

REPORT TO KINCARDINE AND MEARNS AREA COMMITTEE – 8 February 2022

SUPPLEMENTARY PROCUREMENT PLAN FOR THE HEALTH AND SOCIAL CARE PARTNERSHIP - PROCUREMENT APPROVAL

1 Executive Summary/Recommendations

This report presents a Supplementary Procurement Plan for the Integration Joint Board for the financial year 2021/22, for the Committee to implement the Direction to procure the items on the Supplementary Procurement Plan.

1.2 The Committee is recommended to:

1.2.1 Approve the items on the Supplementary Procurement Plan in Appendix 1 to enable the implementation of the Direction from the Integration Joint Board;

1.2.2 Approve the Procurement Approval Form in Appendix 2;

2 Decision Making Route

2.1 The IJB has Directed the Council to urgently procure the necessary works to support delivery of a vaccination service at Invercarron Resource Centre. The Direction was given under special urgency powers by the Chief Officer following appropriate consultation in line with the governance of the IJB, given the time limitations on the availability of funding.

2.2 Aberdeenshire Council is legally bound to implement the directions of the Integration Joint Board (IJB). The purpose of this report is to request that this Committee use its delegated powers to authorise procurement of the item on the Procurement Plan, and approve the Procurement Approval Form. To fulfil the governance requirements of the Council's procurement approval process, the item on the Procurement Plan must be considered by this Committee, due to the item being pertinent to the Kincardine and Mearns area.

2.3 The decision to use Invercarron Resource Centre as a Vaccination Centre is an operational matter and, as such, has been determined by the Aberdeenshire Health and Social Care Partnership (HSCP) and endorsed by the IJB.

3 Discussion

3.1 HSCP requires suitable accommodation in order to deliver the changes outlined by the Scottish Government in the 2018 Scottish General Medical Services (GMS) Contract. These changes include responsibility for vaccination programmes. The majority of vaccination services are no longer the responsibility of General Practices, and will not be available in Practices.

- 3.2 HSCP is working to establish seven Vaccination Centres across Aberdeenshire – in Macduff, Fraserburgh, Peterhead, Inverurie, Huntly, Banchory and Stonehaven.
- 3.3 The long-term Banchory and Inverurie Vaccination Centres are operational.
- 3.4 Vaccination services in Macduff, Fraserburgh, Peterhead and Huntly are operating from temporary accommodation while works are carried out to prepare the long-term accommodation. These services will be relocated to the long-term Centres by the end of March 2022.
- 3.5 The vaccination service for Kincardine and Mearns is being delivered from Stonehaven Town Hall on a temporary basis. Potential venues in Stonehaven were explored by NHS Grampian, Aberdeenshire Council and HSCP. Invercarron Resource centre was identified as the only suitable accommodation for a long-term Centre to deliver vaccination service to the Kincardine and Mearns area.
- 3.6 As funders, NHS Grampian requires that HSCP provides the best value solution, in terms of revenue and capital cost. Invercarron Resource Centre provides best value. Invercarron Resource Centre has the potential to meet all clinical requirements and works can be completed by the end of the financial year. A parking assessment has determined that parking availability is adequate.
- 3.7 Invercarron Resource Centre is part of the operational HSCP portfolio and, as such, the use of the building is an officer operational decision to be made by HSCP. This operational decision has been endorsed by the delegated officer, following consultation with the Chair and Vice-Chair of the IJB and the Chief Officers of Aberdeenshire Council and NHS Grampian.
- 3.8 In March 2020, there was communication with the Ward 18 elected members and the Invercarron Committee highlighting the situation with Invercarron Resource Centre. At that time, HSCP no longer required to use Invercarron to deliver services, however there was cognisance that the building provided a venue for independent community groups and is important to older people in the community. It was proposed that HSCP officers, Members and the Committee work together to ensure the continuity of these activities. Unfortunately, this process was halted due to the Covid 19 pandemic, with HSCP officers having to prioritise service delivery in a public health crisis.
- 3.9 The Centre was closed to groups in March 2020, as a result of the Covid 19 pandemic. Some groups continued to operate, establishing alternative approaches to meeting face-to-face.
- 3.10 When HSCP determined that Invercarron Resource Centre was the only suitable location for Stonehaven Vaccination Centre, the leaders of all groups which previously used the Invercarron Resource Centre were contacted and offered assistance in identifying alternative accommodation. Leaders who

responded have been supported in identifying and arranging alternative accommodation.

- 3.11 Approval to procure building work at Invercarron Resource Centre is required to create accommodation suitable for use as a vaccination centre.
- 3.12 Minor works to a value of £75,000 are required to adapt the accommodation to support the needs of the vaccination programme. The works will be fully funded by NHS Grampian, and will be procured and managed through the normal Council process.
- 3.13 Funding approval was received from NHS Grampian on 16 December 2021. This funding has a deadline for commitment and spend of the end of March 2022. If the funding reserved for this project is not used in this timeframe then it may not be available. It is anticipated that 6 weeks will be required on site to complete the works.
- 3.14 The Supplementary Procurement Plan is attached at **Appendix 1** to this report.
- 3.15 In terms of Financial Regulation 5.3.12, the authority to conduct a procurement for each item on the Procurement Plan shall not take place until approval of a Procurement Approval Form. All Procurement Approval Forms will be produced in an approved format ensuring the same level of professional approach regardless of the value of the contract. Information provided will be in proportion to the value and risk associated with the procurement and will include budget availability, need for the provision, options considered, role of stakeholders, benefits and risks and planned expenditure schedule.
- 3.16 Where the Contract Value is between £50,000 and £1,000,000, the Procurement Approval Form may be approved by the relevant Chief Officer and notified to the Head of Commercial and Procurement Shared Services. However, the Committee may at this stage, choose to reserve any item on the Supplementary Procurement Plan which is within its remit and such item would then require its Procurement Approval Form to be reported to this Committee prior to the service being authorised to undertake the procurement. In this instance, the Chief Officer is requesting that the Committee approve the PAF in order to support rapid progress to procurement stage. The Procurement Approval Form is attached as **Appendix 2** to this report

4 Council Priorities, Implications and Risk

- 4.1 This report helps deliver the Strategic Priority “Health & Wellbeing” within the Pillar “Our People”, having the right people, in the right place, at the right time.
- 4.2 This report helps deliver the aims set out in the Aberdeenshire Health and Social Care Partnership Strategic Plan 2020 – 2025 of reshaping care and effectively using resources. HSCP staff will provide effective community-based care and resources will be used efficiently.

4.3 The table below shows whether risks and implications apply if the recommendation(s) is (are) agreed.

Subject	Yes	No	N/A
Financial	x		
Staffing		x	
Equalities and Fairer Duty Scotland	IIA attached as Appendix 3		
Children and Young People's Rights and Wellbeing		x	
Climate Change and Sustainability		x	
Health and Wellbeing		x	
Town Centre First		x	

4.4 The Council Property Service have produced a cost estimate for the required works, and NHS Grampian have approved funding to the required sum. Should the tender cost exceed this sum, HSCP will seek additional funding from NHSG.

4.5 An integrated impact assessment has been carried out as part of the development of the proposal set out above. It is included as **Appendix 3**. The following impact has been identified which can be mitigated as described:-

- Prior to March 2020, a number of groups made use of Invercarron Resource Centre. Some of these groups provided services to older people. Face to face activities ceased due to the impact of the Covid pandemic, although some services adopted other approaches and were able to continue. The centre will no longer be available to these organisations.
- This has been mitigated by supporting organisations to identify alternative accommodation

4.6 The following Risks have been identified as relevant to this matter on a Corporate Level:

ACORP005 Working with other organisations (e.g. supply chains, outsourcing and partnership working);

Whilst NHS Grampian has overall responsibility for the vaccination service, HSCP has a legal duty to deliver it from March 2022. There is a risk that perceived lack of support from Aberdeenshire Council will damage the partnership working between NHS Grampian and the Council.

ACORP006 Reputation management (including social media);

Should the works not proceed, it is anticipated that no long-term Vaccination Centre will be established in the Kincardine & Mearns area. There is a risk that the reputations of the Council, NHS Grampian and HSCP will be damaged.

4.7 The following Risk has been identified as relevant to this matter on a Strategic Level:

8 Risk of failure to deliver standards of care expected by the people of Aberdeenshire in the right place at the right time;
There is no suitable alternative accommodation for the delivery of the vaccination service to Invercarron Resource Centre in Stonehaven. Should the works not proceed, it is anticipated that no long-term Vaccination Centre will be established in the Kincardine & Mearns area. Local residents will be required to travel outwith the area to access a vaccination service as it will no longer be available in General Practice settings. There is evidence to demonstrate that take up of vaccinations is influenced by ease of access. Vaccination rates in Aberdeenshire are high and there is a risk that future take up is impacted by a lack of local service.

5 Scheme of Governance

- 5.1 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.
- 5.2 The Committee is able to consider and take a decision on this item in terms of Sections B.6.4.1 and B.6.4.2.iii of the List of Committee Powers in Part 2A of the Scheme of Governance as it relates to; approval of expenditure from within the approved annual Capital Plan or Revenue Budget for the Aberdeenshire Integration Joint Board; the Aberdeenshire Integration Joint Board has given a Direction to the Council; and the matter relates exclusively to the Kincardine and Mearns Area. In terms of Section B.6.4.3 of the list of Committee Powers in Part 2A of the Scheme of Governance, if a decision made under these sections is not in accordance with Officer recommendations then the matter must be referred to the appropriate Policy Committee.

Pamela Millikan, Chief Officer, Aberdeenshire Health and Social Care Partnership

Report prepared by Fiona Campbell, Business Asset Manager, Aberdeenshire Health and Social Care Partnership

Date 27 January 2022

List of Appendices

- Appendix 1 IJB Supplementary Procurement Plan
- Appendix 2 Procurement Approval Form
- Appendix 3 Integrated Impact Assessment

HEALTH AND SOCIAL CARE SUPPLEMENTARY PROCUREMENT PLAN – 2021/22

B.Organised Contract Reference	Service	Contract Name	Contract Description	Est Contract/Contract Extension Start Date	Est Contract/Contract Extension End Date	Maximum Extension Period (Months)	Value to be approved by this Committee	Total Contract Value (inc all options & extensions)	Area(s) Contract Covers
	HSCP	Invercarron Resource Centre – conversion to vaccination centre.	Minor Works at Invercarron Resource Centre, Stonehaven to create Stonehaven Vaccination Centre.	21/02/2022	31/03/2022	n/a	£75K	£75K	Kincardine & Mearns

PROCUREMENT APPROVAL FORM (Business Case)

		For proposed procurements of works, goods, or services, where the total estimated expenditure is £10,000 or more (FR 5.3.12)	
Procurement / Contract Title	Change of use at Invercarron Resource Centre, Stonehaven; from Resource Centre to Vaccination Centre.		
Procurement Ref No.	TBC		
Current contract(s) in place?	N/A		
Directorate	Aberdeenshire Health and Social Care Partnership	Service	Aberdeenshire Health and Social Care Partnership
Lead Officer	Chris Smith	Date prepared:	10 December 2021
Procuring Officer	David Moar, Architectural Technician		
1. Recommendation			
Proposed route to market (delete as appropriate)	The Hard FM contract should allow delivery of these works, but the Service reserve the opportunity to access other procurement routes to ensure timely delivery of works. Whilst this is being undertaken by FES as part of the Hard FM contract due to the project value being > £10k FES have an obligation to undertake their own sub-contractor quotation exercise to support the drive for best value.		
Description:	Following the easing of lockdown restrictions and the re-opening of Live Life Aberdeenshire (LLA) properties it has been necessary to identify alternative sites which can be used as Vaccination Centres. Invercarron Resource Centre in Stonehaven has been identified as a suitable venue to host part of the ongoing vaccination programme in South Aberdeenshire. The following works are required to ensure the Centre meets required standards. Works to include:- <ul style="list-style-type: none"> • Vinyl flooring in public areas • Privacy film to ground floor windows • Remove built in cupboards • Frame up existing hatch and window • Supply and fit additional wash hand basin in vaccination area 		

	<ul style="list-style-type: none"> • Improvements to lighting in vaccination area • Wire vaccine fridges directly to main board
Contract Start Date:	February 2022
Contract End Date (excluding any extensions):	March 2022
Is there a provision to extend the contract?	No
Maximum end date including extensions:	End of the 2021/22 financial year.

2. Justification for Procurement

1. Is the procurement linked to a national or regional framework and if not, explain need for this procurement	<p>Suitable premises are required to enable local Health Boards to deliver the National COVID-19 Vaccination Programme, via Health and Social Care Partnerships.</p> <p>The procurement is also linked to the Scottish Government General Medical Services (GMS) Contract 2018 commitment to move away from all Adult and Pre-School vaccination programmes being delivered by GPs to being delivered through dedicated Health and Social Care Partnership Teams.</p>
2. Is the procurement part of a bigger project?	<p>Aberdeenshire Health and Social Care Partnership (HSCP) is seeking to establish seven long-term Vaccination Centres. Venues across Aberdeenshire have been explored by NHSG, Aberdeenshire Council and Aberdeenshire Health and Social Care Partnership colleagues.</p> <p>The preference is to upgrade existing buildings where possible, utilising the Hard FM NEC3 Term Service Contract, but the Service reserve the opportunity to access other procurement routes to ensure timely delivery of works.</p>
3. Detail the drivers for demand related to this procurement	<p>HSCP will require suitable dedicated facilities to deliver the changes outlined by the Scottish Government in the 2018 GMS Contract, as the majority of vaccinations will no longer be delivered in General Practices.</p> <p>The service changes include HSCP staff delivering - Vaccination Programmes -</p> <ul style="list-style-type: none"> ○ Pre-School ○ Influenza ○ At Risk ○ Age Group Programmes such as Shingles, Pneumococcal, Hepatitis B
4. How does the planned procurement support the Service's plans, strategies and related council policies and the outcomes associated with the	<p>The aims set out in the Aberdeenshire Health and Social Care Partnership Strategic Plan 2020 – 2025 of reshaping care and effectively using resources will be met. HSCP staff will provide effective community-based care and resources will be used efficiently as it is hoped that long-term sites will be owned by either NHSG or Aberdeenshire Council.</p>

LOIP/Council Priorities and/or the Council's associated commissioning intentions?	
5. How does the planned procurement support the Medium-Term Financial Strategy and deliver Best Value for the Council?	Four quotes will initially be sought through the Hard FM NEC3 Term Service Contract in line with Aberdeenshire Council Financial Regulations.
6. Will Community Benefits be achieved?	Via the overriding Hard FM contract FES have a number of obligations to deliver with regards Community Benefits.
7. How will the resulting Contract be managed?	Aberdeenshire Council Property services will project manage and monitor the contract.
3. Risk	
What risks are associated with this procurement?	<p>Lack of approval to procure the required works leading to no accommodation for vaccination service delivery in Kincardine and Mearns.</p> <p>Lack of funding to develop the Vaccination Centre leading to no accommodation for vaccination service delivery in Kincardine and Mearns.</p>
4. Consultation	
Details of consultation undertaken	NHS Grampian Aberdeenshire Council Aberdeenshire Health and Social Care Partnership Group leaders
5. Legal	
Please state any legislation, statutory guidance or national policy applicable to the proposal. Does this comply with all relevant legal provisions? (to be completed by Service)	
6. Finance	
Expenditure Classification	<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital <input type="checkbox"/> Housing Revenue Account <input type="checkbox"/> Common Good <input type="checkbox"/> Other (please state) (including Developer Obligations)
Budget Page(s):	NHS Grampian are the funder of the adaptations costs which will be paid to the Council via HSCP

<p>Budget Line reference (when contract is contained within one line):</p> <p>Financial Code (when contract contained within one code):</p>	<p>16.Repairs, Alterations & Maintenance of Buildings</p> <p>A.L099100.1603.0000.0</p>														
<p>Any type of Expenditure - the revenue implications</p>	<p>N/A</p>														
<p>Contract / Procurement Value:</p>	<p>Estimated Total Costs</p> <table border="1" data-bbox="464 611 924 898"> <thead> <tr> <th colspan="2">Project / Programme:</th> </tr> <tr> <th></th> <th>£000's</th> </tr> </thead> <tbody> <tr> <td>Construction Cost</td> <td>62</td> </tr> <tr> <td>Property Fees</td> <td>10</td> </tr> <tr> <td>External Fees</td> <td></td> </tr> <tr> <td>Other (planning, warrant fees)</td> <td>3</td> </tr> <tr> <td></td> <td>75</td> </tr> </tbody> </table> <p>Maximum total contract value (including optional extensions): £75,000</p>	Project / Programme:			£000's	Construction Cost	62	Property Fees	10	External Fees		Other (planning, warrant fees)	3		75
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	£000's														
Construction Cost	62														
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External Fees															
Other (planning, warrant fees)	3														
	75														
<p>Are contract values estimated?</p>	<p>Yes</p>														
<p>What cash savings or benefits will be achieved through this procurement?</p>	<p>Savings will be made through avoidance of potential Dilapidations, Void and Demolition costs.</p>														
<p>Is budget sufficient for procurement?</p>	<p>Yes</p>														
<p>7. Governance</p>															
<p>Supported by Finance:</p>	<p>Name / date: Funding approval from Gerry Donald, NHS Grampian Confirmed by Chris Smith 11/01/2022</p>														
<p>Supported by Commercial and Procurement :</p>	<p>Name / date: Alison Gallacher 11/01/2022</p>														
<p>Consultation with Relevant Service Management Team (if £50k or more)</p>	<p>Name of RSMT: Strategy and Business Services 16/12/2021</p>														

Approved by Chief Officer (or officer with recorded sub-delegation)	Name: Date:
If 50k or more - item included in Procurement Plan approved by / reported to Committee:	Name of Committee: Kincardine & Mearns Area Committee Date:



Aberdeenshire Council

Integrated Impact Assessment

Procurement Approval - Works to Invercarron

Assessment ID	IIA-000324
Lead Author	Fiona Campbell
Additional Authors	Shona Strachan
Service Reviewers	Alison McCann, , Richard Gray
Subject Matter Experts	Lynne Gravener
Approved By	Chris Smith
Approved On	Tuesday January 11, 2022
Publication Date	Tuesday January 11, 2022

1. Overview

This document has been generated from information entered into the Integrated Impact Assessment system.

Report to Kincardine and Mearns Area Committee - 18 January 2022

Supplementary Procurement Plan for the Health and Social Care Partnership - Procurement Approval

During screening 1 of 10 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 1 out of 5 detailed impact assessments being completed. The assessments required are:

- Equalities and Fairer Scotland Duty

In total there are 0 positive impacts as part of this activity. There is 1 negative impact, the impact has been mitigated.

A detailed action plan with 1 points has been provided.

This assessment has been approved by chris.smith@aberdeenshire.gov.uk.

The remainder of this document sets out the details of all completed impact assessments.

2. Screening

Could your activity / proposal / policy cause an impact in one (or more) of the identified town centres?	No
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	No
Does the activity / proposal / policy have the potential to affect greenhouse gas emissions (CO2e) in the Council or community and / or the procurement, use or disposal of physical resources?	No
Does the activity / proposal / policy have the potential to affect the resilience to extreme weather events and/or a changing climate of Aberdeenshire Council or community?	No
Does the activity / proposal / policy have the potential to affect the environment, wildlife or biodiversity?	No
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	Yes
Is this activity / proposal / policy of strategic importance for the council?	No
Does this activity / proposal / policy reduce inequality of outcome?	No
Does this activity / proposal / policy have an impact on children / young people's rights?	No
Does this activity / proposal / policy have an impact on children / young people's wellbeing?	No

3. Impact Assessments

Children's Rights and Wellbeing	Not Required
Climate Change and Sustainability	Not Required
Equalities and Fairer Scotland Duty	All Negative Impacts Can Be Mitigated
Health Inequalities	Not Required
Town Centre's First	Not Required

4. Equalities and Fairer Scotland Duty Impact Assessment

4.1. Protected Groups

Indicator	Positive	Neutral	Negative	Unknown
Age (Younger)		Yes		
Age (Older)			Yes	
Disability		Yes		
Race		Yes		
Religion or Belief		Yes		
Sex		Yes		
Pregnancy and Maternity		Yes		
Sexual Orientation		Yes		
Gender Reassignment		Yes		
Marriage or Civil Partnership		Yes		

4.2. Socio-economic Groups

Indicator	Positive	Neutral	Negative	Unknown
Low income		Yes		
Low wealth		Yes		
Material deprivation		Yes		
Area deprivation		Yes		
Socioeconomic background		Yes		

4.3. Negative Impacts and Mitigations

Impact Area	Details and Mitigation

Impact Area	Details and Mitigation
Age (Older)	<p>Prior to March 2020, a number of groups which support older people made use of Invercarron Resource Centre. Face to face activities ceased due to the impact of the Covid pandemic, although some services adopted other approaches and were able to continue. The centre will no longer be available to these organisations.</p> <p>Can be mitigated Yes</p> <p>Mitigation Identification of alternative accommodation. A letter was sent to all lead contacts for the organisations which previously used Invercarron Resource Centre in July 2021. Support was offered to identify alternative venues. The organisations which responded accepting the offer of support were contacted and AHSCP staff worked with them to identify alternative spaces.</p> <p>Timescale Complete - August 2021</p>

4.4. Evidence

Type	Source	It says?	It Means?
Internal Data	Bookings record for Invercarron Resource Centre	A number of groups and services used accommodation at Invercarron Resource Centre pre-covid. Some of these groups were providing services relating to health and social care.	There is likely to be demand for accommodation for groups and services in Stonehaven.

4.5. Engagement with affected groups

Organisations using Invercarron Resource Centre were contacted in July 2021

4.6. Ensuring engagement with protected groups

The lead contacts of organisations work with their members

4.7. Evidence of engagement

All lead contacts were offered support with identifying alternative accommodation, a small number responded and AHSCP staff have provided assistance.

4.8. Overall Outcome

All Negative Impacts Can Be Mitigated.

Alternative venues have been identified for organisations which are returning to face to face activity

4.9. Opportunities of Equality

Access to vaccination services in the community

5. Action Plan

Planned Action	Details
6 monthly monitoring of requirement for vaccination centre provision	<p>Lead Officer Fiona Campbell</p> <p>Repeating Activity No</p> <p>Planned Start Friday September 30, 2022</p> <p>Planned Finish Friday March 31, 2023</p> <p>Expected Outcome Requirement for vaccination centre to be monitored. If it is no longer required, AHSCP will review the future use of Invercarron Resource Centre</p> <p>Resource Implications Monitoring by Business Asset Manager and Vaccination Programme Lead</p>