

READING BOROUGH COUNCIL

REPORT BY HEAD OF CUSTOMER SERVICES

TO:	HOUSING, NEIGHBOURHOODS AND LEISURE COMMITTEE		
DATE:	5 JULY 2016	AGENDA ITEM:	15
TITLE:	CONTRACT FOR THE PROVISION OF THE FIRST STOP BUS SERVICE		
LEAD COUNCILLOR:	COUNCILLOR LIZ TERRY	PORTFOLIO:	NEIGHBOURHOODS
SERVICE:	REGULATORY SERVICES	WARDS:	BOROUGH WIDE
LEAD OFFICER:	MATTHEW GOLLEDGE	TEL:	0118 93 (72479)
JOB TITLE:	TRADING STANDARDS AND CORONERS MANAGER	E-MAIL:	matthew.golledge@reading.co.uk

**1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY**

- 1.1 The purpose of this report is to provide details of the procurement process to be undertaken in order to put in place a contract to deliver the First Stop Bus Service and to seek delegated authority to award the contract with the most economically advantageous tenderer in accordance with the Public Contract Regulations 2015
- 1.2 The current interim contract expires on the 8 January 2017 and a full procurement process is required to comply with the Council's Contract Procedure Rules.

**2. RECOMMENDED ACTION**

- 2.1 That delegated authority is given to the Head of Customer Services in consultation with the Lead Councillor for Neighbourhoods and the Head of Legal and Democratic Services, to enter into a contract with the successful tenderer for the provision of the First Stop Bus Service for a period of three years subject to funding being secured.

**3. POLICY CONTEXT**

- 3.1 To secure the most effective use of resources in the delivery of high quality, best value public services.
- 3.2 To continue to deliver the project on behalf of the multi-agency partners including: Reading Borough Council (RBC) Thames Valley Police, South Central Ambulance Service (SCAS), Reading Street Pastors, RBC Public Health, local Clinical Commissioning Groups (CCGs) and Reading Business Improvement District (BID), supported by the Department for Communities and Local Government (DCLG) and Reading's Local Strategic Partnership (LSP).

## **4. THE PROPOSAL**

### **4.1 Current Position**

- 4.1.1 The First Stop Bus is an intrinsic element in keeping people in the town centre safe and tackling the negative effects of excessive drinking. The primary objective of the service is to make sure people enjoy their night out in Reading and to help those whose night has not gone to plan. This in turn provides tangible outcomes by both reducing incidents of crime and disorder and admissions to overburdened Accident and Emergency (A&E) departments as well as reducing costs by dealing with minor injuries where appropriate without recourse to A&E services. The bus is staffed by volunteers with the medical treatment carried out by South Central Ambulance Service practitioners.
- 4.1.2 The service has been operational since December 2013 and since then almost 1000 people have been treated on the bus. 83% of those would have required an ambulance to be called or would have gone to A&E and required treatment. This has resulted in a conservative estimate of monetary savings in the region of £120k and immeasurable time saved to agencies on the ground.
- 4.1.3 The majority of those treated have self-presented to the bus demonstrating an increasing awareness of the service. Referrals also come from Street Pastors and from Thames Valley Police who are able to follow up cases with victims which would have previously required a visit to A&E. Over 65% of those who responded to a customer survey stated they would have used another medical treatment centre such as A&E if the bus were not available and the vast majority said the service was a positive addition to the town.
- 4.1.4 The service also delivers additional functions during the day and is used as an educational resource for schools, youth groups and community groups to offer a mobile health, advice and outreach service to residents. This has included delivering alcohol awareness sessions to Reading school children as part of PHSE lessons and providing free HIV testing outside the railway station.
- 4.1.5 The council currently have a contract with the Mustard Tree Foundation to manage the service. This was agreed through the Decision Book on the 5 December 2014, issue 466 refers. This contract was for a period of 18 months which commenced on the 5 January 2015 and will expire on the 5 July 2016. The current contract value is £50000pa
- 4.1.6 An interim contract with the Mustard Tree Foundation has been agreed for a further 6 months which will cover the period until the procurement and award of contract has been completed in January 2017.

### **4.2 Options Proposed**

- 4.2.1 The total estimated value of the new contract is £165,000.
- 4.2.2 It is proposed that a single stage open procurement process is undertaken to appoint a contractor to manage the project for a further 3 years subject to the necessary funding being secured.

- 4.2.3 The procurement route will be undertaken in compliance with the Public Contracts Regulations 2015 and will be advertised via; OJEU (Official Journal of the European Union), the Councils electronic tendering portal as well as via 'Contracts Finder'.
- 4.2.4 Owing to possible restricted funding (year 2 onwards) the intention is to let a contract for an initial one year period with provision of an extension option of up to two years thereafter.

## **5. CONTRIBUTION TO STRATEGIC AIMS**

- 5.1 The delivery of this programme will help to deliver the following Corporate Plan Service Priorities:
- Safeguarding and protecting those that are most vulnerable: through provision of medical treatment and emotional support for the night time operations and public health activities during the day.
  - Keeping the town clean, safe, green and active: through improving the night time offer in the town to make it an attractive and safe place to visit.
  - Remaining financially sustainable to deliver these service priorities: through working in partnership to deliver a service which results in better customer satisfaction and services for all, despite fewer resources.

## **6. COMMUNITY ENGAGEMENT AND INFORMATION**

- 6.1 The Project Group which involves all partners involved have been informed and consulted of the proposal through the regular meetings held to deliver the project.
- 6.2 The project forms part of the Reading BID business plan which was agreed by over 100 town centre businesses and organisations. This includes a financial commitment to support the operation of the service over the lifetime of the BID.

## **7. EQUALITY IMPACT ASSESSMENT**

- 7.1 Under the Equality Act 2010, Section 149, the Council must, in the exercise of its functions, have due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
  - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
  - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.2 The Council has reviewed the scope of the scheme as outlined within this report and considers that the proposals have no direct impact on any groups with protected characteristics.

## **8. LEGAL IMPLICATIONS**

- 8.1 It will be necessary to enter into a contract with the successful tenderer.

- 8.2 The tender process is being undertaken in accordance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules and will be published in the Official Journal of the European Union. It is intended to enter into a contract based on the Most Economically Advantageous Tender, the definition of which has been revised under the new procurement rules.
- 8.3 The Council has a duty under the Health and Social Care Act 2012 (Section 12) to take such steps as it considers appropriate to improve the health and safety of people in its area.

## **9. FINANCIAL IMPLICATIONS**

- 9.1 The contract value is £55,000 p.a. over a three year period, subject to funding following the first year.
- 9.2 The original funding package for this project was secured from a number of sources: The Primary Care Trust (PCT) now within Reading Borough Council, the Reading Local Strategic Partnership (LSP). The Criminal Justice Intervention Programme (CJIT) and the Department for Communities and Local Government (DCLG).
- 9.3 A total of £205k of funding was obtained and this has been supplemented by £18k pa from Reading BID. Current projections are that the £52k of grant funding remaining at the start of 16/17 and additional BID income due in year will be sufficient to deliver the project during the interim contract period and for the first year of the awarded contract.
- 9.4 The appointed contractor will be responsible for securing future funding for the project for subsequent years.

## **10. BACKGROUND PAPERS**

- 10.1 Decision Book Issue 466 dated 5 December 2014.