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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	31st January 2019		Agenda Item	3.5
Report Title	Implementation of the Strategic Framework for the Voluntary Sector			
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Report Sponsor	Siân Harrop-Griffiths, Director of Strategy			
Presented by	Siân Harrop-Griffiths, Director of Strategy			
Freedom of Information	Open			
Purpose of the Report	This report outlines the work which has been undertaken to date on the implementation of the Strategic Framework for the Voluntary Sector, the next steps planned, and the proposed timeline for the procurement process required once the Bridgend Boundary Change has come into effect on 1 st April 2019.			
Key Issues	The Strategic Framework for the Voluntary Sector 2017-2020 was formally approved by ABMU Health Board at its meeting in March 2017. The framework was co-developed and co-produced with the sector and outlines an ambitious programme of change based on mature working relationships between the Health Board and the sector. The Framework outlines three main areas of work – engagement and relationships; service delivery and transformation (including funding) and volunteering. Work has been progressing on the implementation of the framework, but the work required to disaggregate the voluntary sector service level agreements in readiness for the Bridgend Boundary Change has delayed the procurement process planned.			
Specific Action Required	Information	Discussion	Assurance	Approval
				√
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> • NOTE the extant Strategic Framework for the Voluntary Sector 2017-2020. • NOTE the work underway to ensure the orderly transfer of voluntary sector SLAs for the Bridgend population from ABMU to Cwm Taf UHB. • AGREE to the revised timetable proposed for the procurement process for all voluntary sector organisations with the Health Board. • AGREE to the extension of current SLAs with the voluntary sector to coincide with the conclusion of the procurement process outlined above. • AGREE the proposed funding position for these SLAs. • AGREE that the Strategic Framework should be revised during 2019-20. 			

IMPLEMENTATION OF THE STRATEGIC FRAMEWORK FOR THE VOLUNTARY SECTOR

1. INTRODUCTION

The Strategic Framework for the Voluntary Sector 2017-2020 was formally approved by ABMU Health Board at its meeting in March 2017. The framework was co-developed and co-produced with the sector and outlines an ambitious programme of change based on mature working relationships between the Health Board and the sector. The Framework outlines three main areas of work – engagement and relationships; service delivery and transformation (including funding) and volunteering. Work has been progressing on the implementation of the framework, but the work required to disaggregate the voluntary sector service level agreements in readiness for the Bridgend Boundary Change (BBC) has delayed the procurement process planned.

2. BACKGROUND

In 2016 the Health Board agreed to implement an open and thorough procurement process for voluntary sector services funded by the Health Board but decided that it was vital that the way in which this was progressed reflected the existing positive relationship with the sector and build on this. Therefore it was decided that a strategic framework should be formulated, in partnership with voluntary sector organisations, to ensure these relationships continue to develop positively going forward and that all opportunities that this presents are taken forward. This paper outlines the progress to date and the next steps planned.

The Bridgend Boundary Change has delayed implementation of the new procurement process for the sector due to the need to identify all the SLAs which need to be transferred to Cwm Taf Health Board. As a result a total of 21 SLAs have been identified which will transfer, with a range of actions required in order to deliver this in line with the BBC timescale of transfers from 1st April 2019. This work is almost complete and so this report outlines the revised timetable for the procurement process proposed.

3. ASSESSMENT

The Strategic Framework outlined a range of actions which needed to be implemented, progress against these actions are outlined below:

Topic	Action	Status
Engagement & Relationships	A mapping of the existing HB groups / board that the sector has elected representatives to	Complete
	Identification of other planning groups within the HB which have individual voluntary sector organisational representation rather than from the Regional Network	Complete

Topic	Action	Status
	Review experience of voluntary sector representatives on HB groups to identify how support arrangements can be enhanced to improve the ongoing contribution of the sector to its work	Complete
	Agreement of standards and format for distribution of papers and associated timescales so that involvement can be consistently meaningful with the sector	Complete
	Identification of other barriers to full engagement and agreement about how these can be mitigated	Complete
	Implementation of revised arrangements	Complete
Service Delivery & Transformation (including Funding)	Revising historical governance arrangements around the third sector SLAs to oversee procurement and related activities according to the timelines outlined in this framework	Due for completion by February 2019
	Implement funding assumptions outlined in the framework for the small and large grant schemes	April 2019
	Identify time limited project support to ensure implementation according to the timescales outlined within this document	Complete
	Centralising funding for the voluntary sector into a single budget so as to simplify processes around this within the organisation, the use of which is overseen by the revised steering group as part of the changes to the governance arrangements outlined in the strategic framework	Due for completion by February 2019
	Implement new procurement process with sector	April 2019 – March 2021 (see attached detailed timeline)
Volunteering	Engagement with stakeholders and delivery units to identify priority volunteer roles within the HB setting	Complete
	Agreement of new volunteer roles to pilot and evaluate	Complete
	Identify voluntary sector organisations to work with the HB to test new integrated ways of identifying, training and supporting volunteers	Complete
	Agreeing and putting in place infrastructure to support volunteer services within the HB, including out of hours provision and evaluation framework	Complete

Topic	Action	Status
	Extend existing core volunteering services within the HB and implement new volunteer roles and services including training and development plan re volunteers	Complete
	Ensure that opportunities for funding additional volunteering activities are included within the scope of the new procurement framework	In line with new procurement process timeline

Attached as **Appendix A** is the revised timeline for the implementation of the new procurement process for the voluntary sector, which has been developed in conjunction with the Head of Procurement and the sector. This outlines a 2 year procurement process, reflecting the complexity of the process and the need to support the sector appropriately to prepare for this process.

In line with the Strategic Framework it is proposed that the Health Board continues with its extant commitment to the ring-fence of monies for voluntary sector funding and applies a steady state, no uplift but no cost improvement to all existing voluntary sector SLAs.

2018-19 Budget Values

Delivery Unit	Annual Cost
MH & LD Delivery Unit	339,318
Morrison Delivery Unit	234,000
Primary Care & Community Delivery Unit	2,254,752
Grand Total	2,828,070

Note: Values to be confirmed by Unit Finance Team

Because of the revised timeline for the new procurement process it is proposed that existing SLAs be extended for 2 years from April 2019 to March 2021 to give the sector continuity of funding through this challenging period.

A report including details of the monitoring and outcomes for all the voluntary sector service level agreements as well as the large and small grant schemes are included in a separate report for Board members. A presentation of some of these outcomes and related patient stories will be presented to the Board members and showcased outside their meeting on 31st January 2019.

4. CONCLUSION

The Health Board is moving forward with the final stage of the implementation of its Strategic Framework with the Voluntary sector – i.e. the new procurement process for all SLAs. This will enable a broader range of organisations to join the Health Board's Framework and so improve and speed up the procurement of new services from the

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sector as funding becomes available (for example from winter pressures monies or grant funding). Work will also commence during this time on refreshing the framework so that it can be adopted by April 2020 when the current Framework ends.

5. RECOMMENDATIONS

Members are asked to:

- **NOTE** the extant Strategic Framework for the Voluntary Sector 2017-2020.
- **NOTE** the work underway to ensure the orderly transfer of voluntary sector SLAs for the Bridgend population from ABMU to Cwm Taf UHB.
- **AGREE** to the revised timetable proposed for the procurement process for all voluntary sector organisations with the Health Board.
- **AGREE** to the extension of current SLAs with the voluntary sector to coincide with the conclusion of the procurement process outlined above.
- **AGREE** the proposed funding position for these SLAs.
- **AGREE** that the Strategic Framework should be revised during 2019-20.

Phase 1 – Establishment of appropriate governance to oversee procurement process – January to March 2019

Agreement of project structure and governance processes to oversee implementation of this programme of work (by end March 2019)

Agreement of transfer of Bridgend SLAs to Cwm Taf UHB (by end March 2019)

Presentation of timeline for procurement to sector (by end March 2019)

Phase 2 – European Union Advertisement – April to September 2019

Preparation of EU advertisement (April 2019)

EU advertisement published (May 2019)

Agree leads within HB for each “lot” (May 2019)

Agree mechanisms for how service users and carers will be involved alongside the sector in developing service specifications (May- June 2019)

Agreement of “lots” and basic descriptions for each plus FAQs prepared (July-Sept 2019)

Phase 3 – Tender preparation workshops – Sept 2019 to March 2020

Workshops and drop in sessions held with sector to brief on approach and deal with any queries, ensuring consistency throughout (Sept 2019 – Jan 2020)

Clarify information required for PreQualification Questionnaire, including how evaluation of PQQs will be carried out (Jan 2020)

PQQ ready for issue to sector (February 2020)

Response to advertisement by sector organisations required within 30 days (March 2020)

Phase 4 – PQQ preparation – Feb – April 2020

Preparation of PQQ starts after being issued in February 2020

Team established within HB to prepare PQQ – Feb 2020

Standard template prepared for completion, including “competency” and capability questions and clear set of realistic minimum standards required, in line with current service level agreements (April 2020)

PQQ content and format informed by engagement with sector on process

Phase 5 – Issue of PQQ

PQQ issued (April 2020) with submissions due back May 2020

Ongoing process of questions posted only via procurement portal to ensure openness and transparency of process (April to May 2020)

No direct communications between PQQ evaluation team and sector organisations through this stage (3rd April to 3rd May 2020)

Phase 6 – Preparation of ITT (April to May 2020)

Detailed specification for general plus each “lot” plus criteria / weightings / scoring developed (April to May 2020)

Ensure involvement of service users / carers / sector in influencing content (April to May 2020)

Agree mini competition process and documentation to be used for each “lot” (by end May 2020)

Phase 7 – Evaluation of PQQs (May – June 2020)

Evaluations of PQQs completed (end May 2020)

Outcomes of evaluation notified (by end May 2020)

ITT process to be followed outlined to sector (1st week in June 2020)

Phase 8 – Invitation to Tender (ITT) Issued & Submissions received (June to July 2020)

ITT issued (by mid-June 2020)

Submissions received back from sector organisations (by mid July 2020)

All queries dealt with via procurement portal to ensure openness and fairness of process. (mid-June to mid July 2020)

Phase 9 – Evaluation of ITT Submissions (May to August 2020)

ITT evaluation team established to oversee development of all aspects of ITT (May 2020)

Evaluation of ITT submissions carried out (mid July to August 2020)

Phase 10 – Approvals process (August to September 2020)

Evaluation report prepared for Strategy, Planning and Commissioning Group (August 2020)

Letters re outcome of evaluation of ITT issued to individual sector organisations (end August 2020)

Ministerial approval of outcomes sought (September 2020)

Phase 11 – Establishing the Voluntary Sector Procurement Framework (August to September 2020)

Procurement Framework team established to oversee process (August 2018)

Framework documentation developed and issued (by end September 2020)

Phase 12 – Issue Mini Competition Documentation (October 2020)

Mini competition documentation developed and issued (1st week October 2020)

Sector organisations have 2 weeks to respond to documentation (by 3rd week of October 2020)

Phase 13 – Evaluation of Mini Competition (October to December 2020)

Submissions received and interrogated in readiness for discussions with organisations (by end October 2020)

Presentations / interviews held with sector organisations (1st 2 weeks of November 2020)

Decisions made on awarding of SLAs and reported to SPCG (by end November 2020)

Organisations notified of outcome of mini competition process and outlining next steps for successful bidders (start December 2020)

Phase 14 – Establishment of new SLAs (December 2020 – March 2021)

Updated SLA documentation and terms of award issued to successful bidders (end January 2021)

SLAs signed off (end March 2021)

Governance and Assurance										
Link to corporate objectives <i>(please ✓)</i>	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access		Demonstrating value and sustainability		Securing a fully engaged skilled workforce		Embedding effective governance and partnerships	
			✓		✓		✓			
Link to Health and Care Standards <i>(please ✓)</i>	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources			
	✓	✓	✓			✓	✓			
Quality, Safety and Patient Experience										
The procurement process and implementation of the strategic framework will ensure that services are provided to a high quality, are safe and patient experience is monitored.										
Financial Implications										
Utilising existing funding allocated to the third sector to commission services which meet the needs of the residents of Neath Port Talbot and Swansea.										
Legal Implications (including equality and diversity assessment)										
Legal guidance on procurement will be followed.										
Staffing Implications										
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)										
Changes to services should reflect the needs of the local population and so should have positive impacts for future generations.										
Report History		None								
Appendices		A. Timeline for Procurement process								