

**Report of Deputy Director, Integrated Commissioning, Adults and Health, Leeds City Council & NHS Leeds Clinical Commissioning Group**

**Report to Director of Adults and Health**

**Date:** 25 March 2020

**Subject:** To seek approval to waive CPRs 8.1, 8.2, 9.1 & 9.2 and extend existing contracts and award new interim contracts in respect of community based mental health services.

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary**

**1. Main issues**

- Leeds City Council Adults and Health directorate and NHS Leeds Clinical Commissioning Group (CCG) are currently jointly reviewing their community based mental health services with the intention that a recommissioning exercise will be undertaken during 2020-2022, leading to new contracts commencing on 1 April 2022. This work is underpinned by the new city wide Mental Health Strategy.
- The Council and the CCG have therefore agreed to bring all ongoing contractual arrangements for the services included within the scope of the review to a co-terminus completion date of 31 March 2022. This is to ensure service continuity while the review and recommissioning work is carried out. This report seeks approval to extend existing contracts and then award new short term contracts to Community Links (Northern) Ltd., Touchstone-Leeds and Catholic Care (Diocese of Leeds) for this period. This report also seeks approval to undertake a direct award of a contract utilising the Negotiated Procedure without Prior Publication of a notice process under Regulation 32 of the Public Contracts Regulations 2015 with Community Links (Northern) Ltd. specifically for the Oakwood Hall service.

## **2. Best Council Plan Implications** (click [here](#) for the latest version of the Best Council Plan)

- The decision seeks to extend contractual arrangements for existing mental health services up to 31 March 2022 while a review and recommissioning exercise is carried out. These services contribute to the following high level outcome of the Best Council Plan:
  - Enjoy happy, healthy, active lives

## **3. Resource Implications**

- The annual funding for the services comes from existing budgets. The report seeks to extend existing contractual arrangements to 31 March 2022. The respective extensions and interim contracts will be based on existing contract rates with no uplifts.

## **Recommendations**

That the Director of Adults and Health approves the following:

- a) To undertake a direct award of a contract utilising the Negotiated Procedure without Prior Publication of a notice under Regulation 32 of the Public Contracts Regulations 2015 to Community Links (Northern) Ltd. in respect of the Oakwood Hall service on the basis that competition is absent due to technical reasons. If the procurement process utilising Regulation 32 is successful and Community Links (Northern) Ltd. becomes the preferred provider to deliver this service, then the intention is to bring a further report to Delegated Decision Panel in April 2020 to seek approval to award a 22 month contract in the sum of £914,723. The contract shall commence on 1 June 2020 and expire on 31 March 2022 in order that it remains co-terminus with the other mental health contracts referred to in this report. This subsequent decision will be a Significant Operational Decision as it is linked to this decision and will be made as a consequence of it.
- b) Waive Contract Procedure Rules 9.1 and 9.2 and award a contract to Touchstone-Leeds (for the Community Support Team service) in the sum of £369,365. The contract shall commence on the 1 June 2020 and expire on the 31 March 2022.
- c) In accordance with Contract Procedure Rules 21.1 and 21.2 extend the existing contract with Community Links (Northern) Ltd. (for the Rose Villa/The Maltings services) in the sum of £105,773. The extension shall commence on the 1 August 2020 and expire on the 31 January 2021.
- d) In accordance with Contract Procedure Rules 21.1 and 21.2 extend the existing contract with Catholic Care (Diocese of Leeds) (for the Foundry Mill service) in the sum of £17,173. The extension shall commence on the 1 August 2020 and expire on the 31 January 2021.
- e) Waive Contract Procedure Rules 9.1 and 9.2 and award a contract to Community Links (Northern) Ltd. (for the Rose Villa/The Maltings services) in the sum of £246,804. The contract shall commence on the 1 February 2021 and expire on the 31 March 2022.

- f) Waive Contract Procedure Rules 8.1 and 8.2 and award a contract to Catholic Care (Diocese of Leeds) (for the Foundry Mill service) in the sum of £40,069. The contract shall commence on the 1 February 2021 and expire on the 31 March 2022.

Additionally, that the Director of Adults and Health notes that the contracts for Oakwood Hall and the Community Support Team are funded by Adults and Health. The contracts for Rose Villa/The Maltings and Foundry Mill are funded by Resources and Housing. The Director of Resources and Housing has agreed that the Director of Adults and Health can take the required decisions for the contracts funded by Resources and Housing. The respective extensions and interim contracts will be based on existing contract rates with no uplifts.

These proposals are illustrated diagrammatically in Appendix 2.

## **1. Purpose of this report**

- 1.1 To seek approval from the Director of Adults and Health to extend and/or enter into new contracts with the organisations listed above, and to seek approval to undertake a direct award of a contract utilising the Negotiated Procedure without Prior Publication of a notice under Regulation 32 of the Public Contracts Regulations 2015 with Community Links (Northern) Ltd. specifically for the Oakwood Hall service.

## **2. Background information**

- 2.1 The Maltings (Community Links (Northern) Ltd.) provides housing related support for up to 16 people across three separate services in Beeston:
- 4 places in a hostel building with sleep in staff and shared facilities.
  - 6 in the adjacent self-contained bedsits
  - 6 nearby satellite tenancies with self-contained 1 bedroom accommodation and support provided by staff at Maltings Close.
- People can stay up to 2 years in each element of the service, but usually stay between 2 and 3 years across the whole service before moving on to more independent accommodation and lower level support.
- 2.2 Rose Villa (Community Links (Northern) Ltd.) provides accommodation based support and visiting support:
- 5 rooms with shared facilities and daytime staffing in Seacroft.
  - Community support for up to 12 people living independently city wide.
  - People can stay up to 2 years, if necessary in each part of the Rose Villa service.
  - The support level in the main service is lower needs than that in the Maltings.
- 2.3 The Maltings and Rose Villa are currently covered by a single contract funded exclusively by the Resources and Housing Directorate. The contract ends on 31 July 2020, however there is provision within the terms to extend for a further 6 months up to 31 January 2021.
- 2.4 Foundry Mill (Catholic Care (Diocese of Leeds)) provides 10 self-contained flats on one site in Seacroft, with daytime staff support Monday to Friday. At weekends there is an on-call service and the offer of additional domiciliary care packages. People may stay up to 2 years then move on to lower support options. Foundry Mill is also exclusively funded by the Resources and Housing Directorate. This contract ends on

31 July 2020, however there is provision within the terms to extend for a further 6 months up to 31 January 2021.

- 2.5 The Community Support Team (CST) (Touchstone Leeds) is an assertive outreach service, working with people who have complex mental health support needs and who are excluded from or unable to access other services. The CST use a Strengths Based Recovery approach, working in collaboration with service users to develop a support plan that identifies their chosen goals. The service is available six days a week, generally within office hours although support can be given outside these times if needed, and planned in advance. The service is jointly commissioned by Adults and Health and the CCG. The Council contract for this service ends on 31 May 2020 and there are no possible extension periods.
- 2.6 Oakwood Hall (Community Links (Northern) Ltd.) is a twelve-bed dual registered nursing and residential care home for people whose mental health needs cannot be satisfactorily met by other services. It provides recovery focused, responsive care and support focusing on therapeutic engagement, meaningful daily activity and the opportunity to make positive changes in the behaviours that have led to being excluded from other services. It supports a broad range of individuals with severe and enduring mental health needs, including: personality disorder, psychosis, depression, anxiety, challenging behaviour and difficulties that arise from a dual diagnosis. One of the twelve beds is used to provide a respite service. The service is jointly commissioned by Adults and Health and the CCG. The Council contract for this service ends on 31 May 2020 and there are no possible extension periods.

### **3. Main issues**

- 3.1 Leeds City Council (LCC) and the NHS Leeds Clinical Commissioning Group (CCG) both commission a number of community based mental health services with voluntary and community third sector providers, including the services described above. Some of these services are jointly commissioned and funded. The provision includes a wide variety of mental health services, ranging from advice and information giving, crisis and specialist support to accommodation based support.
- 3.2 Both the LCC and CCG existing contracts are due to expire over the next seven months (at various dates, some with the option to extend, some with no option to extend) and it is now timely to undertake a joint, structured review and recommissioning exercise. The aim of this integrated commissioning approach is to ensure that going forward, the third sector community based provision forms part of a more integrated system which also links in with and complements the wider mental health system in the city, in line with the new Mental Health Strategy for Leeds.
- 3.3 Broadly speaking, this work is proposed to include the following key stages:
- Review all existing community based third sector mental health provision. Using the information gained through the review, identify potential duplication or gaps in service delivery, and the extent to which existing service provision meets with the policies, standards and targets set out in documents such as the Mental Health Five Year Forward View, the NHS Long Term Plan, and the new Mental Health Strategy for Leeds (among others).
  - Develop proposals for future commissioning intentions, and engage with local stakeholders (including service users) on these proposals.

- Undertake appropriate recommissioning exercises to commission the services agreed on following stakeholder engagement (this is likely to include competitive tendering but could include awarding grants to providers if appropriate).

- 3.4 The review and recommissioning work will be underpinned by the new city wide Mental Health Strategy which has now been finalised. In particular, the recommissioned provision will be informed by the strategy's 'passion' to improve the flexibility and responsiveness of services.
- 3.5 The current contracts for the Community Links (Northern) Ltd. (Oakwood Hall) and Touchstone-Leeds (Community Support Team Services) were entered into following approval to waive CPRs. The rationale at the time for this waiver was that a procurement exercise would be undertaken during the life of the interim contracts. This has not been possible due to a number of factors. Firstly, since the last decision was taken the new city-wide Mental Health Strategy has been scoped and developed. It was not felt to be appropriate to undertake a competitive tender exercise whilst the priorities and outcomes for the city were being developed. The completion of the strategy will now give this work the direction which it requires in terms of shaping mental health community based support for the city. In addition, there is now a strong strategic desire to work collaboratively with CCG colleagues around this recommissioning exercise. This was not a priority at the time of the last waiver of CPRs.
- 3.6 One of the decisions being requested to be approved in this report is to undertake a direct award of a contract utilising the Negotiated Procedure without Prior Publication of a notice under Regulation 32 of the Public Contracts Regulations 2015 for the Oakwood Hall service. The reasons for requesting this course of action are as follows. This is due to the fact that the wider review of community based mental health services is still underway, and is being undertaken jointly with the CCG. As an NHS body, the CCG has to adhere to certain statutory guidance around conducting engagement as part of any potential change to service provision. It is anticipated that the engagement process for this work will take a minimum of six months from start to finish.
- 3.7 There are wide ranging benefits to the Council, service users and stakeholders of working jointly with the CCG to recommission community based mental health services. These include ensuring that going forward services are appropriately integrated and that duplication is avoided. In addition, it is an opportunity to ensure that services are appropriately joined up with the existing wider health system in Leeds, including in-patient mental health services and GPs. There is also an opportunity to look at the most efficient methods of delivery and to ensure that the joint investment achieves full value for money across the system.
- 3.8 Undertaking a full procurement exercise at this time whilst the review work is underway would be destabilising for the wider project, but would also have a negative impact on the Oakwood Hall service specifically. For example, this could include a potential loss of knowledgeable staff, additional financial cost and a lack of time for a robust mobilisation process.
- 3.9 To ensure continuity of service whilst the work described above is undertaken, the Director of Adults and Health is requested to approve the proposed award using the Negotiated Procedure without prior publication of a Notice under Regulation 32 of

the Public Contracts Regulations 2015, the contract extensions and then further short term interim contracts. These will take all services to a common contractual end date of 31 March 2022 when the review and recommissioning work will be completed (see appendix 2 for diagrammatic breakdown). This timetable for the work has been established following advice from Procurement colleagues regarding the time required to complete a review and recommissioning exercise of this size and scale which incorporates a number of different services and areas of provision. It is anticipated that the opportunity to tender for these services will be published in January 2021, so a provider who is interested in undertaking any of these services will be able to tender at that time.

### **3.10 Consequences if the proposed action is not approved**

3.11 Should the decision be made not to waive CPRs and undertake a direct award using the Negotiated Procedure without Prior Publication of a Notice under Regulation 32 of the Public Contracts Regulations 2015, this could result in the services been provided on an off-contract basis, which would place vulnerable service users at risk of receiving services that are potentially not subject to the protection of any formal contract arrangements, potentially placing the council at both financial and reputational risk.

### **3.12 Advertising**

All of these projects are delivered from within the Leeds Local Authority area, in which each of the providers has extensive knowledge about the local community and the people that their services are delivered to. These contracts are not considered to be of interest to organisations based in other EU member states.

## **4. Corporate considerations**

### **4.1 Consultation and engagement**

4.1.1 The current providers have been made aware of these proposals and the on-going review of services.

4.1.2 Councillor Charlwood (Executive Member for Health, Wellbeing and Adults) has been briefed on 6 February 2020.

4.1.3 A wide ranging consultation exercise, lasting approximately six months in duration, is due to be undertaken as part of the review and recommissioning exercise. This will involve existing providers, wider stakeholders, service users and their families.

### **4.2 Equality and diversity / cohesion and integration**

4.2.1 An Equality, Diversity, Cohesion and Integration (EDCI) Screening Assessment has been completed for this report, see Appendix 3.

4.2.2 The Screening Assessment shows that there will be no negative impact on any particular groups as these proposals will continue existing service provision without change for a limited period whilst the recommissioning work is undertaken.

4.2.3 A full Equality Impact Assessment will be completed as part of the project and all risks will be monitored and reviewed through the joint project team and steering group.

4.2.4 Any EDCI issues that are raised during the service review will be taken into account when developing any new service models and formulating the long term contractual arrangements.

### **4.3 Council policies and the Best Council Plan**

4.3.1 The proposals seek to extend existing mental health services up to 31 March 2022 while a review and recommissioning exercise is carried out. These services contribute to the following high level outcome of the Best Council Plan:

- Enjoy happy, healthy, active lives

4.3.2 The services also contribute to the following outcomes from the Leeds Health and Wellbeing Plan:

- People will live longer and have healthier lives
- People will live full, active and independent lives
- People will be actively involved in their health and their care
- People's quality of life will be improved by access to quality services
- People will live in healthy, safe and sustainable communities.

#### Climate Emergency

4.3.3 The Council declared a Climate Emergency in March 2019, with the stated ambition of working towards a carbon neutral city by 2030. In order to support the achievement of this, it is paramount that the impact on the climate is considered across all officer work. In the short term, there is no expected impact of these proposals on the climate emergency as they involve the continuation of existing services without change for a limited period.

4.3.4 Part of the review process that will take place (leading to new long-term contracts) will include ensuring the service specifications require that the providers shall meet all Legislation, Guidance and Good Industry Practice in environmental management and the objectives of the Council's sustainability policies. Officers from Adults and Health will work with the services through the contract management process to ensure that they are proactively seeking to minimise their carbon footprints thereby supporting the Council in achieving its ambition to be carbon neutral by 2030.

### **4.4 Resources, procurement and value for money**

4.4.1 The annual funding for the extensions and new contracts comes from existing budgets. The respective extensions and interim contracts will be based on existing contract rates with no uplifts.

4.4.2 Given that these services are part of a wider review of community based mental health provision, there is currently no scope for efficiency savings at this interim time, but this will be considered through the review.

4.4.3 The service review and recommissioning exercise will help achieve value for money through:

- Identifying whether the services meet current needs.
- Identifying opportunities to achieve more from the current investment.
- Development of new specifications including key performance indicators.
- The receipt of competitive tenders.

## **4.5 Legal implications, access to information, and call-in**

- 4.5.1 This is a Key Decision which is subject to call-in as the maximum combined cost of services within this decision is more than £500k, including the contract for Oakwood Hall, which is in excess of £500k in its own right. The decision relating to Oakwood Hall would be a Key Decision in its own right, with the decisions relating to the Community Support Team service, Rose Villa/The Maltings and the Foundry Mill service being Significant Operational Decisions. The decision has been placed on the list of forthcoming key decisions on 23 December 2019. Whilst this a Key Decision, the decision to award the contract to Community Links in respect of Oakwood Hall, will be a Significant Operational Decision as it is a linked decision made as a direct consequence of this decision.
- 4.5.2 This report does not contain any exempt or confidential information under the Access to Information Rules.
- 4.5.3 With regard to the waiver of Contract Procedure Rules 8.1, 8.2, 9.1 and 9.2, awarding contracts directly to the providers in this way could leave the Council open to a potential challenge from other providers to whom these contracts could be of interest. These contracts fall within social and other specific services under the Public Contracts Regulations 2015. The value of these contracts falls below the threshold set down by the Regulations for social and other specific services (currently £663,540.00).
- 4.5.4 However, it should be noted that case law suggests that the Council should always consider whether contracts of these values could be of interest to contractors in other EU member states and, if they could, the opportunities should be subject to a degree of European wide advertising. It is up to the Council to decide what degree of advertising is appropriate.
- 4.5.5 The Director of Adults and Health has to consider the nature of the services being delivered, the requirement to physically deliver the services in Leeds and relatively low value of the contracts being offered, and is satisfied that it would not be of interest to providers in other EU member states.
- 4.5.6 The award of a contract to Community Links (Northern) Ltd. at Oakwood Hall is recommended utilising the negotiated procedure without publication of a notice under the Public Contracts Regulations 2015 (Regulation 32 (2) (b) (ii)).
- 4.5.7 Regulation 32 (2) (b) (ii) of the Public Contracts Regulations (2015) states:-
- 32 (2) The negotiated procedure without prior publication may be used for public works contracts, public supply contracts and public service contracts in any of the following cases:—
- (b) where the works, supplies or services can be supplied only by a particular economic operator for any of the following reasons:—
- (ii) competition is absent for technical reasons,



4.5.8 It is considered the above ground applies in this case as there is strong evidence that no reasonable alternative to Community Links (Northern) Ltd. providing the service exists for the following reasons:

- A wider review of Community Based Mental Health services is being undertaken in conjunction with the CCG.
- A decision to review and re-procure the services in conjunction with the CCG was only supported in December 2019 at the Integrated Commissioning Executive meeting. At this meeting, the outcomes and priorities contained within the draft Mental Health Strategy for the city were also discussed and approved.
- As an NHS body, the CCG has to adhere to certain statutory guidance around conducting engagement as part of any potential change to service provision. The process must therefore be undertaken within the required statutory time period of six months, which we must allow time for within the process.
- The Council is committed to working collaboratively with the CCG, as mandated by the NHS Long Term Plan and the Leeds Mental Health Strategy. On that basis, we are undertaking a joint review of services which are jointly funded. Procuring solely the Council-funded element of a jointly funded service is not an available option for us as part of the wider joint review and is not aligned to CCG health priorities as set out in the NHS Long Term Plan.
- Community Links (Northern) Ltd. has provided the services at Oakwood Hall for a period in excess of twenty years. We must therefore work with them to inform and shape the new service provision. If they were not involved in the review then the quality of the outcome of the review would be diminished. Maintaining service continuity will therefore be a requirement of the service review.
- Undertaking a competitive procurement exercise whilst the review work is being undertaken would also be disruptive to the lives of very vulnerable service users who can be unsettled by change of any type, least of all the provider delivering their care and support changing. Having a change of provider for a short period could also result in a potential loss of knowledgeable staff and incur additional financial cost.

4.5.9 Risks of procurement challenge can be diminished by the publication of a voluntary transparency notice in OJEU immediately after the decision to award the contract has been taken and then waiting 10 days to see if any challenges are made. If no challenges are made the chances of a claim for ineffectiveness being brought are significantly reduced, and would only be successful if the Council had used the negotiated procedure without publication of a notice incorrectly. Further, publishing such a notice will also start time running for any other potential claim for breach of the Regulations, which must be brought within 30 days of the date that an aggrieved party knew or ought to have known that a breach had occurred.

4.5.10 Although there is no overriding legal obstacle preventing the waiver of CPRs 8.1, 8.2, 9.1 and 9.2, or use of the negotiated procedure without publication of a notice under Regulation 32 of the Public Contracts Regulation 2015, the above comments should be noted. In making their final decision, the Director of Adults and Health should be satisfied that the course of action chosen represents Best Value for the Council.

4.5.11 These comments should be noted by the Director of Adults and Health and in making the final decision should be satisfied that doing so represents best value for the Council

4.5.12 There is a risk of an ombudsman investigation arising from a complaint that the Council has not followed reasonable procedures, resulting in a loss of opportunity. Obviously, the complainant would have to establish maladministration. It is not considered that such an investigation would necessarily result in a finding of maladministration however such investigations are by their nature more subjective than legal proceedings.

## **4.6 Risk management**

- 4.6.1 There is a risk of challenge associated with entering into a Regulation 32 exercise rather than going out to full procurement at this time. However, this risk is mitigated by the fact that other providers within the market will have an opportunity to bid for this provision in the coming months when the opportunity is competitively advertised. Similarly, the interim contracts being requested are to allow for service continuity during the period of the service reviews and recommissioning.
- 4.6.2 If these contractual arrangements (including the proposed Regulation 32 exercise) are not approved, the four existing contracts will expire on either 31 May 2020 or 31 July 2021. Vulnerable service users would be left without support, or alternatively the services would continue to be delivered off-contract which would carry a number of additional risks.
- 4.6.3 Any subsequent procurement exercise will be undertaken in a fair, open and transparent way and in adherence with the Public Contracts Regulations 2015 and the council's own Contracts Procedure Rules.
- 4.6.4 Wider project risks will be reviewed on a regular basis and the project team responsible for undertaking the review and subsequent procurement exercise will continue to do this during the procurement process.

## **5. Conclusions**

- 5.1 The proposed Regulation 32 exercise, contract extensions and interim contracts will allow Adults and Health and NHS Leeds CCG to work collaboratively to progress the review and the subsequent recommissioning exercise while ensuring service continuity.

## **6. Recommendations**

- 6.1 That the Director of Adults and Health approves the following:
- 6.1.1 To undertake a direct award of a contract utilising the Negotiated Procedure without Prior Publication of a notice under Regulation 32 of the Public Contracts Regulations 2015 to Community Links (Northern) Ltd. in respect of the Oakwood Hall service, on the basis that competition is absent due to technical reasons. If the procurement process utilising Regulation 32 is successful and Community Links remain the preferred provider to deliver this service, then the intention is to bring a further report to Delegated Decision Panel in April 2020 to seek approval to award a 22 month contract to them in the sum of £914,723. The contract shall commence on 1 June 2021 and expire on 31 March 2022 in order that it remains co-terminus with the other mental health contracts referred to in this report. This subsequent decision will be a Significant Operational Decision as it is linked to this decision and will be made as a consequence of it.

- 6.1.2 Waive Contract Procedure Rules 9.1 and 9.2 and award a contract to Touchstone-Leeds (for the Community Support Team service) in the sum of £369,365. The contract shall commence on the 1 June 2020 and expire on the 31 March 2022.
- 6.1.3 In accordance with Contract Procedure Rules 21.1 and 21.2 extend the existing contract with Community Links (Northern) Ltd. (for the Rose Villa/The Maltings services) in the sum of £105,773. The extension shall commence on the 1 August 2020 and expire on the 31 January 2021.
- 6.1.4 In accordance with Contract Procedure Rules 21.1 and 21.2 extend the existing contract with Catholic Care (Diocese of Leeds) (for the Foundry Mill service) in the sum of £17,173. The extension shall commence on the 1 August 2020 and expire on the 31 January 2021.
- 6.1.5 Waive Contract Procedure Rules 9.1 and 9.2 and award a contract to Community Links (Northern) Ltd. (for the Rose Villa/The Maltings services) in the sum of £246,804. The contract shall commence on the 1 February 2021 and expire on the 31 March 2022.
- 6.1.6 Waive Contract Procedure Rules 8.1 and 8.2 and award a contract to Catholic Care (Diocese of Leeds) (for the Foundry Mill service) in the sum of £40,069. The contract shall commence on the 1 February 2021 and expire on the 31 March 2022.
- 6.2 Additionally, that the Director of Adults and Health notes that the contracts for Oakwood Hall and the Community Support Team are funded by Adults and Health. The contracts for Rose Villa/The Maltings and Foundry Mill are funded by Resources and Housing. The Director of Resources and Housing has agreed that the Director of Adults and Health can take the required decisions for the contracts funded by Resources and Housing.
- 6.3 These proposals are illustrated diagrammatically in Appendix 2.

## 7. Background documents<sup>1</sup>

7.1 None.

## 8. Appendices

### Appendix 1

#### What is your reason for waiving CPRs?

There is a genuine, unforeseeable emergency meaning there is no time to go through a procurement process e.g. to deal with the consequences of extreme weather.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
To purchase supplies or services on particularly advantageous terms due to liquidation/administration.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<sup>1</sup> The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Requirement to put a contract in place with a current provider whilst a review of the services is completed.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Ran out of time to undertake a new procurement exercise	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other (please provide summary here)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Appendix 2

Diagram showing existing and proposed contract arrangements

## Appendix 3

Equality, Diversity, Cohesion and Integration Screening Assessment