

# Hyndburn Borough Council

## **INVITATION TO TENDER**

### **Delivery of the Healthy Weight Programme for Hyndburn**



## Important Notice

This Invitation to Tender (“ITT”) is issued to those who wish to tender (“Tenderers”) to Hyndburn Borough Council (the “Council”) to deliver the grant funded Healthy Weight programme in Hyndburn.

In order to deliver this programme, Lancashire County Council (LCC) grant fund the Council to deliver the key outcomes which are listed in section 2.5. The Council is seeking to appoint experts within this area to deliver the requirements of the programme in line with the grant funding terms and conditions. Suitable contract monitoring and reporting will be undertaken in accordance with the terms of the grant funding and at such intervals to be agreed between the parties upon award of contract.

The successful Tenderer will be required to abide by the terms of any grant funding agreement between LCC and the Council and will indemnify Hyndburn Borough Council (HBC) fully, without limit of liability, in relation to the same to include but not limited to the repayment of any clawback triggered as a result of the default of the successful Tenderer.

The anticipated project is for 3 years (*1<sup>st</sup> April 2026 to 31<sup>st</sup> March 2029*), with an option to extend for a further 3 years subject to confirmation of further funding from LCC. Grant funding is paid on an annual basis and any contract awarded following this tender exercise will be subject to the continuation of grant funding being received.

## **Introduction**

### **Background**

- 1.1 Hyndburn is a local government district with borough status. Lancashire County Council (LCC) is the upper-tier authority. Hyndburn is made up of several small towns and communities in Lancashire, England, centred around the town of Accrington and encompassing Clayton-le-Moors, Oswaldtwistle, Great Harwood, Rishton, Church, Altham and surrounding rural areas. The borough combines urban and semi-rural characteristics and is situated close to the larger neighbouring areas of Blackburn, Burnley, Preston and the Ribble Valley in the industrial North West of England.
- 1.2 Hyndburn Borough Council (HBC) is the local authority for the Hyndburn District of Lancashire in North West England. The district was formed on 1 April 1974 under the Local Government Act 1972, from the former municipal borough of Accrington, the urban districts of Clayton-le-Moors, Great Harwood, Oswaldtwistle and Rishton, and part of Church Urban District.

### **Rationale for Tender**

- 1.3 Hyndburn Borough Council (HBC), in partnership with Lancashire County Council (LCC), is seeking to commission a Healthy Weight Service that will contribute to improving the health and wellbeing of residents across the borough. This forms part of Lancashire's wider public health approach to reducing obesity, tackling health inequalities, and supporting the priorities identified within the Lancashire Healthy Hearts Strategy.
- 1.4 The Public Health England (PHE) Whole Systems Approach to Obesity recognises that obesity is a complex issue with multiple causes and cannot be addressed through individual interventions alone. Tackling obesity requires a long-term, coordinated approach across local systems, communities, and sectors to create environments that enable healthier choices and reduce the barriers to change.
- 1.5 Across Lancashire, health outcomes remain below the national average, with high levels of deprivation, obesity, and physical inactivity contributing to poor population health. Rates of cardiovascular disease (CVD) mortality are significantly higher than the England average, with obesity and inactivity identified as two of the main modifiable risk factors. These issues are particularly acute in Hyndburn, where residents experience some of the highest levels of deprivation in the county, leading to poorer health outcomes and a reduced healthy life expectancy.
- 1.6 In Hyndburn, obesity levels in both adults and children are above regional and national averages, and there are persistent inequalities in access to healthy food, green space, and opportunities for physical activity. Addressing unhealthy weight is therefore a local public health priority and aligns with Hyndburn Borough Council's wider ambitions to reduce health inequalities and improve residents' overall wellbeing.
- 1.7 In line with Lancashire's Healthy Weight Declaration, HBC is committed to supporting a whole systems approach that works collaboratively with communities and partners to address the complex drivers of obesity. The commissioned Healthy Weight Service will play a central role in delivering this commitment.

## 1.8 Population Need

District	Population aged 5+ years (2021) (count)	Adults overweight or obese (2021/22) %	Population aged 4–5 (2021) (count)	Population aged 10–11 (2021) (count)	Reception: Prevalence of overweight (including obesity) (NCMP 2021/22) %	Year 6: Prevalence of overweight (including obesity) (NCMP 2021/22) %	Deprivation (IMD) score 2019 (score)
Burnley	88,886	73.4	2,481	2,505	25.4	42.6	37.8
Chorley	111,670	61.5	2,762	2,860	22	34.2	16.9
Fylde	78,064	62.5	1,426	1,619	23.5	31.7	15.9
<b>Hyndburn</b>	<b>77,308</b>	<b>71.7</b>	<b>2,006</b>	<b>2,194</b>	<b>24.6</b>	<b>42.4</b>	<b>34.3</b>
Lancaster	136,192	60.7	2,865	3,060	24	36.6	24.2
Pendle	89,805	67.6	2,621	2,752	24.2	40.1	30.7
Preston	138,912	62.1	3,772	3,786	24.1	37.4	29.5
Ribble Valley	58,926	66.7	1,121	1,403	20	33.9	10.6
Rossendale	67,091	63.3	1,673	1,846	23.6	38.1	24.1
South Ribble	105,534	64.2	2,452	2,593	21.9	36.2	15.3
West Lancashire	112,183	68.6	2,246	2,564	26.5	37.9	18.6
Wyre	107,056	66.7	2,149	2,407	24.6	36.4	20.9

## **Requirements**

### **2..1 Scope**

- 2..2 HBC, in partnership with Lancashire County Council (LCC), is commissioning a provider to deliver a Healthy Weight Service for adults and families.

The service will support the following outcomes:

- Reduce overweight and obesity levels.
- Adopt a whole-system approach to healthy weight.
- Reduce health inequalities.
- Improve wellbeing across Hyndburn.

### **2..3 Service Components**

- 2..4 The service must include:

- A single point of assessment for all eligible individuals, whether self-referral or via health professionals.
- Adult weight management/healthy weight interventions that are evidence based and support healthy nutritionally balanced diets and healthier lifestyles.
- A family intervention based on the piloted programme known as PASTA (Play and skills at Teatime Activities) which will support healthy behaviours focusing on being active as a family, cooking healthy meals, playing out and reducing sedentary behaviour.
- Adult healthy weight interventions will be provided for a minimum of 10 sessions across a 12-week period, Family based interventions will be delivered for a minimum of 6 weeks.
- Provide programmes embedded in the principles of and delivery methods that support behaviour change.
- Advice and support to access appropriate physical activity opportunities and reduce sedentary behaviours.
- An integrated approach that offers support outside of the Provider(s) own delivery, utilising a place-based approach that links with community assets.
- Raising awareness of healthy eating, and physical activity during pregnancy.
- Development of a network of place-based opportunities and encourage ongoing peer connection and support network.

## **Delivery Requirements**

- 2..5 The provider will:

- Deliver service components (2.4)
- Employ suitably qualified staff.
- Deliver family healthy weight sessions and adult only healthy weight sessions
- Place based programme utilising key organisations to reduce the levels of adult obesity through health coaching and social prescribing
- To deliver a programme that does not place a focus purely on weight
- Targeted to families that are accessing other services including free school meals

- Provide a referral system to community based physical activity sessions
- Nutritional guidance including cooking lessons and cook books
- Collect and submit data via the Community Services Data Set (CSDS) and agreed KPIs.
- Work collaboratively with the Council, LCC, and local partners.
- Participate in quarterly monitoring and annual quality reviews.

## 2..6 Contract Monitoring

Suitable contract monitoring and reporting will be undertaken in accordance with the terms of the grant funding and at such intervals to be agreed between the parties upon award of contract. The successful Tenderer will be required to abide by the terms of any grant funding agreement between LCC and HBC and will indemnify HBC fully, without limit of liability, in relation to the same to include but not limited to the repayment of any clawback triggered as a result of the default of the successful Tenderer.

The anticipated project is for 3 years (with an option to extend for a further 3 years subject to confirmation of further funding from LCC). Grant funding is paid on an annual basis and any contract awarded following this tender exercise will be subject to the continuation of grant funding being received. In the event that funding is not awarded, the contract will be brought to an end without any continuing liabilities to make payment for future years. The grant funding awarded to HBC is £70k per annum and will be paid to the successful tenderer in line with the LCC grant funding requirements.

Target areas will be agreed with the Project Board and reviewed annually.

2..7 The tenderer will provide the Council with the following information.

- Name and address of organisation
- Company registration number
- Brief history of the organisation and business activity (max 800 words)

	Score
Overview of how the organisation will deliver the healthy weight outcomes	30%
Evidence of successful delivery of a similar project and lessons learned	30%
Overview of how the organisation will improve the social, economic, and environmental wellbeing of Hyndburn, in line with the Public Services (Social Value) Act 2012	20%
Overview of how the organisation will sustain the project beyond initial delivery	15%
Submission of last year's accounts	5%

## 2..8 Timescales

2..9 The Healthy Weight Programme will run for an initial **three years**, funded through LCC Public Health.

- 2..10 Timescales for the process are expected to be as follows, but are subject to change as the process develops:

Out to Tender:	9 <sup>th</sup> December 2025
Deadline for receipt of queries:	18 <sup>th</sup> December 2025
Final response to queries:	5 <sup>th</sup> January 2026
Tender deadline:	22 <sup>nd</sup> January 2026
Tender decision:	13 <sup>th</sup> February 2026
Contract decision notice published:	1 <sup>st</sup> March 2026

### Submission Criteria

- 3.1 Overview of Submission
- 3.2 Submissions will be assessed based on the scored answers outlined in 2.5. The Tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the information provided so that it shall cover all the obligations under the Contract and the Tenderer shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Tenderer's tender.
- 3.3 Responses are due back in a PDF by email no later than **22<sup>nd</sup> January** sent to [tpp@hyndburnbc.gov.uk](mailto:tpp@hyndburnbc.gov.uk).
- 3.4 File size must be kept below 10 MB
- 3.5 The following information is required as part of the submission:
- 3.6 Tenders must be written in the English language.
- 3.7 Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded. It is the Tenderer's responsibility to ensure that the tender is received by the Council by the time stipulated. Any tender submitted after the date and time specified for submission shall only be accepted for consideration by the Council following agreement by the Monitoring Officer and the Section 151 Officer. The Tender should remain valid for a minimum period of 90 days. Any signatures must be made by a person who is authorised to commit the Tenderer to the license.
- 3.8 Your full registered business/name and main office address must also be provided.
- 3.9 Signed.

## **Assessment Criteria**

- 4.1 Each Tender will be checked initially for compliance with all requirements outlined in 2.5
- 4.2 Tenders will be evaluated against the award criteria in 2.5.
- 4.3 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.

## **Freedom of Information Act and Environmental Information Statement**

- 4.4 The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").
- 4.5 As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
- 4.6 If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties" together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.
- 4.7 The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.
- 4.8 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:
- 4.9 Has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- 4.10 Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- 4.11 In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.