

## SUBJECT: Procurement of a Barnet Timebank

## Control sheet

**All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to the Governance Service for publishing**

All reports		
1. Governance Service receive draft report	Name of GSO Date	Andrew Charlwood 12/04/2013
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date:	Andrew Charlwood 16/04/2013
3. Finance clearance obtained ( <i>report author to complete</i> )	Name of Fin. officer Date:	Michael Millar 18/04/2013
4. Staff and other resources issues clearance obtained ( <i>report author to complete</i> )	Name of Res. officer Date	N/A
5. Strategic Procurement clearance obtained ( <i>report author to complete</i> )	Name of SPO Date:	Kevin Bates 19/04/2013
6. Legal clearance obtained from ( <i>report author to complete</i> )	Name of Legal officer Date:	Sheila Saunders 03/05/2013
7. Policy & Partnerships clearance obtained ( <i>report author to complete</i> )	Name of P&P officer Date:	Andrew Nathan 17/04/2013
8. Equalities & Diversity clearance obtained ( <i>report author to complete</i> )	Name of officer Date:	Andrew Nathan 17/04/2013
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date:	Andrew Howe 23/05/2013
10. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Name of GSO Date	Andrew Charlwood 26/05/2013
11. Report published by Governance Service to website	Name of GSO Date	Andrew Charlwood 28/05/2013
12. Head of Service informed report is published	Name of GSO Date	Andrew Charlwood 28/05/2013
Key decisions only:		
13. Expiry of call-in period	Date	Not applicable
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	Not applicable

## **ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (EXECUTIVE FUNCTION)**

<b>Subject</b>	<b>Authorisation of Barnet Timebank Procurement</b>
<b>Officer taking decision</b>	Director of Public Health / Public Health Lead Commissioner
<b>Date of decision</b>	23 May 2013
<b>Summary</b>	To commence a procurement exercise to identify a provider to set up and operate a Barnet Timebank
<b>Officer Contributors</b>	Stephen Craker, Ageing Well Programme Manager Caroline Chant Joint Commissioning Manager – Older Adults & Physical Sensory Impairment
<b>Status (public or exempt)</b>	Public
<b>Wards affected</b>	All
<b>Enclosures</b>	None
<b>Reason for exemption from call-in (if appropriate)</b>	Not applicable
<b>Key decision</b>	No

Contact for further information: Caroline Chant Joint Commissioning Manager – Older Adults & Physical Sensory Impairment 020 8359 4259 or

Stephen Craker, Ageing Well Programme Manager, 07932 716437

Serial No. 2017

## **1. RELEVANT PREVIOUS DECISIONS**

- 1.1 Health and Well Being Board, 20<sup>th</sup> July 2011 (decision item 6 (1) agreed to engage with the 'Ageing Well' Place based programme.
- 1.2 Health and Well Being Board, 22 September 2011 (decision item 12) noted progress and agreed their responsibility for decision-making.
- 1.3 Health and Well Being Board, 31 January 2013 (decision item 7) noted progress and agreed:
  - Approval of the Barnet Ageing Well 2013/14 Project Plan
  - Approval that individual business cases for each initiative to be approved by the Ageing Well Programme Board and the Health and Well Being Financial Planning Group.
- 1.4 Health and Well Being Finance Group, 27 February 2013 (decision item 8) agreed:
  - Approval of the Barnet Ageing Well 2013/14 Project Plan and budget
  - Approval of the business case for a Barnet Timebanking project.
  - Agreement to delegate further decisions on the 2013/14 budget to the Barnet Ageing Well Programme Board.

## **2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 2.1 The Ageing Well programme supports the following corporate objectives; 'Sharing opportunities, sharing responsibilities'; 'Working with community groups and service providers to develop mutual support' and 'Supporting residents to have healthy and independent lives', in particular, reducing demand on health and social care'. Phase 2 of the Ageing well programme focuses on the development of supportive, sustainable neighbourhoods to enable people to live more independent and satisfying lives.
- 2.2 The Joint Strategic Needs Assessment (JSNA) for Barnet has identified that the population of older people aged 65 and over is set to increase by 21% over the next 10 years, and for the 90 plus age group to increase by 55% whilst at the same time resources to the council to meet the needs of Barnet's residents are set to decrease in line with the Government's Comprehensive Spending Review.
- 2.3 Barnet's Health and Well Being Strategy has two overarching aims: Keeping Well' a strong belief in 'prevention is better than cure' and 'Keeping Independent'. Together with the Neighbourhood Model, the programme has a key role in building resilience in families, the community and neighbourhoods. The programme will improve access to local information and advice, will assist to develop mutual support between citizens and increase inclusion, and develop neighbourhood and community based support networks for older people. A significant projected increase in the population of people aged 65 and over has been identified in the recent Joint Strategic Needs Assessment (JSNA), whilst at the same time; the resources to the Council to meet the

needs of Barnet's residents are set to decrease in line with the Government's Comprehensive Spending Review. There is therefore a need for the council to explore different ways of supporting its older population in a manner that maintains independence, health and well being.

### **3. RISK MANAGEMENT ISSUES**

- 3.1 There is a risk that the council does not have the resources to respond to changes that may be recommended during the work in the localities. However the JSNA identified this section of the population as a priority and there is evidence from elsewhere that a focus on the well being of this group will ultimately lead to reduced need and therefore costs.

### **4. EQUALITIES AND DIVERSITY ISSUES**

- 4.1 Although Barnet is primarily an affluent borough, there are pockets of deprivation that are associated with greater levels of ill health and social need. The locality approach will focus on identifying existing assets, and bring older people together to identify the areas for change required.
- 4.2 Equality and diversity issues are a mandatory consideration in decision-making in the council pursuant to the Equality Act 2010. This means the council and all other organisations acting on its behalf must have due regard to the equality duties when exercising a public function. The broad purpose of this duty is to integrate considerations of equality and good relations into day to day business requiring equality considerations to be reflected into the design of policies and the delivery of services and for these to be kept under review. Health partners as relevant public bodies must similarly discharge their duties under the Equality Act 2010 and consideration of equalities issues should therefore form part of their reports.
- 4.3 The pilot scheme will be universal, with a specific focus within the borough. The scheme will also incorporate a focus on older people and vulnerable adults, particularly those who may be isolated. The pilots will therefore need to encourage the participation of those who would benefit most from becoming involved in a time bank and ensure that potential barriers to inclusion (i.e. age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation) are addressed.

### **5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for money, Staffing, IT, Property, Sustainability)**

- 5.1 The piloting of a time bank has been identified as a priority action. £75,000 funding has been identified, with a further £5,000 available should the Service Provider meet the targets set out in section 8.6 and Appendix B of the Specification. Funding is to be spread over a two year period with a lump sum

at the beginning of the contract period, to cover start up costs. *The contract will contain a provision for the Council, at its absolute discretion to extend the period of the contract by up to a further two years, following the end of the pilot study in April 2015.* Therefore the maximum contract value will be no more than £150,000. Funding has been allocated from the Section 256 budget for 2013/14 as part of the Ageing Well programme.

- 5.2 This is a prototype project and the Authority is looking for an organisation that can deliver the time bank pilot across Barnet with a specific focus in eight areas which pose varying challenges to one another in order to test out the validity of a future time bank in the Borough. Tendering organisations for Timebank in Barnet will be asked to work in partnership with the Altogether Better, Ageing Well projects that are also being set up in these areas.
- 5.3 The Ageing Well programme will include work to support older people more effectively, and will actively support the changes to the provision of prevention services for older people, which includes the development of the Neighbourhood Model.
- 5.4 A specification has been developed for the operation of a prototype Timebank in Barnet. It is proposed that a mini tender is undertaken with local third-sector providers who have the infrastructure in place to deliver this type of service.

## **6. LEGAL ISSUES**

- 6.1 With effect from 1<sup>st</sup> April 2013 and pursuant to the Health and Social Care Act 2012, the council has responsibility for the improvement of the health of its local population.
- 6.2 The contract falls within Part B of Schedule 3 to the Public Contracts Regulations 2006 (SI 2006/5) (as amended) and has a value which is below the EU threshold. Consequently, the application of the EU procurement rules is not engaged.
- 6.3 The contract documentation must be prepared, agreed and executed on behalf of the Council. The terms of the agreement and the specification for the service will be included in the contract documentation.

## **7. CONSTITUTIONAL POWERS**

- 7.1 The Council Constitution in Part 3, Responsibility for Functions, paragraph 6.1 states that Chief Officers can take decisions without consultation with the Cabinet Member concerned where it is a decision authorised to be taken by the Chief Officer under the Contract Procedure Rules.
- 7.2 Council Constitution, Contract Procedure Rules – Table A in Appendix 1 sets out the tendering and quotation thresholds for works, supplies and services.

The rules specify that for contracts between £25,001 and £173,934 two written competitive quotations are received.

- 7.3 The value of the contract is within the acceptance thresholds for Director/Assistant Director as detailed at Table A in Appendix 1 of the Contract Procedure Rules. As the contract value is below £173,934 the Director/Assistant Director may authorise the contract and may accept the tender/quotation where it is the lowest or where it represents value for money and is the best available option for the Council.

## **8. BACKGROUND INFORMATION**

- 8.1 Nationally, the Putting People First<sup>1</sup> concordat in 2007 identified the development of social capital as a cornerstone of the Adult Social Care transformation agenda, and this policy direction was affirmed in the 2010 Department of Health publication, A Vision for Social Care: Capable Communities and Active Citizens<sup>2</sup>. The term 'social capital' refers to the networks between individual members of families, neighbours and communities.
- 8.2 There is increasing recognition of the need to develop and strengthen these networks in order to ensure that people with support needs, and those who care for them, can enjoy the best quality of life. Older and disabled people or those living with long term health conditions have less need for statutory support when they feel valued by friends, relatives and neighbours and are able to give and receive both companionship and practical assistance through those networks. With over 30,000 unpaid or informal carers in Barnet, there is also a need to offer this group of individuals as much support as possible, both formally and informally.
- 8.3 Locally, Barnet Council is embarking on a major programme of change to personalise the way in which services are provided to people. Personalisation is about better providing people with support that is tailored to their individual choices and preferences. This approach will involve new types of working, new roles for staff members, new relationships between care providers and people requiring services, and different partnerships between those who supply services.
- 8.4 Ageing Well underpins and supports all future activity under the Transforming Social Care agenda to deliver self-directed support. It is linked operationally to many departmental strategies and activity plans not only in social care but also to those in health, housing, libraries, recreation and communities. This ensures that the needs of the ageing population are linked to their communities and resources that may prevent the need for formal services by addressing the well-being of older people enabling them to live in safe,

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<sup>1</sup> Department of Health (2007): Putting People First.

<sup>2</sup> Department of Health (2010): A Vision for Social Care: Capable Communities and Active Citizens.

supportive and functioning communities, in which they can participate and contribute as they choose. The time-banking project supports this approach.

- 8.5 Together with the Ageing Well programme, the Timebanking project will help to support older people more effectively, and will actively support the changes to the provision of day opportunities for older people, which includes the development of the Neighbourhood model.
- 8.6 Timebanking will encourage individuals, groups and organisations to share resources. This could be energy, expertise, knowledge, space, contacts or something else entirely. Instead of using money to manage transactions, it uses time. So if someone helps someone else on the network, they'll earn a certain amount of time credits, which can then be used to buy things from other people. Maybe some space for a meeting, or a project to start. The idea is that no person will take more than they give, with everyone's time being equal. Using time as a currency means there's no need for transactions to be direct swaps.
- 8.7 The Time-banking project in Barnet will assist to develop mutual support between citizens, increase inclusion and develop neighbourhood and community based support networks for older people. Together with the Older Adults Neighbourhood Model the project will help stimulate increasing use of social capital through effective use of volunteers and encouragement of peer support and also through encouraging and supporting local leadership.
- 8.8 Time banking is a vehicle for community members to trade time and tap into underutilised social capital within communities - people offer what they can do in exchange for what they need on an hour for hour basis. Anyone can participate, whatever their ability. Members both offer favour based (rather than professional) skills and services, and can access help in return, through time-based 'credits'. Everyone's skills are valued equally – usually one hour equals one time credit irrespective of the nature of the skill or service. Adults within the local community are encouraged to register and log their own skills and abilities as well as their potential need areas.

## **9. LIST OF BACKGROUND PAPERS**

- 9.1 Specification - Barnet Time Banking Project Service Specification - February 2013
- 9.2 Business Case - Barnet Time Banking Project Service Specification - February 2013
- 9.3 Any person wishing to inspect the background papers should telephone Stephen Craker on 07932 716437.

**10. OFFICER DECISION**  
I authorise the following action

**10.1 To commence a procurement exercise to identify a provider to set up and operate a Barnet Timebank**

**Signed**

A handwritten signature in black ink, appearing to read 'A. Howe', written over a horizontal line.

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**Andrew Howe**  
**Director of Public Health / Public Health Lead**  
**Commissioner**

**Date**            **23<sup>rd</sup> May 2013**

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