



NOTTINGHAM CITY COUNCIL
COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

Date: Tuesday, 10 April 2018

Time: 10.00 am

Place: LH 0.06 - Loxley House, Station Street, Nottingham, NG2 3NG

Councillors are requested to attend the above meeting to transact the following business

Corporate Director for Strategy and Resources

Governance Officer: Kate Morris, Governance Officer **Direct Dial:** 01158764353

AGENDA

Pages

- | | | |
|----------|--|---------|
| 1 | APOLOGIES | |
| 2 | DECLARATIONS OF INTERESTS | |
| 3 | MINUTES
To confirm the minutes of the meeting held on 13 March 2018 | 3 - 6 |
| 4 | NOTTINGHAM CITY COUNCIL PROCUREMENT PLAN 2018-2022
Report of the Director of Commissioning and Procurement and the Head of Contracting and Procurement | 7 - 26 |
| 5 | SUPPLY AND DELIVERY OF FROZEN FOOD AND GROCERY
Report of the Corporate Director of Commercial and Operations | 27 - 30 |
| 6 | EXTRA CARE PROVISION WITHIN NOTTINGHAM CITY
Report of the Corporate Director Strategy & Resources, the Director of Commissioning and Procurement, the Director of Quality & Change, and the Head of Integration for Adults | 31 - 50 |

ALL ITEMS LISTED 'UNDER EXCLUSION OF THE PUBLIC' WILL BE HEARD IN PRIVATE. THEY HAVE BEEN INCLUDED ON THE AGENDA AS NO REPRESENTATIONS AGAINST HEARING THE ITEMS IN PRIVATE WERE RECEIVED

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT WWW.NOTTINGHAMCITY.GOV.UK. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

NOTTINGHAM CITY COUNCIL

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE

MINUTES of the meeting held at LH 0.06 - Loxley House, Station Street, Nottingham, NG2 3NG on 13 March 2018 from 10.00 am - 10.14 am

Membership

Present

Councillor Graham Chapman (Chair)
Councillor Dave Trimble
Councillor Toby Neal

Absent

Councillor Jon Collins
Councillor David Mellen
Councillor Jane Urquhart
Councillor Nick McDonald

Colleagues, partners and others in attendance:

Kate Morris - Governance Officer
Steve Oakley - Head of Contracting and Procurement
Christine Oliver - Nottingham Crime and Drugs Partnership
Antony Snape - Team Leader, Revenues and Benefits Business Support

Call-in

Unless stated otherwise, all decisions are subject to call-in. The last date for call-in is 21 March 2018. Decisions cannot be implemented until the working day after this date.

56 APOLOGIES FOR ABSENCE

Councillor Jon Collins - Council Business
Councillor Nick McDonald - Work Commitments
Councillor David Mellen - Other Council Business
Councillor Jane Urquhart - Work Commitments

57 DECLARATIONS OF INTERESTS

None.

58 MINUTES

The minutes of the meeting held on 13 February 2018 were agreed as a true record and they were signed by the Chair.

59 CONTRACT FOR THE PRODUCTION, PRINTING AND DESPATCH OF COUNCIL TAX ANNUAL AND WEEKLY BILLING, REMINDER NOTICES, BENEFIT STATEMENTS AND ASSOCIATED DOCUMENTS - KEY DECISION

Antony Snape, Team Leader for Revenue and Benefits Business Support, presented a report on the Contract for the production, printing and despatch of Council Tax annual and weekly billing, reminder notices, benefit statements and associated documents.

During discussion it was confirmed that expansion of e-billing and synchronisation of document despatch will be promoted.

RESOLVED to:

- (1) Approve the undertaking of a full tendering process for the procurement of a new four year contract on a 2+1+1 basis from 01/08/18;**
- (2) Delegate authority to the strategic director of Finance to award**

Reasons for decision

- (1) Going to tender will test the market and will allow the Council to gain better value for money;
- (2) Suppliers of the printing services can offer attractive discount postal rates which will offer further cost savings;

Other options considered

The other option considered was to bring the production of bills and statements in-house. This option was rejected as the Council does not have the resources or the machinery to handle the volume of bills/statements that would be produced.

60 CRIME AND DRUGS PARTNERSHIP CONTRACT APPROVAL 2018/19 - KEY DECISION

Christine Oliver, Head of Commissioning presented a report on the Crime and Drugs Partnership Contract Approval 2018/19, she advised the Committee that the final amount of funding has not yet been confirmed and that clarification is being sought.

RESOLVED to:

- (1) Approve the anticipated receipt and expenditure of the Public Health Grant, Police and Crime Commissioner Grant, Nottingham City Council (NCC) and partner contributions by the Crime and Drugs partnership (CDP in 2018/19 as set out in exempt appendix 1;**
- (2) Delegate authority to the Director of Commissioning & Procurement to allocate anticipated funds for the above expenditure and to secure best value for Nottingham Citizens as set out in exempt appendix 1;**
- (3) Approve tender of contracts as set out in exempt appendix 2;**
- (4) Delegate authority to the Director of Commissioning and Procurement to approve the outcomes of tenders and award contracts to secure best value for Nottingham citizens as set out in exempt appendix 2;**

- (5) To delegate authority to the head of commissioning to sign contracts arising from the tender process once the tender outcome is agreed or, amend contracts if renegotiated (exempt appendix 2).**

Reasons for decision

- (1) This decision ensures that contracts are negotiated/renegotiated in a timely manner to allow for the continuation of services for Nottingham citizens;
- (2) This decision also allows for allocation of funding to deliver required savings across the Public Health and Police Crime Commissioner funding streams in 2018/19.

Other options considered

The other option considered was to cancel the provision of the services set out within the exempt appendices. This option was rejected due to the impact it would have on the Crime and Drug Partnership's overall aims to reduce substance misuse.

61 EXCLUSION OF THE 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 as defined in paragraph 3 of part 1, Schedule 12A of the Act.

62 CRIME AND DRUGS PARTNERSHIP CONTRACT APPROVAL 2018/19 - KEY DECISION - EXEMPT APPENDICES

RESOLVED to note the content of the exempt appendices to the report on Crime and Drugs Partnership Contract Approval 2018/19.

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Agenda Item 4

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE
10 APRIL 2018

Subject:	NOTTINGHAM CITY COUNCIL PROCUREMENT PLAN 2018 -23		
Corporate Director(s)/ Director(s):	Katy Ball, Director of Commissioning and Procurement Steve Oakley, Head of Contracting and Procurement		
Portfolio Holder(s):	Councillor Graham Chapman – Portfolio Holder for Resources and Regeneration		
Report author and contact details:	Jo Pettifor, Category Manager – Strategy and People Jo.Pettifor@nottinghamcity.gov.uk 01158765026		
Key Decision	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Subject to call-in <input type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input type="checkbox"/> No
Total value of the decision: nil			
Wards affected: all	Date of consultation with Portfolio Holder(s): 21 March 2018		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input checked="" type="checkbox"/>
Schools			<input checked="" type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input checked="" type="checkbox"/>
Energy, Sustainability and Customer			<input checked="" type="checkbox"/>
Jobs, Growth and Transport			<input checked="" type="checkbox"/>
Adults, Health and Community Sector			<input checked="" type="checkbox"/>
Children, Early Intervention and Early Years			<input checked="" type="checkbox"/>
Leisure and Culture			<input checked="" type="checkbox"/>
Resources and Neighbourhood Regeneration			<input checked="" type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
This report presents the Nottingham City Council Procurement Plan for 2018 – 2023, which sets out the Council’s planned programme of procurement activity for all goods, works and services over this five year period. The Plan is attached at Appendices 1- 3. The outcomes of procurement activity undertaken during 2017 - 18 will be reported in the ‘Procurement Strategy Implementation Report’ at the end of the year.			
Exempt information:			
None			
Recommendation(s):			
1 To note the Nottingham City Council Procurement Plan 2018 – 2023 and adopt the plan set out in the report.			
2 To note that the Procurement Plan is indicative of planned procurement activity and timescales, which may be subject to change dependent on the outcomes of the strategic commissioning process, service budgets and priorities and the full consideration of procurement options for each requirement.			
3 To note that the outcomes of procurement activity undertaken in accordance with the Plan during 2017/18 will be reported at the end of the year.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The Procurement Plan is a key mechanism in the implementation of the Nottingham City Council Procurement Strategy to deliver the Council's strategic priorities. It enables the planning of procurement activity under the Strategy to pursue the key procurement objectives of:
- Citizens at the heart
 - Securing economic, social and environmental benefits
 - Commercial efficiency
- 1.2 The Procurement Plan enables the Council to secure value for money, manage financial resources effectively and align its commissioning and procurement activity with the Council's Medium Term Financial Plan (MTFP), through a planned approach and robust financial analysis for each project. A strategic category management approach in key areas of spend will maximise the value of spend and generate savings wherever possible for client Departmental budgets.
- 1.3 The Procurement Plan supports compliance with the Public Procurement Regulations and the Contract Procedure Rules of the Council's Financial Regulations by through the planning of procurement activity to be undertaken prior to the expiry of existing contracts. This minimises the need for dispensation from the Financial Regulations to be sought to extend contracts beyond their expiry date without formal tendering, other than in genuinely exceptional circumstances. This is particularly important in relation to goods and services that are subject to the full application of the EU and UK Procurement Regulations.
- 1.4 The Procurement Plan provides information for internal and external stakeholders about planned procurement activity and presents a clear, transparent and robust process of procurement planning. It facilitates joint working with partner organisations and collaboration in procurement activity. It allows other service departments (such as Legal Services) to include support for procurement activity in their work plans.
- 1.5 The Procurement Plan supports the Council's commercialisation agenda and facilitates the forward planning of 'Make or Buy' considerations by enabling potential 'Make or Buy' opportunities to be identified in advance of existing contracts being due for renewal.
- 1.6 The Procurement Plan informs provider markets about forthcoming opportunities to bid for contracts with the Council; enabling potential suppliers to prepare for these and enabling market development support to be offered.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 A Procurement Plan was first developed to align the planning of procurement and contracting activity for commissioned services with the Strategic Commissioning Intention Review programme. The Plan was first reported to Commissioning Sub Committee in May 2012 and has subsequently been maintained and reported routinely to Committee.

2.2 A copy of the Procurement Plan 2018 – 2023 is attached at Appendices 1- 3. It presents planned and anticipated procurement activity across the Council; showing the expected commencement and completion dates and anticipated key stages for each project. It is formatted based on the three procurement categories managed by the Procurement Team, which are:

- ‘People’ - commissioned services for citizens, including: social care and support for vulnerable adults and children, Community, Public Health and education services
- ‘Places’ – including: major projects, minor works, highways, school capital works, safety and compliance, operator services and temporary structures
- ‘Products’ – including: transport, energy, waste, environmental services, professional services, ICT, soft facilities management and business support

2.3 The Procurement Plan is indicative of anticipated procurement activity and may be subject to change, for example based on the outcome of commissioning decisions or due to changes to service budgets and service priorities. The procurement options for each requirement are considered as part of the commissioning process based on a number of factors, including whether the services are required in future, whether remodelling is necessary, consideration of ‘Make or Buy’ options, compliance with the Council’s financial regulations and Public Procurement Regulations, and the overall risks, costs and benefits of tendering. All procurement activity is conducted in accordance with the core principles of the Nottingham City Council Procurement Strategy 2018-23:

- Commercial efficiency
- Citizens at the heart
- Partnerships and collaboration
- Governance, fairness and transparency
- Ethical standards
- Innovation and improvement

2.4 The outcomes of procurement activity undertaken the Procurement Strategy 2014-17 were reported to Committee in June 2017. This included a total of £288m injected into the local economy – representing 69% of total contract value. In 2016/17 alone, £48m was awarded to City SMEs - 60% of the total contract value awarded. Between 2014 and 2017, 364 new entry level jobs and apprenticeships were created through contracts awarded.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

3.1 Do nothing. This would impact upon the planning of the Council’s procurement activity across all goods, works and services. There would be a risk of non-compliance with the Council’s Contract Procedure Rules and Financial Regulations and EU and UK Procurement Regulations due to procurement activity not being undertaken in a timely way and contracts needing to be extended beyond their expiry date. In relation to commissioned services, it would impact on the alignment of procurement activity with the programme of commissioning reviews undertaken within Strategy and Resources. For these reasons, this option was rejected.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

4.1 The recommendations of this report do not have any specific financial implications.

- 4.2 As each element of the Procurement Plan set out in Appendices 1- 3 is undertaken, separate approvals will be required by the relevant Board or Portfolio Holder decision as appropriate.
- 4.3 This approval will include the appropriate financial implications and recommendations ensuring budget availability and aligning any procurement savings captured as part of the Medium Term Financial Plan (MTFP).

Hayley Mason, Strategic Finance Business Partner, 9 March 2018

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 The Council's Contract Procedure Rules and Financial Regulations, EU Public Contracts Directives, the Public Contracts Regulations 2015 and Concession Contracts Regulations 2016 dictate that the Council should undertake a formal tender process for the award of contracts of a particular value. The Procurement Plan addresses the risk of non-compliance with these Regulations by providing a tool for planning procurement activity across all contracts based on their expiry date.
- 5.2 The Procurement Plan sets out an ambitious programme of procurement activity across all categories of goods, works and services. Planned procurement activity includes the re-tendering of existing contracts prior to expiry, and anticipated procurement of new goods, works and services to meet new priorities. The delivery of this programme of activity depends upon the necessary resources being available. The number of tenders undertaken will be dependent on the outcomes of the commissioning process for each requirement (including the consideration of procurement options) and will be subject to a formal decision making process.
- 5.3 The Legal Services Team will provide support and contribute to the delivery of the Procurement Plan by advising on relevant legislation, legal and commercial risks, compliance with the City Council's Constitution and drafting and approving of contract documents.

Andrew James, Team Leader Contracts and Commercial, 8 March 2018

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

- 6.1 This decision does not have any implications for strategic assets and property.

7 SOCIAL VALUE CONSIDERATIONS

- 7.1 The Nottingham City Council Procurement Strategy 2014-2017 sets out how procurement will drive the Council's key priorities of economic growth, social value and sustainability. It outlines how procurement will contribute to the economic, social and environmental well-being of the City through consultation, supporting the local economy, social benefits and protecting the environment.

- 7.2 For each procurement process, consultation will be undertaken and full consideration will be given to how the goods, works or services procured could improve economic, social and environmental well-being in Nottingham, in accordance with the Public Services (Social Value) Act 2012. Social value considerations will be made throughout the procurement process to ensure opportunities are maximised to improve the wellbeing of the City and its citizens. In relation to commissioned services for vulnerable adults and children, social improvements are expected for those receiving services.
- 7.3 Procurement activity undertaken in accordance with the Procurement Plan will support the implementation of the Council's Business Charter, through the inclusion within eligible contracts of relevant contract specific requirements and targets based on the principles of the Charter. To maximise the economic, social and environmental benefits delivered from each contract, the contract requirements and targets will be developed in each case as appropriate and proportionate to the contract being procured.
- 7.4 A Procurement Project Register is maintained as a mechanism to monitor the outcomes of procurement activity undertaken, in particular progress against the key economic, social and environmental targets within the Procurement Strategy.

8 REGARD TO THE NHS CONSTITUTION

- 8.1 This is considered where appropriate for relevant service areas.

9 EQUALITY IMPACT ASSESSMENT (EIA)

- 9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because:

This report does not contain proposals for new or changing policies, services or functions, financial decisions or decisions about implementation of policies developed outside the Council

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 10.1 None

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 11.1 Quality and Commissioning Procurement Plan Report – Executive Board Commissioning Sub-Committee, 23 May 2012.
- 11.2 Nottingham City Council Procurement Strategy 2014-17
- 11.3 Nottingham City Council Procurement Strategy 2018-2023
- 11.3 Procurement Strategy Implementation Update - Report to Commissioning and Procurement Sub Committee, 14th June 2017
- 11.4 Public Services (Social Value) Act 2012.

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APPENDIX 1 - PEOPLE CATEGORY



Ref	Sub-category	Project Title	Indicative Contract Value (whole life)	Mar 18	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	
2342	Crime and Drugs Partnership	Specialist ED Domestic Violence Nurse	£180,000																																																													
3005	Health	Healthwatch																																																														
3055	Children	Giving Nottingham Children the Best Start Service																																																														
3056	Adult Social Care - Community	Adult Homecare																																																														
2351	Crime and Drugs Partnership	Young People's Substance Misuse Service	£320,000																																																													
2427	Crime and Drugs Partnership	POW Service	£72,000																																																													
3016	Children	Children's Homecare																																																														

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Agenda Item 5

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE
10 April 2018

Subject:	Supply and Delivery of Frozen Food and Grocery		
Corporate Director(s)/ Director(s):	Andy Vaughan, Corporate Director of Commercial and Operations		
Portfolio Holder(s):	Sally Longford, Portfolio Holder for Neighbourhood Services and Local Transport		
Report author and contact details:	Thomas Ali, Food Development Officer Thomas.Ali@nottinghamcity.gov.uk , 01158761743		
Key Decision	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Subject to call-in	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reasons: <input checked="" type="checkbox"/> Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			<input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Total value of the decision: £6,000,000			
Wards affected: All Wards		Date of consultation with Portfolio Holder(s): 20 th March 2018	
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input checked="" type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			<input type="checkbox"/>
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
We have 83 sites split between schools, commercial and care homes which all require frozen food or grocery products. The previous contract has been running for 4 years.			
This applies to schools, commercial units and care homes, covering all wards in city.			
Exempt information:			
None			
Recommendation(s):			
1) To approve the undertaking of a full tender to procure a contract for the supply of frozen food and groceries. The contract will be for a 2 year period with the option to extend for a further 1 + 1 years.			
2) To delegate authority to the Corporate Director for Commercial and Operations to award the contract following the tender process.			

1 REASONS FOR RECOMMENDATIONS

- 1.1 The current contract for the supply of frozen food and groceries expires on 01/10/2018. A new contract needs to be put in place and therefore a competitive tender process will ensure that both quality of product and value for money for the commercial and education sites.
- 1.2 This is a contract for supplies and is subject to the Public Contracts Regulations 2015 which requires the City Council to undertake a competitive tender process to award the contract.
- 1.3 The rationale for the decision is that all this expenditure will be covered by the charges for school meals, that is either through paid meals or the Free School Meals budget or income from commercial sites.

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

- 2.1 We have 83 sites split between schools, commercial and care homes which all require frozen food or grocery products. The previous contract has been running for 4 years. The previous tender was a framework tender with Nottinghamshire County Council, which proved to be less competitive at reducing food costs and providing a quality service. Looking to have individual tender with option for frozen food and grocery to be split and supplied by different businesses to provide a more bespoke, cost effective offer and look to use local suppliers where possible. This will reduce food miles.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 3.1 Do nothing. This option has been rejected as Nottingham City Council needs a supplier to provide food to the schools and commercial units to ensure that services continue to be provided to citizens.

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

- 4.1 Base budget for the annual cost already exists within schools and commercial catering. Annual spend is typically between £2m and £2.5m on food provisions in total. This tendering exercise will help schools and commercial catering to continue to contribute a surplus to the MTFP through greater value for money and competitive pricing.
- 4.2 The contract should adhere to Financial Regulations and be reviewed throughout and at the end to ensure prices remain competitive and are still fit for purpose for the service.
Phil Gretton Senior Commercial Business Partner 12th March 2018

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 Procurement colleagues will assist with the tendering exercise to ensure that a fully compliant value for money contract is entered into.

- 5.2 This report raises no significant legal issues provided the contract is awarded in compliance with the Public Contracts Regulations 2015 and the City Council's Financial Regulations.

Andrew James Team Leader (Contracts and Commercial) 12th March 2018

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

- 6.1 Not Applicable

7 SOCIAL VALUE CONSIDERATIONS

- 7.1 Procuring best quality provisions to provide a nutritious and balanced diet to the City's schoolchildren, Residential Unit users and staff. The tender will be open to local suppliers for consideration, this will allow us to be more flexible with our purchasing and where possible use local suppliers. This will benefit by reducing food mileage and keeping transport costs low.

8 REGARD TO THE NHS CONSTITUTION

- 8.1 Not applicable

9 EQUALITY IMPACT ASSESSMENT (EIA)

- 9.1 Has the equality impact of the proposals in this report been assessed?

No



An EIA is not required because:

No equality issue will result as part of this decision, this is a process to procure products for the service and does not involve amending any current policies.

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 10.1 None.

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 11.1 None.

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Agenda Item 6

COMMISSIONING AND PROCUREMENT SUB-COMMITTEE
10 April 2018

Subject:	Extra Care Provision within Nottingham City		
Corporate Director(s)/ Director(s):	Candida Brudenell, Corporate Director Strategy & Resources / Katy Ball, Director of Procurement & Children's Commissioning Linda Sellars, Director of Quality & Change / Gemma Poulter, Head of Integration for Adults		
Portfolio Holder(s):	Councillor Nick McDonald, Portfolio Holder for Adults and Health		
Report author and contact details:	Claire Labdon-West, Commissioning Manager 0115 8764804		
Key Decision	X Yes <input type="checkbox"/> No	Subject to call-in	X Yes <input type="checkbox"/> No
Reasons: X Expenditure <input type="checkbox"/> Income <input type="checkbox"/> Savings of £1,000,000 or more taking account of the overall impact of the decision			X Revenue <input type="checkbox"/> Capital
Significant impact on communities living or working in two or more wards in the City			<input type="checkbox"/> Yes X No
Total value of the decision: £3.822million			
Wards affected: All	Date of consultation with Portfolio Holder(s): 27.03.18		
Relevant Council Plan Key Theme:			
Strategic Regeneration and Development			<input type="checkbox"/>
Schools			<input type="checkbox"/>
Planning and Housing			<input type="checkbox"/>
Community Services			<input type="checkbox"/>
Energy, Sustainability and Customer			<input type="checkbox"/>
Jobs, Growth and Transport			<input type="checkbox"/>
Adults, Health and Community Sector			X
Children, Early Intervention and Early Years			<input type="checkbox"/>
Leisure and Culture			<input type="checkbox"/>
Resources and Neighbourhood Regeneration			<input type="checkbox"/>
Summary of issues (including benefits to citizens/service users):			
<p>As part of the Older People's Big Ticket work, the need to increase the use of Extra Care provision has been identified. By offering citizens tenancies with onsite support, including night provision, citizens are able to remain independent in their own tenancies for longer. This approach will delay or prevent the need for residential care. Nottingham City uses higher levels of residential care than comparable authorities do and part of the Big Ticket work is targeted at reducing this percentage.</p> <p>The current contracting arrangements for the onsite care provider at Woodvale is due to end in Oct 2018 and new contractual arrangements are required from 1st November 2018. A new Extra Care development with Nottingham City Homes (NCH) is due to be completed in April 2019 with the apartments being ready to let in May 2019. Adult Social Care will have nomination rights to 20 units, which is 50% of the total within this development and an onsite care provider needs to be commissioned for this service.</p> <p>There are currently 225 units of Extra Care accommodation and the new development at Winwood Heights will increase this to 245. Adult Social Care (ASC) will actively utilise the provision to citizens where there is a risk that they require residential care within the next 6 months.</p>			

Exempt information:**State 'None' or complete the following.**

None

Recommendation(s):

- 1** To procure onsite care providers for Woodvale and Winwood Heights for a three year period with an option to extend for a further three years (at the discretion of the Council) via an open and competitive tender process.
- 2** To delegate authority to the Head of Contracting and Procurement to approve the outcome of the tenders and award contracts to secure best value.
- 3** To delegate authority to the Market Strategy and Development Manager to sign contracts arising from the tender process once the tender outcome is agreed.
- 4** To approve expenditure in association of the amount above

1 REASONS FOR RECOMMENDATIONS

- 1.1 Extra Care accommodation provides a viable alternative to residential care. Other Authorities have been able to utilise Extra Care as a mechanism to significantly reduce their use of residential care for older people, increasing levels of independence and enabling citizens to remain in the community for longer. This provides better outcomes for citizens as they are able to remain independent within the community for as long as is possible. This supports the Better Lives Better Outcome programme to reduce the number of older citizens who are admitted to residential care.
- 1.2 There are two Extra Care projects that require new contractual arrangements. These are the existing service at Woodvale and a new Extra Care service at Winwood Heights which is an NCH development.
- 1.3 A nominations process has been developed with ASC to clearly define the roles of ASC, the care provider and the landlord in the nominations process which will ensure that the most appropriate use is made of Extra Care provision within Nottingham City. Citizens with care needs who are at risk of requiring residential care will be given priority.
- 1.4 The contract value is based on current commissioned packages of care, which have been agreed through separate Adult Social Care processes, the block contracts for night care at Woodvale and what we anticipate the care levels to be for Winwood Heights. Whilst the proposed tender process is likely to increase this cost envelope by approximately £327,000pa (see appendix 1), this will be offset by reductions in the level of spend on homecare and residential care. Extra Care providers will be funded at the same level as Accredited Homecare providers. There will be a small additional cost to meet potential night care requirements. Based on the average cost of an Extra Care package, compared to a residential placement, there is the potential to deliver a saving of £7436pa per person.

The proposed hourly rate for Extra Care will be £15.50, which is equal to the current rate paid to accredited Homecare providers. The average costs can be broken down as follows:

Table 1 – Breakdown of Average Costs			
	Average homecare costs pp	Average Extra Care Costs pp	Average Residential care pp*
Per week	£200	£222	£365
Per Annum	£10,400	£11,544	£18,980

**the Homecare and Extra Care costs assume an average Fairer Charging contribution of £30pw.*

2 BACKGROUND (INCLUDING OUTCOMES OF CONSULTATION)

2.1 There are two separate services for which an Extra Care provider is required. It is proposed that these will be tendered at the same time but as two separate lots, in order to encourage as many providers as possible to bid for the contracts.

- **Woodvale**

Woodvale contains 56 units of accommodation of which ASC has nomination rights to 27. Metropolitan is the landlord of the accommodation and Agincare is the current care provider. There is currently 24-hour care at Woodvale and the night care is currently funded through a block contract. It is proposed that this arrangement will continue under the new contract until such time that banded rates become financially viable.

- **Winwood Heights**

NCH approached Nottingham City Council with the opportunity to create a new Extra Care facility on the site of Woodthorpe Court and Winchester Court. The new development is being called Winwood Heights. As well as improvement to the communal areas in the two main towers, the development includes a new building containing 40 fully accessible apartments. Nottingham City Council will have nomination rights to 50% of the new flats for Extra Care.

2.2 Of the 20 flats Adult Social Care will have nomination rights to, a proportion of these will be utilised as Assessment Apartments. Initially four units will be utilised for this purpose with the option to increase the number as apartments become vacant and if required. The focus will be on an intensive period, generally 3 weeks, of reablement with the aim being that the citizen returns to their home at the end. It is anticipated that 70% of citizens will return home with a reduced package of care, 20% will require permanent Extra Care accommodation and 10% will need long term residential care. The learning from other Local Authorities is that this type of provision is more successful when the care is provided by an Internal Reablement Service. The Reablement Service intends to increase its staffing capacity in order to have colleagues who are based at Winwood Heights. This makes the cost of the Assessment Apartments greater than a residential alternative in the short term. However, the apartments can provide a long term saving during the year after reablement in excess of **£76,000**, assuming that the alternative outcome would have been a long-term place in residential care for 80% of citizens who

enter a short term placement. Full details of the cost benefit analysis are detailed in appendix 2

- 2.3 The service Specification for Extra Care has been re-written to reflect the focus on promoting independence wherever possible. There is a clear focus on enablement and on achieving the outcomes set in the citizen's care and support plan.
- 2.4 The Nomination Process sets out the responsibilities of ASC, the Landlord and the Care Provider as well as the liability for void costs. Nottingham City Council will only be responsible for void costs where ASC have specifically requested that the landlord hold the vacancy for more than 28days.
- 2.5 As well as the new nominations process which will form part of the contracts, ASC have identified internal processes which will ensure that Extra Care accommodation is utilised appropriately and that practitioners are actively identifying citizens who can benefit from Extra Care. Work has already begun to promote Extra Care within the Community Teams within ASC.
- 2.6 Under the proposed model, citizens will have their care needs assessed by Adult Social Care and then be placed within a care band (see Appendix 3) which is not task based but relates to their general care requirements. The focus is on achieving the outcomes set by the citizen and ASC within the number hours set for their care band. This gives flexibility and means that the care provider will be able to react to changes in need swiftly and citizens only need to be reassessed where there is a significant change in their need. Consultation with providers has shown that they are supportive of this structure and find that this enables personalisation of care and a clear focus on achieving outcomes for citizens.
- 2.7 Analysis has shown that a banded rate can be more cost effective for the Council than an hourly rate would be as long as there is an even spread amongst the care bands within the service as a whole. There also needs to be a sufficient volume of citizens in receipt of care to make banded rates financially viable. In order to mitigate the risk of additional financial pressures on Nottingham City Council, it is proposed that for the initial period of the contract at Woodvale remain on an hourly rate with a block contract for night care. This period will be utilised by ASC to make use of nomination rights and increase the number of citizens with care needs. Once there is a sufficient number of citizens with a care need then banded rates will be implemented. It is recommended that Winwood Heights be on Banded rates from the contract start date as long as this is financially viable for Nottingham City Council and the provider. If this is not the case then the hourly rate will be paid along with a block contract for night care until such time that banded rates become financially feasible. It is envisaged that this will be when a minimum of 8 hours of night care are commissioned per night. The change from a block contract to banded rates will not increase the cost to Nottingham City Council.
- 2.8 Citizens who are currently resident within Extra Care accommodation within Nottingham City are generally very positive about their experience of living in this type of accommodation. The main concern that was raised by citizens was with regard to the level of flexibility that the provider is able to offer with regard to the timings of calls. It is felt that the greatest opportunity for flexibility is available by using the care band structure for pricing. This outcome-focused

model allows the provider to be flexible with the care provision and work with the citizen to develop their care package. The proposed funding model should enable providers to staff their rota in order to meet the varying needs of their citizens.

3 OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

3.1 Do nothing – the current contracts are expiring and new contractual arrangements are needed in order to ensure that the citizens requiring these services continue to receive them. Without an onsite care provider, Winwood Heights would not be an Extra Care facility and would revert to being NCH general needs Independent Living Accommodation.

3.2 No longer commission an onsite care provider at Woodvale. Citizens currently in receipt of night care could be moved into alternative Extra Care accommodation within the new development at Winwood Heights. All other packages could be managed through the Homecare Lead Contracts and accredited list. The purpose of the new development at Winwood Heights however is to increase the supply of Extra Care in order to reduce reliance on residential care. By moving those already in accommodation into the new development, this would reduce our ability to meet the target of reducing residential accommodation.

3.2.1 If alternative provision was available within the required timescale there would be a number of complications and risks to services users. This would require a number of vulnerable citizens to leave their homes and move in order to continue to receive a care service. This is likely to necessitate a change in carer and may have a negative impact on care needs particularly where there is a risk of dementia

3.2.2 Move the citizens currently in receipt of night care into residential accommodation and manage all other packages of care through the homecare framework and accreditation. This would be an additional financial pressure on the local authority of approximately £50,000pa for the cost of residential care over the current cost of care for the 7 citizens who are receiving night care. Managing care in the day time through the Homecare provision could create capacity issues and would reduce the number of Extra Care nominations available to Nottingham City Council. The number of Extra Care units would substantially reduce, as there are 88 units which ASC have nomination rights to over the both sites

4 FINANCE COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)

4.1 The cost of the proposals contained within this report are detailed in **Table 2** below which includes the contract values at a service component level. The value of the decision reflects the total estimated cost over the life of the contracts, however it should be noted that approval to spend for the care provision component will be given through established mechanisms that exist within Adult Social Care for each individual package of care.

TABLE 2 – COST OF EXTRA CARE PROVISION					
Service	Component	Contract Period	Annual Value £m	Estimated Contract Value £m	
Woodvale	Care Provision	3 + 3 years	0.246	1.476	Note 1
	Night Care - Max. Block Value		0.047	0.282	Note 2
	Fee Rate Increase		0.002	0.012	Note 3
		Sub-Total	0.295	1.770	
Winwood Heights - 16 Extra Care Placements	Care Provision	3 + 3 years	0.200	1.200	Note 1
		Sub-Total	0.200	1.200	
Winwood Heights - Assessment Apartments	Care - Internal Reablement Service	Council Staff Cost	0.107	0.642	
	Accommodation Costs	3 + 3 years	0.035	0.210	
		Sub-Total	0.142	0.852	
		Total	0.637	3.822	

Note 1: Care provision is approved through the council's scheme of delegation for adult's care packages.

Note 2: The night care block value represents the maximum spend under this component, however actual care delivered at night included in citizens support packages will be reduce this value until banded rates become financially viable.

Note 3: The fee rate increase will be funded from the fee rate provision included in the Council's Medium Term Financial Plan.

4.2 As detailed in Paragraph 1.1, Extra Care provision provides a viable alternative to residential care whilst providing better outcomes for citizens. The table in paragraph 1.4 shows the average cost of extra care is £222 per week against the average cost of residential care of £365, a difference of £143 per week.

4.3 The re-procurement of services at Woodvale will maintain this provision as an Extra Care Service and whilst the costs of this decision are based on hourly rates, the long term proposal will be to move to banded rates once they become financially viable which equates to 8 hours of night care per night. These changes will be facilitated within the service contract and result in no additional cost to the Council.

4.4 The apartments at Winwood Heights will provide new extra care provision within Nottingham City for which Adult Social Care will have nomination rights for 16

apartments. Whilst this will provide opportunity to make efficiencies of approximately £7k per placement per year compared to a residential placement, the actual cost of care provision will be determined as citizen's move into the service. The funding of this service will be met from reductions in other forms of social care provision such as residential care and home care and will support a reduction in the use of residential care.

- 4.5 The commissioning of assessment apartments at Winwood Heights will deliver longer term savings of approximately £76k per year as detailed in Paragraph 2.2 and Appendix 2.2 and will support savings included in the Council's Medium Term Financial Plan (MTFP). Evaluation of this service after it has commenced should be undertaken to ensure both the assumptions in the financial modelling are robust and the period of reablement is effective in delivering efficiencies in the cost of care provision. Part year savings will be achieved in the first year and effective utilisation / management of the assessment apartments must be delivered in order to achieve the savings identified in this report.
- 4.6 By procuring services that meet the needs of local people through the most economic, efficient and effective means and procuring Extra Care Services at a fixed price that commissioners regard is sufficient to cover provider costs, value for money will be delivered.

Darren Revill, Senior Commercial Business Partner (Adult Social Care). 27/03/18

5 LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND INCLUDING LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)

- 5.1 Extra Care is an accommodation based service. The City Council will need to put in place an agreement with the owner or landlord of the accommodation where the Extra Care services are to be provided which reserves to the City Council an agreed number of units for which the City Council has the right to nominate citizens to occupy the unit and receive the Extra Care. This will not be a tenancy agreement with the owner/landlord but may require the City Council to reimburse lost rental during void periods. The agreement would also require the landlord to co-operate with the Extra Care services provider.

Andrew James, Team Leader (Contracts and Commercial). 23/03/18

- 5.2 The procurement of the two Extra Care services proposed in this report will be undertaken by the Procurement Team in compliance with the requirements of EU and UK Procurement Regulations (Light Touch Regime) which require services of this type above the value of £589,900 to be advertised and procured in accordance with these rules. There will be a requirement for agreements to be put in place around the owner / landlord arrangements for this provision.

Julie Herrod, Lead Procurement Officer. 26/03/18

6 STRATEGIC ASSETS & PROPERTY COLLEAGUE COMMENTS (FOR DECISIONS RELATING TO ALL PROPERTY ASSETS AND ASSOCIATED INFRASTRUCTURE (STRATEGIC REGENERATION COMMITTEE REPORTS ONLY)

- 6.1 N/A

7 SOCIAL VALUE CONSIDERATIONS

- 7.1 Extra Care provision provides social value through encouraging residents to engage in activities, including volunteering. Citizens are encouraged to facilitate activities and to engage other residents in these. This helps to reduce social isolation and may carry additional benefits to, for example, physical and mental health.
- 7.2 Extra Care also helps to prevent costs to other services such as health, particularly emergency health services.
- 7.3 Extra Care enables older people to remain independent in their own homes and reduces the need for residential care.

8 REGARD TO THE NHS CONSTITUTION

- 8.1 Local Authorities have a statutory duty to have regard to the NHS Constitution when exercising their public health functions under the NHS Act 2006. In making decisions relating to public health, functions we consider the NHS Constitution where appropriate and take into account how it can be applied in order to commission services to improve health and wellbeing

9 EQUALITY IMPACT ASSESSMENT (EIA)

- 9.1 Has the equality impact of the proposals in this report been assessed?

Yes

X

An EIA for the new development at Winwood Heights is attached as Appendix 4, and due regard will be given to any implications identified in it.

An EIA is not required for Woodvale as the proposals are to continue an existing service without any alteration to eligibility for the service. The cohort supported by the existing service will not change, and none of the alterations to contracting methods have any impact on any groups with protected characteristics regardless of whether they are eligible for the service or not.

10 LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)

- 10.1 None

11 PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT

- 11.1 None

Extra Care Cost Options – Summary Table

Woodvale. This is a current service provided by Agincare. There are currently 20 residents in receipt of care, 8 of whom have commissioned night care hours. There is currently a block contract for night care at Woodvale and it is proposed that this is continued at its current rate. Base on the commissioned hours, the total cost of this contract is currently **£293,000pa**. The proposed new hourly rate will increase the total cost by approximately **£2,240pa**.

Winwood Heights. This is a new development with NCH. There are 40 flats, 20 of which ASC will have nomination rights to. ASC intend to use 16 apartments for Extra Care. A care provider will need to be procured to deliver the 24 hour onsite care provision. The cost of the Extra Care contract is estimated to be in the region **£200,000**. This is an indicative cost which cannot be finalised until the citizens have been identified who will be moving into the service. ASC intend to use 4 of the remaining flats as Assessment Apartments which will be short stay for a maximum of 6 weeks with a clear focus on reablement. The apartments will be utilised for prevent Delayed Transfers of Care and to prevent short stay residential placements. The cost of these apartments is likely to be in the region of **£142,048pa**. This includes the cost of the internal Reablement Service as well as rent and service charges, including furnishing the apartments. The remaining 20 units will be let by NCH through Homelink.

Impact on Cost Envelope	Benefits	Risks	Mitigation	Recommendation
Winwood Heights				
1. Banded Rates. Citizens are placed into a care band based on their assessed needs. The band contains a bracket of hours and the provider and citizen will develop a support plan to meet their outcomes within the time bracket.				
Winwood Heights is a new service. Cost of care provision estimated to be +£200,000pa	<ul style="list-style-type: none"> Banded rates gives flexibility for the citizen and care provider Banded rates are outcomes focused Time efficient for ASC as reviews are only required when moving from one care band to another 	<ul style="list-style-type: none"> Value for money is only achieved where there is a spread of care needs. There needs to be sufficient volume of care packages to make banded rates feasible for the provider. The costings are based on rates currently used and may require an uplift to be feasible for smaller services such as those detailed in this report. 	<ul style="list-style-type: none"> Use banded rates only where sufficient volume exists Allow the banded rates to reflect the minimum funding required by the service to operated night care. This will not increase the cost to Nottingham City Council. 	<ol style="list-style-type: none"> Utilise banded rates for the new development at Winwood Heights. The tender to include the caveat the contract will be paid on the proposed hourly rate with a block contract for night care until such time that the banded rates become financially viable.
Woodvale				
An Hourly Rate of £15.50 with a Block Contract for Night Care at current rate of £47,325 . This hourly rate is in line with current Homecare Accredited Providers hourly				

rate.				
<ul style="list-style-type: none"> • +£2,240 	<ul style="list-style-type: none"> • Increased rate will help to make Extra Care sustainable in the long term and a viable alternative to residential care • Even at this rate, Extra Care can still be more cost effective than residential care 	<ul style="list-style-type: none"> • This is an increase on the current Extra Care spend 	<ul style="list-style-type: none"> • ASC to maximise nomination rights to reduce spend on residential care. This can mitigate the initial increase in spend 	<ol style="list-style-type: none"> 1. Pay providers £15.50 per hour and provide a block contract at current rate. 2. ASC will increase the use of Extra Care as an alternative to residential care which has the potential to achieve substantial savings.
Assessment Apartments 4 apartments at Winwood for short term stays with a reablement focus from which the majority of citizens return to the community				
<ul style="list-style-type: none"> • £142,048 	<ul style="list-style-type: none"> • Better outcomes of citizens • Potential savings of up to £208,926pa on a residential alternative (see appendix 2) 	<ul style="list-style-type: none"> • Savings dependent on apartments being utilised by ASC • Cost needs to incorporate cleaning / management costs 	<ul style="list-style-type: none"> • Apartments can be converted back to Extra Care Allocation • Usage monitored through allocation process / meetings 	<ol style="list-style-type: none"> 1. Utilise 4 Assessment Apartments, review impact monthly and extend provision if appropriate

Appendix 2 - Assessment Apartments

Four apartments at Winwood Heights will be utilised as assessment apartments. The purpose of these is to provide an intensive period of reablement with the overall objective that citizens will return home at the end of the period with a reduced package of support. Support will last for between 3 and 6 weeks and is free to the citizen which means the full cost will need to be met by ASC.

Assumptions

The following assumptions have been made for this financial modelling:

- 70% citizens will return home with a reduced package of care
- 20% will go into Extra Care accommodation
- 10% of citizens will go into residential care
- Citizens will stay in the assessment apartments for a maximum of 6 weeks but generally 3-4 weeks. For the purpose of this financial modelling a period of 6 weeks has been used
- 80% of citizens who enter a short term residential placement remain there on a long term basis

Cost of Short term Reablement

1. Short Term Residential Care

Item	Per week	Per annum
Total cost to NCC	£455	£23,660 x 4 £94,640

2. Assessment Apartments

Item	Per week	Per annum
Rent (for 4 apartments)	£580 (tbc)	£30,160
Service charge (incl. furnishing and utilities) (for 4 apartments)	£94 (tbc)	£4,888
Care provided by the Internal Reablement Team		£107,000pa
Total		£142,048 (for 4 apartments)

Projected Costs for the year after Reablement Provision

Community Provision

	Per Week	Per annum
25 (70%) Citizens will return home with 10 hours of care	£4,043	£210,210
7 (20%) Citizens will require Extra Care Accommodation	£1,554	£46,176
4 (10%) will require long term residential care	£1,460	£75,920
	£3,460	£332,306

Long Term Residential Care

Generally 80% of citizens who enter short term residential care remain there on a long term basis. Based on this assumption, if the Assessment Apartments were not available, approximately 29 of the 36 citizens would remain in a long term residential placement.

	Per Week	Per annum
29 x residential placements	£10,585 (£365pppw)	£550,420 (£365pppw)

NB These costs assume that there is no care cost for the 7 citizens who leave a short term residential placement

Potential saving for the year after Assessment Apartments

£550,420 - £332,306 (cost of care following reablement) - £142,048 (cost of apartments) = **£76,066**

The four flats being proposed are at the Winwood Heights Development. There is scope to develop this type of provision with other providers and the ECCT have a commitment to this as an organisation in their corporate plan.

Appendix 3

Care Levels and Definitions

General

All Care Plans are agreed with the citizen with the objective of supporting their aspirations and expectations and promoting their right to lead as independent a life as possible

The Care Levels are needs based and will be agreed with the citizen, Adult Social Care (ASC) and the Provider. The options contained within each care level are for illustrative purposes only and care plans should reflect the particular needs of the individual citizen. No one task will lead to a higher care band if the task can be delivered within the hours contained within the band.

Care should be delivered flexibly with a focus on achieving the outcomes for the citizen. As long as the total number of hours does not exceed the number contained within the agreed level, care hours can be delivered either in the day or night depending on the needs of the Citizen.

The Provider may make further services available to citizens at an additional cost for the avoidance of doubt the Council **shall not** be liable for the cost of any further services used by citizens. Examples of further services are:

- meals in the restaurant;
- activities, entertainment and outings;
- health and fitness club;
- chiropody;
- hairdressing.

Further services could also include additional hours of care and / or housing keeping which are in addition to those commissioned by Nottingham City Council and does not form part of the citizen's individual care plan.

Level 1

1.1 A level 1 care package should include a maximum of **4 hours** of care per week

1.2 Citizens with a level 1 care need is likely to have an ability profile score for mobility plus activities of daily living between 2 and 16. The psychological scoring and the citizen's mental well-being should also be taken into account.

1.3 A level 1 care package could include the following options:

- brief daily visit, for assistance with dressing, washing or meal preparation e.g. administering eye drops, or prompting to self-administer medication;
- Care and Support Workers present at the Premises building 24 hours a day, providing emergency call system cover;
- assistance weekly with one or two of:- shopping, bathing, laundry, housework (shopping may be a delivery service by a local shop, or assistance to a local shop);
- attendance at social activities daily if wished;

1.4 A level 1 care plan should be reviewed with the citizen at least every six months;

Level 2 (Assistance and Reminders)

2.1 A level 2 care package should include a maximum of **11 hours** of care per week

2.2 Citizens with a level 2 care need is likely to have an ability profile score for mobility plus activities of daily living between 17 and 35. The psychological scoring and the citizen's mental well-being should also be taken into account.

2.3 A level 2 care package could include the following options:

- all of the options set out under Level 1 (Assistance) plus:
- additional planned contact with staff once or twice a day;
- assistance weekly with any or all of: shopping, bathing, laundry, housework;
- assistance with clothes selection and dressing;
- reminders/monitoring;
- reminders/orientation regarding meals, nutrition and hydration;
- assistance with daily bed making;
- observation and ad hoc reminders and assistance;
- assistance with ordering and administration of medication;
- liaison with other professionals as required, e.g. GP, district nurse, social worker;
- assistance with booking appointments, and with arranging transport to the appointment;
- escort to social club and/or restaurant once a day if applicable;
- escort or reminder to attend the social facilities enable and prompt the Service User to attend interest groups, to participate in the schemes decision making;
- assistance of volunteer to help participation in activities; and

2.4 The care plan should be reviewed with the citizen every 6months.

Level 3 (Personal Support and Assistance)

3.1 A level 3 care package should include a maximum of **15.5 hours** of care per week

3.2 Citizens with a level 3 care need is likely to have an ability profile score for mobility plus activities of daily living between 27 and 49. The psychological scoring and the citizen's mental well-being should also be taken into account.

3.3 A level 3 care package could include the following options:

- all of the above options set out under Levels 1 and 2 plus;
- daily help with clothes selection, dressing, personal care and orientation;
- help with bathing or showering;
- supervision of meals and fluids;
- Two person transfers where required
- provision of pension collection service; advice on setting up bank account and standing orders; and

3.4 The care plan should be reviewed with the citizen every 6 months.

Level 4 (High levels of personal care, support and assistance)

4.1 A level 4 care package should include a maximum of **22.5 hours** of care per week

4.2 Citizens with a level 4 care need are likely to have an ability profile score for mobility plus activities of daily living of over 35. The psychological scoring and the citizen's mental well-being must also be taken into account.

4.3 A level 4 care package could include the following options:

- all of the above options set out in Levels 1, 2 and 3 plus:
- escort to social club and/or restaurant twice a day;
- assistance with personal finances'
- assistance with bladder and bowel incontinence through a continence programme;
- assistance with preparation of hot drinks through the day;
- frequent well-being pop-in checks
- use of hoist for moving and handling
- occasional escort for hospital appointments and to the surgery, if relatives are not available
- staff present at activities to enable and prompt the resident in participating

Level 4 care plans should be reviewed with citizen every 3 months

Level 5 (High level of personal care, support and assistance)

5.1 A level 5 care package should include a maximum of **33.5 hours** of care per week

5.2 A citizen accessing this service likely to have an ability profile score for mobility plus activities of daily living over 45, and significant health needs.

5.3 A level 5 care package could include the following options

- all of the above options set out in Levels 1, 2, 3 and 4 plus:
- daily assistance with eating, by one-to-one feeding, or the provision of special diet. Monitoring of nutrition and fluid intake. Monitoring of nutrition and fluid intake;
- two person transfer;
- assistance with bladder and/or bowel incontinence through a continence programme;
- artificial feeding and supervision;
- assessment of Waterlow and tissue viability and use of the appropriate equipment;
- wound care management as required;
- organisation of speech therapy and physiotherapy as required;
- intervention for diabetes management;
- palliative care as appropriate;
- a 'well-being' check every three months

5.4 The care plan shall be reviewed with the citizen every 3 months

Equality Impact Assessment Form (Page 1 of 2)

screeintip-sectionA

Title of EIA/ DDM: Extra Care Provision within Nottingham City

Department: Strategy and Resources

Service Area: Strategic Commissioning

Author (assigned to Covalent): Clare Gilbert

Name of Author: Claire Labdon-West

Director: Katy Ball

Strategic Budget EIA Y/N (please underline)

screeintip-sectionB

Brief description of proposal / policy / service being assessed:

A new Extra Care development is being built in partnership with Nottingham City Homes (NCH) on the site of Woodthrope and Winchester Courts. As well as improvements to the existing two towers, the development includes 40 new build flats, with enhanced communal facilities. Adult Social Care (ASC) will have nomination rights to 50% apartments and these will be utilised for citizens with care needs prioritising those who are at risk of requiring residential care in the next 6 months.

Extra Care provision enables citizens generally aged 60 or over to remain in the community while having their care needs met through a personalised package of support. As the support needs of the citizen increase the care provider are able to react to this and ensure that services are provided in a timely manner, enabling people to remain living in their own homes and adjust the level of care needed as their needs change. This makes Extra Care provision a viable alternative to residential care.

NCH will be landlord of the accommodation and ASC will commission an onsite care provider.

Extra Care services are only available through an assessment by ASC. Citizens can apply to access the 50% of vacancies for which NCH hold the nomination rights to through Homelink.

The development will also include the provision of two assessment apartments which will be used for short periods of intensive reablement support. The purpose of this is to enable citizens to retain or regain the skills to live independently and it is anticipated that the majority of citizens will return home with either no care or a reduced package of care. The average stay in the assessment apartments will be between 3 and 6 weeks. This element of the service will be delivered on a pilot basis to test the success of the approach, and whether this provision can reduce the number of citizens who move into residential care.

screeintip-sectionC

Information used to analyse the effects on equality:

Information from Controc on the number of Citizens who are currently in receipt of an Extra Care package has been used. Extra Care is currently underutilised as a resource by ASC. Very few nominations are made on an annual basis so it is difficult to use this information to draw conclusions as the sample is small. Discussions have taken place with ASC as to what the citizen demand is for Extra Care. Discussions have also taken place with current Extra Care residents and providers with regard to how the new service could operate. Nottingham City Homes have had discussions with the NCH Equality and Diversity Team and also utilised tenant and leasehold data

screentip-sectionD	Could particularly benefit X	May adversely impact X
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>
Men	X	<input type="checkbox"/>
Women	X	<input type="checkbox"/>
Trans	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers.	X	<input type="checkbox"/>
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>
Older	X	<input type="checkbox"/>
Younger	<input type="checkbox"/>	<input type="checkbox"/>
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please underline the group(s) /issue more adversely affected or which benefits.</i>		

Page 48

screentip-sectionE	screentip-sectionF
<p>How different groups could be affected (Summary of impacts)</p>	<p>Details of actions to reduce negative or increase positive impact (or why action isn't possible)</p>
<p>This programme includes the high specification development of 40 new build, accessible flats for older and vulnerable tenants with support and/ or care needs. 24/7 care provision will be on site for those that require it, commissioned by Adult Social Care.</p> <p>New, enhanced communal facilities will be built for use by all 220 households on site, promoting community cohesion and combatting</p>	<ol style="list-style-type: none"> 1. As the landlord, NCH will continually assess the impact of the measures to citizens that are directly affected, including indicators such as fuel poverty, energy bill reduction analysis, health benefits etc. 2. Work to promote Extra Care amongst ASC will take place during spring 2018 to ensure that this option is considered for all Citizens who have care needs and are assessed as

social isolation.

This scheme will also improve the energy efficiency of existing homes through measures such as insulation and new windows. These improvements will reduce energy bills and positively impact on fuel poverty and the adverse health outcomes it causes.

Nottingham City Council will have nomination rights to 50% of the total units and these will be utilised to ensure that citizens with a care need are prioritised. Citizens who are at risk of requiring residential care will have an additional option for meeting their long term needs which will enable them to remain independent for as long as is possible.

The assessment apartments will help to prevent unnecessary admissions into residential care and enable citizens to retain their independence for as long as possible. The apartments will also be used for hospital discharges to ensure that Citizens are able to return to a community setting as soon as is possible.

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requiring residential accommodation. This will be completed before the new contracts begin in October 2018.

3. A nominations process has been developed to ensure that the Extra Care resources are targeted to Citizens with the greatest level of need. This process will form part of the contract and will be finalised by June 2018.
4. Equalities information will be collated as part of the contract monitoring of the service ,which will be used to understand utilisation from other minority groups and inform future developments of Extra Care services.
5. The use of the Assessment Apartments will be reviewed quarterly by Commissioning to ensure that they are being used appropriately and are meeting the outcomes set in the pilot of increasing independence and reducing reliance ASC.
6. The EIA will be reviewed annually when the impact of Extra Care generally will also be measured

Has consultation been done or planned for this proposal? •Completed •Planned

[screentip-sectionG](#)

Consultation has taken place with citizens who are current residents of Extra Care. Discussions on the service have also taken place with providers and with ASC who will be utilising the service.

Has human rights legislation been considered in this proposal? •Yes •No

[screentip-sectionH](#)

Outcome(s) of equality impact assessment:

- No major change needed X
- Adjust the policy/proposal
- Adverse impact but continue
- Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

The EIA will be reviewed annually when the impact of Extra Care generally will also be measured.

Approved by (manager signature):

The assessment must be approved by the manager responsible for the service/proposal. Include a contact tel & email to allow citizen/stakeholder feedback on proposals.

Clare Gilbert, Commissioning Lead for Adults

Clare.gilbert@nottinghamcity.gov.uk

0115 8764833

Date sent to equality team for publishing:

26/03/18

Send document or link to:

equalityanddiversityteam@nottinghamcity.gov.uk

Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:

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1. Read the guidance and good practice EIA's
<http://gossweb.nottinghamcity.gov.uk/nccextranet/index.aspx?articleid=9770>
2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.