

# WORCESTERSHIRE COUNTY COUNCIL

## RECORD OF OFFICER EXECUTIVE DECISION

Item	Outcome
<b>Date of Decision</b>	19 March 2020
<b>Decision Maker</b>	David Griffiths – Head of Commercial / Andy Moran Commercial Consultant
<b>Brief Description of Decision</b>	<p>To secure Personal Protective Equipment (PPE) and Hand Sanitiser to meet demands from Council Staff and County based organisations arising from COVID-19.</p> <p>PPE items required include:</p> <ul style="list-style-type: none"> <li>• Face masks</li> <li>• Gowns</li> <li>• Gloves</li> <li>• Aprons</li> <li>• Eye protection</li> </ul> <p>COVID-19 is placing severe stress on the normal channels of supply of PPE and Hand Sanitiser, leading to shortages that will put people at risk if exposed to COVID-19 virus.</p> <p>Supplies of PPE and Hand Sanitizer procured by the Council will complement the NHS supply arrangements, which are initially prioritising distribution of these items to hospitals.</p> <p>It is likely that the Council will need to procure, stock and distribute PPE and Hand Sanitiser up to end June 2020. This date maybe extended if the national stocks and distribution network is not able to fulfil demand from within Worcestershire.</p> <p>Where the allocation of PPE has been made to care homes to support clients who have been discharged from hospital or to prevent hospital admission, funding will be claimed via the CCG, otherwise the payments will be funded by the additional grant being allocated to local authorities.</p>
<b>Reason(s) For Decision</b>	<p>Public Health England issued new guidance on the use of PPE and Hand Sanitiser following the outbreak of COVID-19. As a result, demand for these items dramatically increased placing unprecedented demand on the existing UK stock and distribution network.</p> <p>This has led to an increasing gap between demand for PPE &amp; Hand Sanitiser and available stocks. Therefore, there is an urgent need for</p>

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	<p>the Council to step into the normal supply arrangements and secure items from other sources.</p> <p>Demand is from many County based organisations including:</p> <ul style="list-style-type: none"> <li>• Council &amp; WCF staff</li> <li>• Schools</li> <li>• Care Homes</li> <li>• Carers</li> <li>• GP surgeries</li> <li>• Dentists</li> </ul> <p>Procurement of PPE and Hand Sanitiser will comply with the Council's Procurement Code. However, given COVID-19, there may be circumstances when there is the requirement to depart from formal procurement processes. These being:</p> <ol style="list-style-type: none"> <li>i. where the timescale genuinely precludes competitive procurement</li> <li>ii. where there is only one supplier of the goods or services required</li> <li>iii. where there is a clear quantifiable benefit to be gained from maintaining continuity with the existing supplier</li> <li>iv. where it is necessary in case of an emergency</li> </ol> <p>All exemptions to the Procurement Code will be logged in a register.</p> <p>Opportunities to collaborate with the other West Midland Local Authorities will be pursued. This will ensure the region:</p> <ul style="list-style-type: none"> <li>• Maximises on bulk buying influence on securing sources of supply at competitive prices</li> <li>• Standardises PPE specifications</li> <li>• Reduces duplication of effort</li> <li>• Shares intelligence</li> </ul> <p>All PPE requests on the Council will be directed to a dedicated email address, with stocks managed and distributed from 1 Council site.</p> <p>It is anticipated that the new NHS supply arrangements which have been established with Clipper Logistics will be providing PPE by end May 2020. This will then gradually reduce the need on the Council to procure, stock and distribute PPE to meet demand.</p>
<p><b>Alternative Options Considered and Rejected</b></p>	<p>Do nothing and wait until national supply is in place – rejected as:</p> <ul style="list-style-type: none"> <li>• Council receiving urgent demand for items such as hand sanitiser because national stock levels extremely low at the onset of COVID-19</li> <li>• Low level of confidence in national supply being able to meet demand in the short term</li> <li>• NHS being prioritised for PPE and Hand Sanitiser meaning care organisations are finding supply difficult to source</li> <li>• Council must ensure all its staff and services can continue to operate safely.</li> </ul>

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<b>Any Conflict of Interest declared by a consulted Cabinet Member/ any dispensation granted</b>	None