

## NOTTINGHAM CITY COUNCIL

### COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

**MINUTES of the meeting held at LB31 - Loxley House, Station Street, Nottingham, NG2 3NG on 10 December 2014 from 14.01 - 14.25**

#### **Membership**

##### Present

Councillor Alex Norris (Chair) – Portfolio Holder for Adults, Commissioning and Health

Councillor David Mellen (Vice Chair) – Portfolio Holder for Children’s Services

Councillor David Liveridge – Portfolio Holder for Community Safety, Housing and Voluntary Sector

Councillor David Mellen – Portfolio Holder for Children’s Services

Councillor Dave Trimble – Portfolio Holder for Leisure and Culture

##### Absent

Councillor Jon Collins – Portfolio Holder for Strategic regeneration and Schools

#### **Non-voting members**

##### Present

Helen Kearsley-Cree – Nottingham Community and Voluntary Service (NCVS)

##### Absent

Safdar Azam – Nottingham Equal

#### **Colleagues, partners and others in attendance:**

|                   |   |
|-------------------|---|
| Candida Brudenell | - Strategic Director for Early Intervention |
| Antony Dixon      | - Strategic Commissioning Manager           |
| Clare Gilbert     | - Lead Commissioning Manager                |
| Steve Oakley      | - Head of Quality and Efficiency            |
| James Welbourn    | - Governance Officer                        |
| Zena West         | - Governance Officer                        |

#### **Call-in**

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until **22 December 2014**.

#### **42 APOLOGIES FOR ABSENCE**

Councillor Collins.

#### **43 DECLARATIONS OF INTERESTS**

None.

#### **44 MINUTES**

The Sub-Committee confirmed the minutes of the last meeting held on 15 October 2014 as a correct record and they were signed by the Chair.

#### **45 VOLUNTARY SECTOR UPDATE**

Helen Kearsley-Cree of Nottingham Community and Voluntary Services (NCVS) provided an update for the Sub-Committee on the following issues:

- (a) NVCS have been involved in a number of recent commissioning consultations delivered through the Children and Young People's Provider Network and the Vulnerable Adults Network. A session was recently held to develop a consortia to support a prime bidder in relation to the BME Community Mental Health Service tender
- (b) NCVS have met with Nottingham City Council Officers to discuss aspects of social value and hold sessions to support building awareness of the strategy and skills such as tendering and contract management. Work is also underway with the Small Firms Enterprise Development Initiative (SFEDI) and the national manager for the Local Response Fund to develop and accredit a programme of skills development for voluntary sector enterprise and business skills, which is distinct from the current social enterprise training offer.

#### **46 WORK PROGRAMME**

Antony Dixon, Strategic Commissioning Manager, presented a work programme for the Sub-Committee, covering the period January 2015 to April 2015.

**RESOLVED to note the provisional agenda items shown below:**

- |                          |   |
|--------------------------|---|
| <b>14 January 2015:</b>  | <b>Procurement Plan Update;<br/>Financial Vulnerability Advice and Assistance<br/>Commissioning Intentions;<br/>Emergency Hardship Fund;<br/>Substance Misuse 15/16 Commissioning Intentions;</b> |
| <b>11 February 2015:</b> | <b>ICELS Commissioning Arrangements;<br/>Early Intervention Directorate Commissioning<br/>Intentions;<br/>Health Visiting and Family Nurse Partnership<br/>Transfer;</b>                          |
| <b>11 March 2015:</b>    | <b>Children &amp; Young Peoples Review Commissioning<br/>Intentions;</b>  |
| <b>15 April 2015:</b>    | <b>Learning Disability Strategic Commissioning Review<br/>Commissioning Intentions.</b>   |

#### **47 CHANGES TO TERMS OF REFERENCE**

Steve Oakley, Head of Quality and Efficiency, presented the report of the Strategic Director of Early Intervention to the Sub-Committee.

#### **RESOLVED to:**

- (1) note the revised terms of reference for the committee, including the change in title to the Commissioning and Procurement Sub-Committee;**
- (2) note the changes in membership and agree the proposed review of membership in 6 months.**

#### **48 LEARNING DISABILITY RESIDENTIAL RESPITE COMMISSIONING - KEY DECISION**

Clare Gilbert, Lead Commissioning Manager, presented the report of the Corporate Director of Children and Adults to the Sub-Committee, highlighting the following points:

- (a) Following the decommissioning of the Hucknall House residential respite service, a replacement service will be commissioned.
- (b) The proposals will allow additional capacity and increased flexibility, and will cover any potential transitional period whilst the Hucknall House service is phased out.
- (c) Carers and service providers have been widely consulted on forming the specifications for the new service provision.
- (d) Individual bed commissioning would not allow any long term security. There is a slight risk of over-procurement, but it is not considered significant.

Following questions and comments from the Sub-Committee, additional information was provided:

- (e) All service users have been met, and will have a named Social Worker throughout the transition.
- (f) Figures have been based on the highest levels of service need. As a result, the proposals should result in an under spend, and represent value for money.
- (g) There will be some leeway with regards to negotiating a reduction in capacity, by up to 10%. This will minimise the over-procurement risk.
- (h) There is a 6 month lead-in time, during which time other service users may come forward who need respite care.

**RESOLVED to:**

- (1) approve the commissioning and procurement of residential respite provision for people with learning disabilities;**
- (2) delegate authority to the Director of Early Intervention to approve the outcome of the tender and award contracts, and to the Head of Quality and Efficiency to sign contracts arising from the tender process once the tender outcome is agreed;**
- (3) note that approval to spend is gained through the Scheme of Delegation 273 within Part 2 of the Constitution;**
- (4) approve transitional funding for current users of the Hucknall House service who transfer to respite provision in advance of October 2015.**

**Reasons for Decision**

- (1) New provision is required to meet the needs of the current users of Hucknall House as well as to address the deficit in the provision of residential respite. Tendering the service will ensure compliance with the Council's Financial Regulations and Contract Procedure Rules and will enable best value for money to be secured through undertaking a competitive market process.
- (2) The current number of overnight respite commissioned is 989 overnight stays for 18 families. It is proposed to increase this to 1,100 spaces with the potential to purchase additional capacity at the same overnight rate in recognition of this shortfall in respite need, particularly for young people transitioning into the system.
- (3) In order for social workers to be able to ensure smooth transition of respite arrangements, to have sufficient capacity to support the families through transition and to find the most appropriate resource for each individual, some individuals will need to be transferred before the end of the current contract on 30 September 2015. As the current Hucknall House Service is block funded, this will require additional funding to facilitate this process.

**Other Options Considered**

- (1) Do nothing: There is currently very little appropriate respite provision available. The provision of respite is vital in providing appropriate support for families who are providing support for families who are committed to caring for individuals with high level needs. A lack of respite provision is likely to lead to carer break down. This would mean that the citizens currently supported would require to be permanently accommodated by the city council.
- (2) Commission beds on an individual basis: Whilst this would have the advantage of determining exact level of provision required and costing each individual placement based on level of need, it would not provide any market stability. Due to the intermittent nature of respite use throughout the year, there would be no incentive for providers to guarantee a long term respite

place. This would then mean lack of consistency for citizens and their families which would undermine the effectiveness of the respite break.

- (3) Commission a different number of respite beds: Analysis does indicate that there is a lack of appropriate respite beds which could lead to carer breakdown. However, it is difficult to predict the level of provision required. If too many respite beds are purchased, this could lead to the service being under utilised which would represent a financial loss to the council. The specification does incorporate the option for the council to purchase up to 15% additional capacity at the same rate if the need exceeds the number of specified respite nights that have been commissioned.

#### **49 EXCLUSION OF PUBLIC**

**RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with section 100a(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

#### **50 LEARNING DISABILITY RESIDENTIAL RESPITE COMMISSIONING (EXEMPT APPENDIX)**

As per minute 48, above.