

Portfolio Holder Decisions/Leader Decisions

Friday 28 July 2023

Minutes

Attendance

Committee Members

Councillor Isobel Seccombe OBE

Councillor Peter Butlin

1. Health Visiting Public Consultation

Resolved

That the Leader of the Council approves the engagement in public consultation in relation to the delivery of the 0- 5 Public Health Nursing Service and the development of a Section 75 Partnership Agreement between Warwickshire County Council and South Warwickshire University Foundation Trust


2. Pay and Display Machines

Resolved

The Portfolio Holder for Finance and Property approves the commencement of a procurement exercise for the procurement of 180 new pay and display machines with card, contactless and cash payment facilities and authorises the Executive Director for Communities to enter into any relevant agreements to implement the installation and maintenance of the machines on terms and conditions acceptable to the Executive Director for Resources.

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Portfolio Holder Decision Health Visiting Public Consultation

Portfolio Holder	Leader of the Council
Date of decision	28 July 2023
	Signed 

1. Decision taken

That the Leader of the Council

- 1.1 Approves the engagement in public consultation in relation to the delivery of the 0-5 Public Health Nursing Service and the development of a Section 75 Partnership Agreement between Warwickshire County Council and South Warwickshire University Foundation Trust

2. Reasons for decisions

- 2.1 The current 0 - 5 Public Health Nursing Service is delivered by South Warwickshire University Foundation Trust (SWUFT) via a contract for services with the Council which expires on 31st March 2024.
- 2.2 The Council are considering options for the future commissioning and delivery of this service from April 2024. One of the options being explored is entering into a partnership agreement with SWUFT under section 75 of the NHS Act 2006, under which commissioners can delegate health visitor functions (s6C NHS Act 2006 and Part 2 of the Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013) to SWUFT.
- 2.3 The Council can enter into a partnership agreement with SWUFT providing:
 - The Council is satisfied that the arrangements are likely to lead to an improvement in the way in which those functions are exercised; and
 - The Council and SWUFT have jointly consulted people likely to be affected by such arrangements
- 2.4 Entering into a S75 partnership agreement will allow the Council and SWUFT to work together in a more coordinated way to integrate the delivery of 0-5 health and care services, reduce duplication of support and create efficiencies, be responsive to changes in population size and increasing complexity of need.
- 2.5 Market testing indicates that there is a limited provider market with no other NHS Providers expressing an interest in the delivering the 0 – 5 PH Nursing Service. Due to the limited market and the benefits associated with the development of a

- S75 Partnership Agreement, the decision has been made to explore this opportunity.
- 2.6 A Portfolio Holder/Leader of the Council decision is required to commence this joint consultation. The results of the consultation will be used to inform the redesign of services and future commissioning arrangements for Health Visiting. Should a Section 75 partnership agreement be recommended, the decision will be made by Cabinet. The aim of this consultation is to jointly work with SWUFT to inform and shape the redesign of the Health Visiting Service in Warwickshire to make best use of the resources available and deliver the right service at the right time.
- 2.7 Through the consultation, commissioners aim to understand:
- People's views on these proposals
 - How these proposals may impact on service users, potential service users and stakeholders
 - Consider alternative options and how concerns can be mitigated
 - Consider the specific equality impacts and any mitigation
- 2.8 The proposals have been developed over the past 18 months and informed by engagement with Warwickshire families, customers and key organisations working with Health Visiting Services within Warwickshire. Consultation is an opportunity to share these proposals and to inform the redesign and future commissioning of services.
- 2.9 Commissioners are jointly consulting following the Council's consultation guidance. The consultation will be conducted by the Council and SWUFT whilst the proposal is still at a formative stage and the consultation will provide enough detail to permit intelligent consideration and response. The consultation will be informed by an Equality Impact Assessment (EQIA) to ensure commissioners have regard to:
- Protected characteristics
 - Be clear and concise about the purpose of the consultation,
 - Provide adequate time for response,
 - Take the results conscientiously into account
 - Publish the results with feedback on how the results were used.
- 2.10 Those being consulted will include Warwickshire residents, service users and potential service users and key stakeholders such as:
- Midwifery and Maternity Services, GPs, Allied health professionals and children's health services within SWUFT
 - WCC staff in Public Health, Children's services including social workers in early help and safeguarding, education colleagues including early Years and SEND
 - Voluntary and community sector organisations
 - Relevant commissioned services including School Nurses and Staff from Children and Family Centre Providers within the market
 - Early Years Settings and Schools
 - CWPT Rise and Children's LD and A Services
 - District and Borough Councils

2.11 Consultation will be carried out through the use of the Ask Warwickshire survey. In addition to this, commissioners will deliver stakeholder workshops, outreach with seldom heard groups, service users and potential service users who may be less likely to engage

Consultation Timeframe	
05/06/23 – 07/06/23	Consultation Design
28/07/23	Leader decision date
14/08/23	Start of consultation (with call in assumed)
11/09/23	Mid-Point Review
29/09/23	Close of consultation
02/10/23 – 01/11/23	Analysis of Consultation Results
23/01/24	Cabinet Decision

3. Background information

3.1 Between January and September 2021, commissioners delivered 34 virtual focus groups with over 193 Healthy Child Program (HCP) partners in Warwickshire, two online surveys for GPs and early years staff. In addition to this, 314 parents/carers voices were captured through face-to-face interviews and an online survey. This consultation was carried out to inform the re-commissioning of the 0-5 Public Health Nursing Service. The consultation highlighted the following themes that can be summarized into 5 key areas:

- Service integration, closer alignment and collaborative working with other 0-5 partners was seen as top priority for both families and frontline staff in order to streamline more coordinated support for families, improve efficiency and reduce duplication
- The need was recognized for prevention, early intervention and a locality targeted approach based on existing inequalities.
- Value driven: Strengths based service that is person centered, where families feel understood and empowered.
- Mental Health Support: Awareness and access to support in a tailored timely manner. Being able to navigate support and feeling heard.
- Understanding the role of the Health Visiting service and that this is communicated well to families in the right formats and in easy-to-understand language.

3.2 Entering into a S75 partnership agreement will allow the Council and SWUFT to work together in a more coordinated way to address the ambitions highlighted above. The benefits of developing a S75 Partnership Agreement with SWUFT are outlined below:

- Brings the organisations together in equal partnership and provides the opportunity for greater integration across Council and NHS services including early help, midwifery and children and family centres. This should improve transitions of care and information sharing
- Facilitates joint decision making and allocation of resources to allow for flexibility, adaptability, innovation, and co-ordination of services to optimise efficiency and reduce duplication. This agreement would allow pooled budgets and delegated authority where appropriate to support integrated delivery.

- Stability and continuity for the staff team and service delivery. This is particularly important given the current challenges associated with national workforce shortages of Health Visitors, which is impacting recruitment and retention of staff.

3.3 There are significant strategic considerations that need to be addressed within the future commissioning arrangements of the service. These are:

- The development of integrated partnership working with the potential to consider co-location of services, multi-disciplinary teams and `team around the child` within the early help and early years system
- The recommendations and findings of Warwickshire's 0-5 JSNA published June 2022. For example, there are predicted increases in the number of under 5-year-olds in Warwickshire that needs to be accounted for in the commissioning of services. Some increases are in the immediate term, in particular a 2% year on year growth in numbers is predicted in South Warwickshire. Over the longer term there is a county wide increase in the number of under 5-year-olds by 17.7% in 2043.¹
- Targeting services to better meet the needs of groups of the population that experience greater inequalities

Financial implications

4.1 No financial implications associated with engagement in Public Consultation.

4.2 Any cost to carrying out the Public Consultation is covered within the existing service budgets

4.3 Any service changes planned to be contained within existing budgets.

Environmental implications

5.1 Sustainability and environmental considerations will be incorporated into the Service Model as this is developed. [SWFT's Green Plan 2022 - 2025](#) and [WCC's Environmental Management System](#) will support and inform this approach. Potential opportunities to reduce the service's carbon footprint include:

- Reduced car travel for health visiting staff
- Efficient use of building space and co-location of services

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Assistant Director	Becky Hale Assistant Director People Strategy and Commissioning
Strategic Director Portfolio Holder	Nigel Minns Executive Director for People Cllr Izzy Seccombe Leader of the Council
Urgent matter?	No
Confidential or exempt?	No

¹ Needs Assessment Children's 0 – 5, Warwickshire Joint Strategic Needs Assessment 2022

Is the decision contrary to the budget and policy framework?

No

List of background papers

None

Members and officers consulted and informed

Portfolio Holder – Councillor Isobel Seccombe

Corporate Board – Nigel Minns

Legal – Valerie George and Caroline Gutteridge

Finance – Andrew Felton

Equality – Delroy Madden

Democratic Services – Isabelle Moorhouse

Councillors – Warwick, Birdi, Philipps, Boad and W. Roberts

Local Member(s): n/a

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Portfolio Holder Decision

Approval to procure pay and display machines

Portfolio Holder	Portfolio Holder for Finance and Property
Date of decision	28 July 2023
	Signed 

1. Decision taken

The Portfolio Holder for Finance and Property approves the commencement of a procurement exercise for the procurement of 180 new pay and display machines with card, contactless and cash payment facilities and authorises the Executive Director for Communities to enter into any relevant agreements to implement the installation and maintenance of the machines on terms and conditions acceptable to the Executive Director for Resources.

2. Reasons for decisions

- 2.1 The Council's on-street pay and display machines are 15 years old and having reached the end of their useful operational life, and require urgent replacement. Many integral parts needed for repairs and maintenance have been discontinued and maintenance times are lengthy. As a result some machines have been removed from service as faults can no longer be rectified.
- 2.2 Pay and Display machines are heavily used and the visibility of faults and out of service machines is generating an increasing level of customer complaints.
- 2.3 It is proposed that the Council carries out a compliant procurement exercise using the Eastern Shires Purchasing Organisation (ESPO) framework to purchase 180 new pay and display machines. It is intended to include a 4 year service and maintenance contract, with the option to extend for a further 12 months at the Council's discretion. Of the 180 machines, the specification will require that 80% are solar fed in line with Warwickshire's Energy Plan.
- 2.4 The specification will also require the machines to have card, contactless and cash payment options (although not necessarily all within one machine) in order to provide a flexible and inclusive modern service delivery. For card/contactless payments, the Council will be charged a transaction charge for each parking session. For cash payments, the Council will be charged cash collection costs.

3. Background information

- 3.1 The procurement of new machines will bring a significant service delivery improvement through increased reliability and a more responsive maintenance contract. The provision of machines with different payment options will enable customers to pay using the method of their choice. New machine models are intuitive in their design functionality and will be operated using solar energy where this is possible, reducing the Authority's reliance on fossil fuel energy and supporting the Council's commitment to sustainability.
- 3.2 The new machines will be configured to enable card/contactless and cash payments through a simple keypad or adaptive touchscreen and will issue a paper ticket. It is anticipated that customer behaviour will alter given the expansion in payment options and this will be monitored.
- 3.3 50% of the new machines will provide cash payment facilities, as a result of feedback from stakeholders including the Leamington and Stratford Business Improvement District (BID) Teams. All machines offering cash payment facilities will be clearly marked for customer convenience. Card/contactless only machines will have information signposting customers to the cash alternative. Cash location maps will be available online and will be distributed to key stakeholders such as the Business in Development (BID Teams).
- 3.4 The introduction of card / contactless machines reflects the significant national shift towards digital and contactless payment methods. This has been expressed in Warwickshire with the shift from cash over to the RingGo cashless app which received 69% of all parking session transactions in April 2023. All locations will have a cash payment machine.
- 3.5 The Authority have completed a machine rationalisation exercise, to replace in locations only where they're required. The exercise has identified 180 locations, a reduction of 70 machines from the 250 in the current contract. This reduction will continue to ensure that all parking locations have a safely accessible machine.
- 3.6 Machines located in key locations reporting significant parking levels will all have multiple payment options. The continuation of the cash payment option reflects our customers' preference for multiple payment options.
- 3.7 All parking sessions paid for using card/contactless options will be subject to a transaction fee. This will be a new cost for the service to absorb and a percentage charge will be used to mitigate the impact on shorter parking sessions.
- 3.8 All machines enabling cash payments will continue to be collected by NSL, our enforcement supplier as part of the existing Civil Parking Enforcement contract.
- 3.9 To align with the Council's Energy Plan the contract requires 144 (80%) of all new machines will be solar fed to reduce the Council's carbon footprint and mains power requirements.
- 3.10 Soft market testing has been conducted on the 'customer journey' when paying for parking at a machine. This includes the requirement for a clear and intuitive screen, offering instructions as well as a maximum duration for the overall process. These requirements are included in the specification.

- 3.11 If approved, it is intended to finalise Invitation to Tender documents and go out to the market by the end of July, with all bids to be received by the end of August. It is anticipated that this will enable the Authority to award a contract in September. During soft market testing, suppliers confirmed an estimated 8-week timeline for installation once surveys have been completed.
- 3.12 Phase 1 will be implemented in Leamington, phase 2 in Stratford followed by Warwick, Rugby, and Kenilworth.
- 3.13 All existing machines will be removed and disposed of in accordance with the Governments Waste Electrical and Electronic Equipment (WEEE) regulations.

4. Financial implications

Capital implications

- 4.1 A set amount was secured for the purchase of new machines from the Asset Replacement Fund on 12 December 2022. The Asset Replacement Fund is a capital fund approved as part of the capital programme to meet the cost of the replacement of the Council's vehicles, plant and equipment at the end of their useful life.

Revenue implications

- 4.2 There will be ongoing maintenance and operational costs for the machines although it is anticipated that these will be lower than current expenditure, due to the additional costs currently incurred as a result of aging machines, the greater efficiency of new machines and the move to solar where possible. The cost of maintenance and operation will be met from within the revenue budget approved for Civil Parking Enforcement.
- 4.3 There will be transaction costs relating to card/contactless payments, to be paid by the Council to the supplier which will be applied at a percentage rate to minimise the impact of these charges on the shorter parking sessions. However, it is anticipated that the impact of transaction charges will be mitigated through the change in customer behaviour through the introduction of card/contactless, and lower operating, cash collection and maintenance costs.

5. Environmental implications

- 5.1 The specification requires 80% (144) of the 180 machines to be powered using solar energy. The successful supplier will be required to survey all machine locations and report on the suitability of installing solar powered machines. In some instances, where machines are located next to buildings or high walls, with insufficient sunlight, operation speeds and service can be affected. In these instances, the continuation of mains power may be required to ensure high reliability levels for customers this decision will be made in consultation with the Council.
- 5.2 The proposal to replace the existing mains power fed machines with Solar powered machines aligns with the Warwickshire Energy Plan through the reduction in carbon emissions and dependence on fossil fuels. Each existing mains

powered machine uses roughly 185kWh annually to operate, every machine switching from mains to solar power equates to 68kg less of Co2e being emitted annually.

Report Author	Emily Brough
Director	David Ayton -Hill Director of Economy and Place
Executive Director	Mark Ryder Executive Director for Communities
Portfolio Holder	Cllr Peter Butlin Portfolio Holder for Finance and Property

Urgent matter?	<i>No</i>
Confidential or exempt?	<i>Exempt</i>
Is the decision contrary to the budget and policy framework?	<i>No</i>

List of background papers

EA Assessment

Members and officers consulted and informed

Portfolio Holder – Peter Butlin

Corporate Board – Mark Ryder and David Ayton-Hill

Legal – Nic Vine and Sioned Harper

Finance – Andrew Felton

Equality – Joanna Kemp

Democratic Services – Isabelle Moorhouse

Councillors – Warwick, Birdi, Boad, Philipps and W. Roberts

Local Member(s): n/a