or a homely setting.
- People have a positive experience of the service provided.
- Equipment is provided efficiently, effectively and safe for use.
- Our workforces are confident and competent in providing equipment.

## **4.2 Framework Agreement**

4.2.1 As part of the development of the Dundee and Angus Equipment Loan Service, it was established that a Framework Agreement was required to ensure best value in the procurement of equipment provided by the Loan Service.

4.2.2 A multi-disciplinary team was formed to prepare the invitation to tender, specification of requirements and to undertake the evaluation. This group represented the services within Dundee and Angus Health and Social Care Partnerships who use the Loan Service.

4.2.3 The Invitation to Tender was advertised via the Public Contracts Scotland portal. To achieve maximum competition within the tender and to ensure the possibility for Small to Medium Enterprises (SME's) to be competitive the tender was split into 8 lots as follows:

- Lot 1 – Beds
- Lot 2 – Chairs
- Lot 3 – Household Items
- Lot 4 – Moving and Handling Equipment
- Lot 5 – Personal Care Items
- Lot 6 – Pressure Relief Items
- Lot 7 – Toileting Equipment
- Lot 8 – Walking Aids

4.2.4 The evaluation exercise focused on the most economically advantageous tenders which would also ensure provision of quality and safe equipment. In addition consideration was given to the use of the NHS Scotland Framework Agreement for Walking Aids. Supplier tender responses were assessed with product demonstrations held as part of the evaluation. Following the evaluation, preferred suppliers were identified.

4.2.5 Approval to progress to a contractual agreement with the preferred suppliers will be sought from Dundee City Council's Policy and Resource Committee on the 7<sup>th</sup> January 2019.

## **4.3 Framework Agreement Cost**

4.3.1 Funding for the contract is within current resources allocated to the Dundee and Angus Health and Social Care Partnerships for provision of equipment. The revised framework agreement in its entirety is anticipated to deliver an annual saving of £25,000 against current expenditure.

4.3.2

4.3.3 The preferred suppliers have committed to providing a number of community benefits through this contract, including awareness raising sessions.

## **5.0 POLICY IMPLICATIONS**

5.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and Risk Management. There are no major issues.

## 6.0 RISK ASSESSMENT

<b>Risk 1 Description</b>	There is a risk that current funding will be insufficient to support provision of equipment.
<b>Risk Category</b>	Financial
<b>Inherent Risk Level</b>	Likelihood 3 x Impact 4 = Risk Scoring 12 (which is High Risk Level)
<b>Mitigating Actions (including timescales and resources )</b>	Securing multi-agency agreement on the actions required in line with the Dundee and Angus Loan Service Steering Group.
<b>Residual Risk Level</b>	Likelihood 3 x Impact 3 = Risk Scoring 9 (which is a High Risk Level)
<b>Planned Risk Level</b>	Likelihood 2 x Impact 3 = Risk Scoring 6 (which is a Moderate Risk Level)
<b>Approval recommendation</b>	Given the risk mitigation actions in place the risk is deemed to be manageable and should be accepted.

The Chief Finance Officer and the Clerk were consulted in the preparation of this report.

## 7.0 CONSULTATIONS

The Chief Finance Officer and the Clerk were consulted in the preparation of this report.

## 8.0 DIRECTIONS

The Integration Joint Board requires a mechanism to action its strategic commissioning plans and this is provided for in sections 26 to 28 of the Public Bodies (Joint Working)(Scotland) Act 2014. This mechanism takes the form of binding directions from the Integration Joint Board to one or both of Dundee City Council and NHS Tayside.

<b>Direction Required to Dundee City Council, NHS Tayside or Both</b>	<b>Direction to:</b>	
	1. No Direction Required	
	2. Dundee City Council	<b>x</b>
	3. NHS Tayside	
	4. Dundee City Council and NHS Tayside	

David W Lynch  
Chief Officer

DATE: 5 December 2018

Alexis Chappell  
Locality Manager

