

# Supply of Drivers to Support the Meals at Home Service

Date: 7<sup>th</sup> June 2021

Report of: Head of Cleaning Services

Report to: Chief Officer Civic Enterprise Leeds

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## What is this report about?

### Including how it contributes to the city's and council's ambitions

- Community Meals Leeds provides a 'Meals at Home' service that consists of the delivery of hot lunches and cold teatime meals to vulnerable older people in Leeds, 365 days of the year. In total approximately 10,500 meals are delivered on a monthly basis.
- The service operates from one site where meals are loaded into electric vehicles which are then transported to individual customers.
- The service currently has a contract with Leeds Black Elders (LBE) who provide a driver and meals assistant to support the service in the delivery of the meals, within primarily the Leeds 8 area covering Chapeltown, Harehills, Gledhow and parts of Roundhay. This current arrangement is due to expire on 30<sup>th</sup> June 2021 which means a new arrangement is required.
- In March 2016 the contract for the supply of drivers and Meals assistants was retendered with a start date of 1<sup>st</sup> July 2016. The contracts were for three years, to July 2019, with an option to extend for a further one year. A one year contract was awarded to LBE from July 2020. The last procurement exercise resulted in only one tender from LBE and we believe that there are no other organisations from within the local community who would be interested in tendering for this work. As a result, in the interest of efficiency this report seeks approval to waive Contract Procedure Rule 8.1 (intermediate procurements between £25k-£100k) and award a 3 year contract to LBE with an estimated contract value of £28,000 per annum, providing an overall 3 year estimated spend of £84k commencing 1<sup>st</sup> July 2021. Before the end of this 3 year period we will seek expressions of interest to determine the method of re-procurement.
- The LBE Association was established in 1991 and provides a number of services. The Association was built on a firm foundation of dedicated committee members, staff and volunteers. The LBE Association takes great pride in providing specialised provision for black elders, ensuring that their particular needs are being met but, their main aim is to address the many issues affecting all elders in the community. LBE recruit drivers from within the local community so that these drivers have a good unique understanding of local needs and they also have the knowledge and trust of the community they serve.

- The original contract was awarded on the basis of LBE providing a driver and a meals assistant for a fixed price of £28k per annum. Since April 2021 the service has agreed efficiencies with LBE who have agreed to provide 2 drivers so that 2 delivery rounds can be covered instead of the historic 1 round without any increase in contract value. This has resulted in the driver delivering meals “solo” without the need for a meals assistant and providing the Authority with an overall saving of £7,800 per annum.
- Approving this report supports delivery of the Council’s Health and Wellbeing ambitions by supporting self-care with more people managing their own health condition in the community through having warm meals delivered to homes. In addition, since the contract was originally let, the service has been reconfigured with delivery of meals switching from diesel fuelled cars to Council owned electric vehicles having a positive impact on air quality and the Climate Emergency.

## **Recommendations**

The Chief Officer Civic Enterprise Leeds is asked to approve a waiver of CPR 8.1 so that a 3 year contract can be awarded to Leeds Black Elders for the provision of 2 drivers to support the Meals at Home service at an estimated contract price of £28k per annum giving a total 3 year cost of £84k.

## **Why is the proposal being put forward?**

- 1 Community Meals Leeds provides a hot lunches and cold tea time meals to vulnerable adults in Leeds. Approximately 350 meals are delivered each day, to customers who have either been referred from Adult Social Care or who have self- referred following advice from their doctors or family members.
- 2 As well as providing a nutritious meal the family of the customer are assured that they are safe and well as a ‘well- being’ check is undertaken by the Meals assistant and any safeguarding concerns are reported immediately. All customers pay for the service although those customers who have been referred from Adult Social Care pay a subsidised rate. The number of meals delivered is increasing and it is envisaged that over time the service will be self-funding.
- 3 The LBE Association was established in 1991 and provides a number of services. The Association was built on a firm foundation of dedicated committee members, staff and volunteers. The LBE Association takes great pride in providing specialised provision for black elders, ensuring that their particular needs are being met but, their main aim is to address the many issues affecting all elders in the community. This is particularly important as there will be an inevitable increase in the elderly population over the next 10-20 years and they are well equipped to provide services, facilities and activities to meet the current and projected social, cultural, health and economic needs.
- 4 LBE Association is a Neighbourhood Network Scheme that is commissioned by Leeds City Council to deliver appropriate services that meet the needs of the elderly who are living in parts of Leeds 6,7,8, and 9. The Association also has a city-wide remit which enables them to work with African-Caribbeans in the wider district of Leeds. As such, they have a unique understanding of the needs of the ethnic minority population’s needs and have built a successful partnership with the community that they serve.

- 5 LBE supports the delivery of the Meals at Home service by providing drivers to deliver meals predominantly to the Leeds 8 area and has an annual contract which is due to expire on 30<sup>th</sup> June. In March 2016 the contract for the supply of drivers and Meals assistants was retendered with a start date of 1st July 2016. The contract was for three years, to July 2019, with an option to extend for a further one year. The last procurement exercise resulted in only one tenderer from LBE and, as a result, in the interest of efficiency this report seeks approval to waive Contract Procedure Rule 8.1 (intermediate procurements between £25k-£100k) and award a 3 year contract to LBE with an estimated contract value of £28,000 per annum, providing an overall 3 year estimated spend of £84k commencing 1st July 2021. We do not believe that the position has changed since tenders were last invited in 2016, there is no other organisation within the City who have the local knowledge, relationship, understanding and trust of the community they serve. To reinforce this point, the drivers for the Meals at Home service are recruited from within the local community and have a good understanding of local needs.
- 6 Since April 2021, LBE have agreed to increase the number of drivers from 1 to 2 so that 2 meal delivery rounds can be covered solo without the need for a Meals Assistant whilst keeping the annual contract value the same (£28k per annum) and delivering an estimated annual saving of £7.8k per annum. In addition, account needs to be taken of the unique understanding that LBE have of the demographics and needs of population that they serve.

#### What impact will this proposal have?

**Wards affected:**

Have ward members been consulted?

Yes

No

#### What consultation and engagement has taken place?

- 7 Given the need for a waiver, consultation has been undertaken with colleagues in Procurement and Commercial Services (PACS) who are supportive of the waiver. In addition, colleagues at the CEL Weekly Assurance Meeting have also been consulted.

#### What are the resource implications?

- 8 There will be no increase from the current annual contract value of £28k whilst efficiencies have been agreed with LBE from April 2021 to increase the number of drivers and rounds from 1 to 2 with no increase in the annual contract value.

#### What are the legal implications?

- 9 This report does not contain any exempt or confidential information and the contents have been cleared with PACS colleagues so as to ensure compliance with CPRs to mitigate any risk from a legal perspective.

## **What are the key risks and how are they being managed?**

- 10 The key risk is non delivery of meals to vulnerable Leeds citizens, putting in place a compliant contract will eliminate this risk, deliver efficiencies and help meet some of the key strategies around health and independent living.

## **Does this proposal support the council's three Key Pillars?**

- Inclusive Growth       Health and Wellbeing       Climate Emergency

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## **Options, timescales and measuring success**

### **a) What other options were considered?**

- 12 A competitive tender exercise has been undertaken in the past but only LBE submitted a tender who have provided a successful service and worked with the Council on delivering efficiencies in service provision. Therefore, in the interests of operational efficiency, a waiver of CPR 8.1 is sought with an award of a 3 year contract to LBE.

### **b) How will success be measured?**

- 13 Through the continued delivery of meals supporting health and independent living.

### **c) What is the timetable for implementation?**

- 14 The 3 year contract to commence from 1<sup>st</sup> July 2021.

## **Appendices**

- 15 None.

## **Background papers**

- 16 None.

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

<p>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.</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>To purchase supplies or services on particularly advantageous terms due to liquidation/administration.</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Requirement to put a contract in place with a current provider whilst a review of the services is completed.</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Ran out of time to undertake a new procurement exercise</p>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>Other (please provide summary here)</p> <p>LBE were the only organisation who previously submitted a tender and we believe this will not have changed if tenders were invited again. They are uniquely placed to serve their local community with a good understanding of the local demographics and a relationship based on mutual trust.</p>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No