

**Proposed Decision to be taken by the  
Portfolio Holder for Finance, Improvement and IT  
on or after 24<sup>th</sup> September 2012**

**Approval to award Local Healthwatch contract  
by the Strategic Director for Communities**

**Summary and Recommendation**

An approval to procure Local Healthwatch in Warwickshire has been given by the Portfolio Holder for Finance, Improvement and IT on 2<sup>nd</sup> August 2012. The Procurement Plan has been approved by the County Procurement Manager on 31<sup>st</sup> August 2012. The preparation of the procurement process and the Invitation to Tender documentation is well under way, and it is likely that the tender will be launched on 26<sup>th</sup> September 2012.

It is recommended that the Portfolio Holder approves and authorises the Strategic Director for Communities to enter into all relevant contracts for the provision of Local Healthwatch in Warwickshire on terms and conditions acceptable to the Strategic Director of Resources.

**1.0 Background information**

- 1.1 The Portfolio Holder for Finance, Improvement and IT has already approved the procurement of Local Healthwatch in Warwickshire on 2 August 2012. This report follows on from the previous approval process.
- 1.2 The details of the statutory requirements for the establishment of Local Healthwatch in Warwickshire are described in the previous report, attached to this report as a background paper.

**2.0 Next steps**

- 2.1 The project leads with support from the County Council's Legal and Procurement teams have commenced work to design and prepare the procurement process, including all necessary documentation. The preparation work is well under way and will be completed in time for the tender process to commence on 26 September 2012.
- 2.2 Next steps have been presented in the table overleaf.

<b>ACTIONS</b>	<b>TIMESCALES</b>
Invitation to Tender documentation finalised	24 Sep 2012
Tender launched	26 Sep 2012
Expressions of interests received	Nov 2012

Evaluation process begins, including input from the Portfolio holder	Nov 2012
LHW Regulations published by DH	Nov - Dec 2012 (indicative timescales)
Budgets confirmed by DH	Nov – Dec 2012 (indicative timescales)
Evaluation process complete	Dec 2012
Provider identified/ contract awarded	Jan 2013
Handover from LINK and other preparatory actions commence	Jan 2013
Healthwatch Warwickshire operational	Apr 2013

### 3.0 Conclusion

- 3.1 Work on the establishment of Local Healthwatch in Warwickshire is progressing well. The procurement plan and timetable have been prepared and approved by the County Procurement Manager.
- 3.2 In order to ensure that the procurement process can be completed successfully and to the proposed timetable, the Portfolio Holder is asked to consider and agree a delegation of power to award the Local Healthwatch contract to the Strategic Director for Communities.

### Background Papers

1. Report for approval to procure Local Healthwatch service. 27 July 2012

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