

Community Podiatry Services

NHS Wandsworth Clinical Commissioning Group

PROCUREMENT SCHEME

Memorandum of Information (MOI)

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1 PURPOSE, STRUCTURE AND NEXT STEPS FOR BIDDERS

1.1 Purpose of this document

This memorandum of information (MOI) provides an overview of the NHS Wandsworth CCG procurement of community podiatry services and details :

- the procurement and its objectives;
- the clinical commissioning group (CCG) service requirements;
- the procurement process;
- the procurement commercial framework; and
- the procurement governance and administration requirements.

The purpose of this MOI is to provide potential bidders with enough information on the NHS Wandsworth CCG procurement to enable them:

- to make an informed decision about whether they wish to participate.

1.2 Organisation of this document

This MOI is organised into the following sections:

Section 1: Purpose, Structure and Next Steps for Bidders

This section details the purpose and organisation of the MOI and the next steps for potential bidders.

Section 2: Introduction and Overview

This section details the background and objectives to the NHS Wandsworth CCG procurement, the scope of services to be procured, the bidder pool and the factors critical to the success of the procurement.

Section 3: Procurement Process Overview

This section details the steps involved in the NHS Wandsworth CCG procurement.

Section 4: Commercial Framework

This section details the key commercial terms and other legal and contractual arrangements for the NHS Wandsworth CCG procurement.

Section 5: Governance and Administration

This section details key governance and administration requirements of the NHS Wandsworth CCG procurement.

Section 6: Annex A

This section provides specific information for the NHS Wandsworth CCG community podiatry services scheme.

1.3 Next Steps for Bidders

Please see section 4 “Procurement Process Overview”.

2 INTRODUCTION AND OVERVIEW

2.1 Background and Context to Community Podiatry Services

At present, the provision of community podiatry services in Wandsworth is through a combination of AQP contracts (3 providers), with the remainder falling within a block contract.

The AQP provider contracts have been extended until March 2019, with potential to extend for an additional year. To date, the community block contract has been under a rolling annual contract.

In May 2018, the current provider of the block contract and one of the AQP contracts served notice on both contracts. The intention was to cease to deliver these services with effect from April 2019.

In response to this, the CCG will undertake a competitive procurement to secure ongoing provision for 2019/20 and beyond. It is proposed that the AQP and community block contracts are consolidated and procured as part of a single exercise.

2.2 Objectives of the Procurement

The key objectives of the NHS Wandsworth CCG procurement are:

- the provision of Podiatry Services to patients of NHS Wandsworth CCG affiliated general practitioners;
- to provide patients requiring podiatric intervention / foot care with access to community based high quality safe care that gives effective and timely advice, assessment, diagnosis and treatment for their condition; and
- to be provided by HPC Registered Podiatrists working across a variety of settings, enabling patients to access care closer to home, reducing waits and unnecessary visits to hospital, promote and maintain independence, which will lead to better health outcomes.

2.3 Scope of Services

The scope of podiatry services for the NHS Wandsworth CCG procurement has been developed by the CCG based on the needs of the local community.

The overall scope is to provide a high quality integrated Community Podiatry service to the GP registered population of Wandsworth CCG.

The service will be open to people of all ages and assessed according to podiatric need. Patients can be referred by their GP or Health Care professional.

The podiatry services required for the NHS Wandsworth CCG scheme is detailed in the service specification, and includes:

- routine community clinics;
- needling service;
- nail surgery service;
- transport services for community clinics;

- domiciliary visits;
- biomechanics/Musculo Skeletal (MSK) service;
- ward services at Queen Marys Hospital (QMH);
- advanced wound care service;
- high risk service;
- prison service;
- diabetes podiatrist; and
- patient/carer education.

This service will need to interface with Podiatric Surgery, Diabetic Services (Thomas Addison Unit at St Georges and Beta Cell at Queen Mary's Hospital), Vascular services, Rheumatology Services (Hotung Centre St Georges), Community Nursing, Tissue Viability Services, Falls Services, MICAS, Physiotherapy, Orthopaedics and other services as appropriate. Falls prevention services

The service design will be to encourage and facilitate self-care whenever possible. This will include teaching patients and carers how to self-care for toenail cutting and general foot care and work with other self management training opportunities e.g expert patient, diabetes, and exercise groups.

This service is well resourced and provides specialist as well as core podiatry services to the local population. It has strong links with St Georges hospital for diabetes foot care and podiatric surgery and has elements of a foot protection team. The CCG wishes to see this continued as part of a wider preventive approach that promotes independence and reduces unnecessary hospital admissions.

There is a requirement for foot protection services to meet the appropriate NICE guidance.

2.4 Bidder Pool

NHS Wandsworth CCG wishes to receive responses from suitably qualified and experienced healthcare providers (including social enterprise / third sector organisations and other providers) with the necessary capacity and capability (or a demonstrable ability to provide the necessary capacity and capability) to provide the range of podiatry services as set out in the service specification, in a safe and effective manner and to meet the requirements of paragraph **Error! Reference source not found.** below. Potential bidders may bid in partnership with other organisations such that the clinical services supplier may be different to the potential bidder.

The CCG would be looking for one provider or lead provider to deliver community podiatry services across Wandsworth and is open to discussions with potential providers regarding options on how this service could be delivered over the next 3 to 5 years.

2.5 Quality Measures

NHS Wandsworth CCG requires the provider to meet quality measures throughout the life of the contract. These are given at Section 7, Quality and Performance Standards, in the Service Specification.

There will be a requirement to:

- ensure that the 3 services are safely transferred into one service and that there is an adequate data system in place to continue to provide performance monitoring;
- ensure that pathways are maintained with St Georges Hospital concerning foot protection and other musculoskeletal care;
- understand what the likely mobilisation period is likely to be if an award is made in March 2019;
- provide an indication of the likely overhead costs for this service;
- improve on the existing appointment booking system to make it more accessible to older people;
- improve on the waiting times to access appointments for routine and specialist podiatry; and
- increase referrals to the voluntary sector for nail cutting and self-care approaches to footcare.

3 PROCUREMENT PROCESS – OVERVIEW

The NHS Wandsworth CCG procurement timeline is summarised in paragraph 3.1 and further detailed in paragraphs 3.2 to 3.6 below.

3.1 Procurement Timeline

The timeline for the NHS Wandsworth CCG Procurement is set out in Table 1 below. It should be noted that the dates are expected dates at the time of issuing this MOI and may be subject to change.

Milestones	Date
Advert and ITT documents published	w/c 10/12/18
Bidder briefing event	w/c 7/1/19
Final date for clarification questions	w/c 7/1/19
Deadline for ITT submissions	w/c 28/1/19
ITT evaluation stage start	w/c 4/2/19
ITT evaluation stage end	w/c 25/2/19
Bidder interviews	w/c 4/3/19
Bidders informed of outcome	w/c 11/3/19
Standstill period start	w/c 18/3/19
Standstill period end	w/c 25/3/19
Mobilisation period start	w/c 1/4/19
Service start	Jul 2019

Table 1: NHS Wandsworth CCG Procurement Timeline

Further details on the timeline for the ITT stage will be detailed in the NHS Wandsworth CCG scheme ITT.

3.2 Advert & MOI

Advert

The procurement will be advertised in OJEU and Contracts Finder describing, in general terms, the community podiatry services being procured by NHS Wandsworth CCG. These are intended to encourage responses from as wide a range of organisations as possible.

Memorandum of Information

This MOI provides details of the NHS Wandsworth CCG procurement.

This MOI should provide potential bidders with sufficient information on the NHS Wandsworth CCG procurement process and the NHS Wandsworth CCG scheme to enable them to make an informed decision about whether they wish to make a submission in the NHS Wandsworth CCG procurement.

3.3 Bidder Briefing Event

To ensure all potential Bidders are given an equal opportunity to fully understand the requirements of the NHS Wandsworth CCG procurement and have an equal opportunity to bid, a bidder briefing event will be held during the week commencing 7 January 2019. Details of the event will be finalised nearer the date. The bidder briefing event will aim to inform all potential bidders of the procurement principles, processes and next steps, as well as the service specification.

3.4 Invitation to Tender (ITT)

The detailed requirements of the NHS Wandsworth CCG scheme ITT, the information required from bidders and the timescales for submission of bids will be included in the ITT.

Further details of the ITT process and evaluation will be set out in the NHS Wandsworth CCG scheme ITT.

3.5 Contract Award

Based on the outcome of the NHS Wandsworth CCG scheme ITT evaluation, recommendations will be made to the NHS Wandsworth CCG Governing Body for it to consider. Following approvals, the CCG and the recommended bidder may enter into the contract.

3.6 Service Commencement

Following contract award and in accordance with the provider's mobilisation plan, the CCG and provider will work together towards service commencement at the contractually agreed date, likely to be July 2019.

4 COMMERCIAL FRAMEWORK

Potential bidders' attention is drawn to the following commercial information:

4.1 Contract

The contract to be entered into by the CCG and the selected provider(s) for the NHS Wandsworth procurement will be the NHS standard contract.

4.2 Contract Duration

The contract will be for a term of three years with the possibility of extending the term beyond the initial contracted duration with the provider for up to a further two years.

4.3 Clinical

NHS Wandsworth is looking for providers with the necessary capacity and capability (or a demonstrable ability to provide the necessary capacity and capability) to deliver high quality, patient-centred and VfM podiatry services, delivered in a safe and effective manner and through a learning environment, which includes the training of healthcare professionals.

4.4 Workforce

Policies and Strategies

Bidders will be required to provide evidence that all proposed workforce policies, strategies, processes and practices comply with all relevant employment legislation applicable in the UK.

Pensions

Potential Bidders should assume that their staff would not be able to participate in NHS pension and injury benefit arrangements. The only exception to this is if the Provider is an organisation that meets eligibility conditions for the NHS pension scheme.

Staff Transfers (TUPE)

Where TUPE applies, the Code of Practice on Workforce Matters in Public Sector Service Contracts Guidance (Cabinet Office, March 2005) will apply. This means that staff transferring under TUPE should receive access to a pension scheme that is certified as "broadly comparable" with the NHS pension scheme by the Government Actuary's Department (GAD).

4.5 Training

The provider(s) must, if required by NHS Wandsworth, be prepared to provide and/or accommodate, the training, teaching and education for healthcare professionals.

4.6 Premises, Facilities Management & Equipment

Premises

The service could be provided in either the existing premises or in new premises. The existing premises are identified in 8.4. Further details on the premises proposals and / or requirements for the NHS Wandsworth scheme will be set out in the NHS Wandsworth scheme ITT. Most of the existing premises are available, with St Johns Therapy centre being the only likely exclusion. This will be confirmed in the ITT documents.

Services must be provided in each of the three localities:

- Wandle;
- Battersea; and
- West Wandsworth.

The Provider must ensure that all premises are compliant with the Disability Discrimination Act 1995.

Facilities Management (FM) Services

Further details on FM services requirements for the NHS Wandsworth scheme will be set out in the NHS Wandsworth scheme ITT.

Equipment

Providers will be responsible for the provision and cost of equipment, unless there are compelling reasons in respect of the NHS Wandsworth scheme why this would not be the optimal equipment solution.

Details on equipment requirements for the NHS Wandsworth scheme will be set out in the NHS Wandsworth scheme ITT.

4.7 IM&T

NHS Wandsworth CCG has the expectation that the Provider will have a suitable data management system in place by service commencement to collect the various data items required for operational and reporting requirements.

Further details on IM&T requirements for the NHS Wandsworth scheme will be set out in the NHS Wandsworth scheme ITT.

4.8 Payment Mechanism

Payment to a provider for the NHS Wandsworth Scheme will generally be linked to volume of activity. NHS Wandsworth CCG is open to discussion with potential providers regarding the contract currency.

Further details on the payment mechanism for the NHS Wandsworth scheme will be set out in the NHS Wandsworth scheme ITT.

4.9 Financial Standing

Financial standing requirements for the NHS Wandsworth procurement will be limited to confirmation of identity, solvency and proposed business structure.

4.10 Insurance

The insurance requirements will require providers to ensure that:

- CCGs' interests are fully protected;
- members of the public utilising the podiatry services are fully protected to the extent that they have a valid claim against the provider and / or CCG; and
- the provider maintains insurance which meets at least the minimum statutory requirements.

Further details will be provided in the ITT.

4.11 Financial Threshold

The budget financial threshold for this scheme is within the range £1.5 - £1.8 million per annum and will be confirmed in the ITT documents.

5 GOVERNANCE AND ADMINISTRATION

5.1 Requirements

Procurement Costs

Each relevant organisation will be responsible for its own costs incurred throughout each stage of the NHS Wandsworth procurement process. NHS Wandsworth will not be responsible for any costs incurred by any relevant organisation or any other person through this process.

Consultation

The CCG will lead on all local stakeholder engagement issues.

The Public Contract Regulations 2015

The podiatry services to which this MOI relates fall within the Public Contracts Regulations 2015 (“the Regulations”).

Conflicts of interest

In order to ensure a fair and competitive procurement process, NHS Wandsworth requires that all actual or potential conflicts of interest that a potential bidder may have are identified and resolved to the satisfaction of NHS Wandsworth.

Potential bidders should notify NHS Wandsworth of any actual or potential conflicts of interest in their response to the ITT. If the potential bidder becomes aware of an actual or potential conflict of interest following submission of the ITT it should immediately notify NHS Wandsworth. Such notifications should provide details of the actual or potential conflict of interest.

If, following consultation with the potential bidder or bidders, such actual or potential conflict(s) are not resolved to the satisfaction of NHS Wandsworth, then NHS Wandsworth reserves the right to exclude at any time any potential bidder or bidders from the NHS Wandsworth procurement process should any actual or potential conflict(s) of interest be found by NHS Wandsworth to confer an unfair competitive advantage on one or more potential bidder(s), or otherwise to undermine a fair and competitive procurement process.

Non-collusion and Canvassing

Each potential bidder and bidders must neither disclose to, nor discuss with any other potential bidder, or bidders (whether directly or indirectly), any aspect of any response to any NHS Wandsworth procurement documents (including the ITT).

Each potential bidder and bidders must not canvass or solicit or offer any gift or consideration whatsoever as an inducement or reward to any officer or employee of, or person acting as an adviser to, either the NHS or the DH in connection with the selection of bidders or the provider in relation to the NHS Wandsworth procurement.

Freedom of Information

NHS Wandsworth is committed to open government and meeting its legal responsibilities under the Freedom of Information Act (FOIA). Accordingly, any information created by or submitted to NHS Wandsworth (including, but not limited to, the information contained in the MOI, ITT and the submissions, bids and clarification answers received from potential bidders and bidders) may need to be disclosed by NHS Wandsworth in response to a request for information.

In making a submission or bid or corresponding with the CCG at any stage of the NHS Wandsworth Procurement, each potential bidder, bidder and each relevant organisation acknowledges and accepts that NHS Wandsworth may be obliged under the FOIA to disclose any information provided to it:

- without consulting the potential bidder or bidders; or
- following consultation with the potential bidder or bidders and having taken its views into account.

Potential bidders and bidders must clearly identify any information supplied in response to the NHS Wandsworth scheme ITT that they consider to be confidential or commercially sensitive and attach a brief statement of the reasons why such information should be so treated and for what period.

Where it is considered that disclosing information in response to a FOIA request could cause a risk to the procurement process or prejudice the commercial interests of any potential bidder or bidders, NHS Wandsworth may wish to withhold such information under the relevant FOIA exemption.

However, potential bidders should be aware that NHS Wandsworth is responsible for determining at its absolute discretion whether the information requested falls within an exemption to disclosure, or whether it must be disclosed.

Potential bidders should therefore note that the receipt by NHS Wandsworth of any information marked “confidential” or equivalent does not mean that NHS Wandsworth accepts any duty of confidence by that marking, and that NHS Wandsworth has the final decision regarding the disclosure of any such information in response to a request for information.

Disclaimer

The information contained in this MOI is presented in good faith and does not purport to be comprehensive or to have been independently verified.

NHS Wandsworth nor any of its advisers accept any responsibility or liability in relation to its accuracy or completeness or any other information which has been, or which is subsequently, made available to any potential bidder, bidder, provider, bidder member, clinical services supplier, financiers or any of their advisers, orally or in writing or in whatever media.

Interested parties and their advisers must therefore take their own steps to verify the accuracy of any information that they consider relevant. They must not, and are not entitled to, rely on any statement or representation made by NHS Wandsworth, or any of its advisers.

This MOI is intended only as a preliminary background explanation of NHS Wandsworth's activities and plans and is not intended to form the basis of any decision on the terms upon which NHS Wandsworth will enter into any contractual relationship.

NHS Wandsworth reserves the right to change the basis of, or the procedures (including the timetable) relating to, the NHS Wandsworth procurement process, to reject any, or all, of the ITT submissions, not to invite a potential bidder to proceed further, not to furnish a potential bidder with additional information nor otherwise to negotiate with a potential bidder in respect of the NHS Wandsworth procurement.

NHS Wandsworth shall not be obliged to appoint any of the bidders and reserves the right not to proceed with the NHS Wandsworth procurement, or any part thereof, at any time.

Nothing in this MOI is, nor shall be relied upon as, a promise or representation as to any decision by NHS Wandsworth in relation to this NHS Wandsworth Procurement. No person has been authorised by NHS Wandsworth or its advisers or consultants to give any information or make any representation not contained in this MOI and, if given or made, any such information or representation shall not be relied upon as having been so authorised.

Nothing in this MOI or any other pre-contractual documentation shall constitute the basis of an express or implied contract that may be concluded in relation to the NHS Wandsworth procurement, nor shall such documentation or information be used in construing any such contract. Each bidder must rely on the terms and conditions contained in any contract when, and if, finally executed, subject to such limitations and restrictions that may be specified in such contract. No such contract will contain any representation or warranty in respect of the MOI or other pre-contract documentation.

In this section, references to this MOI include all information contained in it and any other information or opinions made available by or on behalf of NHS Wandsworth, or any of its advisers or consultants in connection with this MOI or any other pre-contract documentation.

ANNEX A

(Please read also the service specification; where there are areas of disagreement in the two documents, the service specification takes precedence.)

6 Podiatry Services

6.1 Introduction

Annex A outlines the proposed procurement of podiatry services by NHS Wandsworth as part of the NHS Wandsworth procurement.

6.2 CCG background information

6.2.1 General

NHS Wandsworth Clinical Commissioning Group (the CCG) consists of 40 GP Practices with over 368,000 registered patients. It is one CCG with three Locality Commissioning Groups (LCGs):

- Battersea
- Wandle
- West Wandsworth

Wandsworth Clinical Commissioning Group (CCG) is responsible for planning, commissioning (buying) and monitoring health services for people who live in Wandsworth, including:

- hospital care (for example, outpatient appointments and routine operations);
- services for people with mental health conditions;
- services for people who need long term care (for example, people with learning disabilities or who are physically frail);
- urgent and emergency care (for example, urgent care centres and A&E); and
- community health services (for example, district nursing).

The CCG has delegated responsibility for commissioning core GP services. The CCG's 40 GP practices work together with NHS partners – pharmacists, dentists, hospitals and mental health providers, Wandsworth Council and local community groups – to improve health and wellbeing, reduce health inequalities and make sure everyone has equal access to healthcare services.

The CCG's corporate objectives are:

- improving outcomes and reducing inequalities: ensuring access to high quality and sustainable care;
- leading with ambition for our communities, driving transformation through innovation: delivering better care and a better patient experience.

- working together: continually improve delivery by listening to and collaborating with our patients, members, partners, communities and other stakeholders;
- meeting our performance and financial objectives: make the best use of our resources to benefit our patients and communities; and
- supporting our people: provide the tools and environment for a healthy workplace and support our staff to do a great job. Be a learning organisation that encourages continuing improvement.

The CCG works in partnership with many other organisations:

- Working as a Local Delivery Unit with Merton CCG. Wandsworth CCG shares a management team with Merton CCG and this shared management team is referred to as the Local Delivery Unit (LDU).
- South West London Alliance of CCGs. The South West London Alliance is the result of five CCGs (Wandsworth, Kingston, Merton, Richmond and Sutton and Wandsworth) in south west London having chosen to work together to share expertise and use resources more effectively.
- South West London Health and Care Partnership. Over the last year, the NHS, local councils, Healthwatch and the voluntary sector in south west London have strengthened their commitment to working together to deliver better care for local people as the South West London Health and Care Partnership (SWLHCP).
- Patient and public engagement. The South West London Health and Care Partnership (SWLHCP) is committed to ensuring that the views and experiences of local people are at the heart of their plans, driving forward the changes needed to improve local services.
- Healthy London Partnership. Wandsworth CCG, along with all London CCGs and NHS England (London), funded the Healthy London Partnership (HLP) in 2017/18 to bring together the NHS in London to deliver London's 10 ambitions to transform health and care for all Londoners.

6.2.3 Strategic Objectives and Corporate Priorities

The CCG's strategic priorities are:

- **Doing core business well** – delivering better care and a healthier future for Wandsworth through our clinical leadership, robust commissioning processes and excellent staff, focussed on delivering quality services and improved outcomes for patients.
- **Transforming primary care** – optimising impact and outcomes for patients through delivery of excellent primary care to all people registered with a Wandsworth GP.
- **Commissioning prevention and social care services**– where it will generate an increased health benefit for our population
- **Reducing health inequalities** – the CCG will commission differentially to address specific population need where it will reduce health inequalities.

The CCG's Operating Plan highlights the following key priorities:

- ensure the sustainability of general practice in the area by implementing the General Practice Forward View;
- deliver the 4-hour A&E standard and standards for ambulance response times including through implementing the five elements of the A&E Improvement Plan;
- deliver the NHS Constitution standard that more than 92% of patients on non-emergency pathways wait no more than 18 weeks from referral to treatment;
- implement the cancer taskforce report;
- deliver in full the implementation plan for the Mental Health Five Year Forward View;
- deliver actions set out in local plans to transform care for people with learning disabilities, including implementing enhanced community provision, reducing inpatient capacity; and
- implement plans to improve quality of care.

The CCG is working with Merton CCG, St. George's and other local providers on a joint programme of work, which includes podiatry, to reduce outpatient activity at acute trusts by better treatment and management of patients.

One of the CCG's key expectations is to undertake a service redesign of Podiatry to deliver community services integrated with acute services across South West London with a view to establishing a 7/7 virtual service.

6.2.3 Health and wellbeing of people in Wandsworth

Wandsworth is London's largest inner-city borough and has a remarkably young demographic, with the highest proportion of the population (31%) aged between 30 and 44 of any council in the country. Many people who live in the borough are affluent, well-educated, healthy and in work. However, this is not the case for everyone. Nearly 30% of children come from income-deprived households, and a quarter of over-60s are in receipt of pension credits. Life expectancy in deprived areas of the borough is significantly lower than the most affluent areas: 8.9 years lower for men and 6.8 years lower for women. The table below summarises some of the important demographic information about the health of the Wandsworth population.

Area	High level information
Smoking	16% of Wandsworth residents are estimated to smoke; this is a relatively good performance but there are geographic inequalities
Alcohol	Estimates from 2006-8 indicate 21% of adults could be categorised as 'higher-risk' drinkers, compared to 20% in England as a whole Alcohol-associated hospital admissions are similar to the national average

Diet and physical activity	52% of a sample of adults in 2012 were overweight, in line with inner London rates, and lower than the London figure of 57% 23% of a sample of Wandsworth adults doing less than 30 minutes of moderate intensity physical activity, better than both inner London and the London rates 23% of 4-5 year olds with excess weight in 2011/12, 35% in 10-11 year olds Local inequalities between schools
Mental Health	Mental health is a significant issue because of the very high number of people who may have a mental health disorder (48,500 people), and the impact on other conditions or areas of life
Cancer	In most recent published data: Cancer mortality under the age of 75 is below the national average Breast screening coverage has increased to 67% of target and is similar to other London boroughs Cervical cancer screening was 66% of target, which was better than two thirds of other London boroughs
Unhealthy births	The percentage of low birth weight babies was 2.3% in 2014, the third best in London
Housing	Statutory homelessness is in line with London; the true number of rough sleepers is unknown. There is a shortage of affordable family homes and increasing demands on ensuring decent standard private rental accommodation
Education	More deprived and some ethnic communities have lower levels of attainment, with associated long-term issues Educational attainment is an inequality point, as poor educational attainment is associated with deprivation

More information about the health of people in Wandsworth in the Joint Strategic Needs Assessment can be found at www.wandsworth.gov.uk/

6.3 Podiatry Service summary description

The services being procured are the provision of Podiatry Services to patients of Wandsworth CCG affiliated general practitioners.

6.4 Podiatry Service Location Information

Core podiatry services are currently provided in the following places across the 3 localities in Wandsworth:

- **Wandle**
 - Balham Health Centre (mandatory)
 - Brocklebank Health Centre (mandatory)

- Tooting Clinic
- Greyswood Practice
- Southfields Group Practice
- Tooting Leisure Centre
- **Battersea**
 - Doddington Health Centre
 - St John's Therapy Centre (mandatory)
 - Falcon Road General Practice
 - Bolingbroke Medical Centre
 - Chatfield Medical Centre
- **West Wandsworth**
 - Queen Mary's Hospital (mandatory) (QMH) a clinic, Bryson Whyte rehabilitation day unit and inpatient wards for rehabilitation and mental health
- **Other**
 - Patients' own homes including advanced wound care service
 - Nursing homes
 - Residential homes
 - Mental health day care / residential facilities
 - Bryson Whyte rehabilitation unit at QMH

Specialised services are provided in the following locations:

- **St John's Therapy centre**
 - Specialist Biomechanics clinic
 - Nail surgery clinic
 - Emergency / urgent clinic
 - Ulcer / wound care clinic
 - Needling Clinic

This Centre is unlikely to be available to a new provider from March 2019; therefore, a suitable alternative will need to be identified as part of the procurement.

- **Queen Marys Hospital**
 - Specialist diabetes clinic (Beta Cell)
 - Emergency clinic
 - Ulcer or wound care clinic

Transport services are provided at Balham, Brocklebank, QMH & St John's therapy centre.

The service provision must be accessible by all. The service at present is provided across a range of sites Monday to Friday from 0800 to 1900 hours. The CCG would want to hear service proposals for alternatives to these hours of operation and whether weekend clinics for working age adults may be more suitable.

At time of writing, most sites were available to providers to use and the CCG would be interested to see proposals for new service models that

maintain care close to home across the 3 Localities and deliver accessible specialist services. St Georges Hospital (SGH) have stated that it is unlikely that there will be access to St John's therapy centre from March 2019. The services that are provided at GP practices will need confirmation but at this stage no practice has stated that they are wanting to give notice on the use of the premises.

The Provider must ensure that all premises are compliant with the Disability Discrimination Act 1995.

6.5 Service requirements

The requirements for this service are:

- Routine Podiatry Community Clinics.
- Needling service for long standing Verrucae Pedicures
- Nail Surgery service
- Transport services for Community clinics
- Domiciliary Care
- Biomechanics / MSK service
 - Orthotics lab
 - Provision of customised orthotic devices
 - Provision of a range of off the shelf adaptable orthotic devices
 - Shockwave therapy
- Biomechanics / MSK service for Podiatric Surgery
- QMH ward based Podiatry including mental health
- Advanced wound care service
- Domiciliary advanced wound care service
- High risk podiatry
- Beta Cell Diabetes MDT at QMH
- Foot protection team
- Podiatry services to HMP Wandsworth
- Education sessions
- Diagnostics as per clinical need

The above list is not definitive or exclusive. The CCG encourages innovation around areas of special interest and will enter discussion with providers that can advance service provision locally to the population.

Exclusion criteria at present

- Patients not registered with a Wandsworth GP.
- Patients who require social nail cutting only.
- Patients who do not have a podiatric need.

- Domiciliary/Home visits for patients where the home or social situation poses a risk to either the therapist or the patient.

There is an intention to develop services for nail cutting with the voluntary sector similar to that already established by NHS Merton CCG with the involvement of Age UK.

6.6 Activity

Below is the activity the CCG commissioned for community podiatry services in 2017/18. At present, the service is commissioned as a block and AQP contract with one provider, with just under 39,000 contacts and as 2 smaller AQP contracts of between 1,000 and 3,000 contacts provided by two other separate providers. Most of this activity is provided in clinic settings across Wandsworth and 2846 or 6.5% of the activity is provided in the patient's own home.

	Total non AQP	Total AQP	Total Podiatry
Contact activity	9,436	32,248	41,684
Number of first contacts	135	9,296	9,431

6.8 Service commencement date and contract duration

It is envisaged that this service will commence in August 2019. The length of contract will be for 3 years with an option to extend for up to 2 further years.

6.9 Workforce

The CCG will expect providers to engage in workforce development initiatives where this is desirable to modernise services.

The provider will ensure compliance with all relevant workforce and employment regulation alongside adoption of good practice guidelines.

The provider will ensure full compliance with all relevant employment and workforce legislation, and good practice.

6.10 Training

The provider will ensure all staff are kept up to date with best practice and have the appropriate skills, knowledge, competencies, accreditation and registration where required.

6.11 Premises

The proposed service is to be provided from the premises identified in 8.4. However, the CCG is willing to consider ideas from providers on other premises, which may provide better facilities for the needs of the local population.

6.12 Information Governance

The Provider will be expected to adhere to the NHS Wandsworth CCG Confidentiality Code of Confidentiality, Information Governance Policy and Information Management Policy.