

Executive Summary

- 2 Contracts let
- 4 Waivers approved
- Contract Performance - 4 contracts £100k+

Contracts Let 2017/18

The contracts award thresholds within the Procurement Code, sets out the types and levels of approvals required. The table below provides an overview of the 2 contracts let¹ for Corporate Services during the 2017/18 period.

Threshold	Q1	Q2	Q3	Q4	Total
ABOVE £1.5m			1		1
ABOVE £100K	1				1
Grand Total	1		1		2

The recommendations for the 11 contracts let originated from the following areas:

Recommendation	Q1	Q2	Q3	Q4	Total
CoCo	1		1		2
Grand Total	1		1		2

- 2 contracts let were above £100k Recommendations to proceed to contract award were given by the Children’s Services Contracts & Commissioning Board (CoCo).

¹ The term ‘contracts let’ refer to all contracts in capitalEsourcing with a service commencement date within the Quarterly reporting period. A reconciliation of the previous reporting period will be run each quarter.

Waivers & Exemptions

The number and types of waivers requested over the 17/18 period are summarised below. A total of 4 waivers were approved, which is an increase to the previous year where a total of 1 request was approved.

Waivers by type	Q1	Q2	Q3	Q4	Total
Direct award no Competition	1		1	2	4
Grand Total	1		1	2	4

Overall Contract Performance over £100,000

It should be noted that this data **excludes** all contracts below £100k and if commenced within the last 6months of quarter 4 as performance will not have been rated. So out of a total of 5 active contracts during this period this leaves 4 contracts for the purposes of this report.

Threshold	Below Expectations	Meets Expectations	Not Evaluated	Total
ABOVE £1.5m	1			1
ABOVE £100k		2	1	3
Grand Total	1	2	1	4

Of these 4 contracts over the £100k threshold

- 1 contract is rated as below expectations

This table represents the latest position using source data from the capitalEsourcing system dated 01/05/2018.

- 2contracts rated as meeting expectations
- 1 contract has not been performance rated

The following pages present a detailed summary of the contract activity highlighted above.

Overview of Contracts Let 2017/18 A total of 2 contracts were let during the 2017/18 period

Start Date	End Date	Suppliers	Contract Title	Contract status	Contract Value
16/05/2017	31/12/2017	Elliott Group	Temporary Accommodation - Westminster City School	Closed	£295,146
17/10/2017	17/09/2018	ARJ Construction Limited	Westminster Schools Expansion Programme - St George's	Open	£5,772,047
Total					£6,067,193

Waivers Approved – A total of 4 waiver requests were approved.

Waiver requests Directly award without competition (Total of 4)
<p>1. The Westminster Society for People with Learning Difficulties: The Westminster Society Short Breaks Services</p> <p>Following a service assessment it was felt we would be able to better realise an improvement in outcomes by continuing to work with the current provider whilst better understanding out future needs to inform a future model. As a consequence it was not considered the right time to go for a procurement exercise. We are now launching a phase of codesign work with the involvement of support won from the Design Council. We are therefore recommending a direct award from April 2017 - March 2018 to bridge the gap whilst a commissioning strategy for delivering a future model of Short Breaks offer in Westminster is developed</p>
<p>2. Denis Goldthorpe: School Improvement Providers</p> <p>It is not considered to be in the Council's interest to obtain additional quotes from alternative providers for this work. In addition to commissioned SLA support, this provider delivers core support in specific schools to support capacity in the Shared School Standards team. The Shared School Standards team uses 42 providers across the Bi-Borough area. This particular provider is specifically requested by a number of schools due to the strong relationship it has built up in recent years and the knowledge and understanding it has of these schools; this is not the case for the other consultants used. The provider is highly experienced and has the expertise as a School Improvement Adviser to provide quality and effective support and advice.</p> <p>Plans were initiated so that approval would have been sought over the summer in time for this agreement to have been issued for the beginning of the 2017 / 18 academic year. Unfortunately, resources within the Shared Children's Commissioning Directorate had to be channelled into the response to the tragic Grenfell Tower fire over the summer which delayed this request. No agreement has been issued to the provider since their last agreement expired at the end of the 2016 / 17 academic year. We would like to issue a retrospective agreement to ensure clarity with regards the spend cap to be applied for the 2017 / 18 academic year.</p>
<p>3. KIDS: Key working and Portage Home Learning</p> <p>This direct award will allow for an interim period to pilot a new model and ways of working with the incumbent provider. This is recommended because:</p> <ul style="list-style-type: none"> • more time is needed to review the service model before undertaking a competitive tendering process • the pilot and review of this new service model is aligned to a wider suite of changes underway, so the system can be refined as a whole before longer term arrangements are made via a competitive tendering exercise • new opportunities created by the Bi-borough arrangement can be considered. <p>The award has been redesigned to improve both quality and value for money, with estimated annual efficiency savings of £80,000</p>
<p>4. The Westminster Society for People with Learning Difficulties: Westminster Short Breaks Play provision for Holiday, After School and weekends.</p> <p>This direct award is for an interim contract period to pilot a new model and ways of working with the incumbent provider. This is recommended because:</p> <ul style="list-style-type: none"> • more time is needed to review the service model before undertaking a competitive tendering process • given the extent of change underway in the system it is not possible to forecast future demand for the services • the interim period provides the opportunity for changing demand for services resulting from the new model to be measured and assessed with a view this informs the scope and scale of the future commissioned offer • committing to an interim period only reduces the risk of low utilisation that may result from a change in demand for services or a change in budget capacity due to the launch of new in-house services • the pilot and review of these new service models is aligned to the wider suite of changes underway, so the system can be refined as a whole before longer term arrangements are made via a competitive tendering exercise • new opportunities created by the Bi-borough arrangement can be considered. <p>The award has been redesigned to improve both quality and value for money, with estimated annual efficiency savings of £80,000.</p>

Waiver requests Directly award without competition (Total of 4)

In the interim period, the Short Breaks contract is considered essential to the sufficiency of the local offer for children with identified long term, enduring and complex disabilities aged 0-18 who reside within Westminster.

Contract Performance – of contracts valued at £1.5m or more**1 contract rated as 'Below Expectations'**

Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
11/04/2016	10/04/2019	Caterlink	WCC School Meals Mini-competition	£7,500,000

Within this contract there have been concerns over supplier compliance through supply to delivery of food products which did not achieve the required standards in order to be compliant with the halal meat offer. The contractor is currently with critical default notices. Following investigations an action plan and additional monitoring of the supply chain and ordering system have been put in place. Review of this plan has been completed with additional reporting required from the contractor to the LA to include evidence of compliance of the action plan. Ad hoc reviews and visits to supplier are planned for summer break and throughout the Autumn Term. (July 2017)

Contract Performance – of contracts valued at £100k or more but less than £1.5m**2 contracts rated as 'Meets Expectations'**

Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
01/04/2015	31/01/2019	The Westminster Society	Provision of Nursery Services for Disabled Children at Rainbow Nursery	£677,644
01/10/2016	30/09/2018	Family Lives	Westminster Children's Centre Outreach Service	£518,457

1 contracts 'Not Evaluated'

Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
01/02/2017	31/01/2020	First in Service Limited	Schools Catering Equipment Repairs and Maintenance Contract - Ref ESPO 98 Lot 5 WCC	£295,310