

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

**Reference Number:**

3756

**Author:**

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**Department:**

Strategy and Resources

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**Subject:**

Specialist school nursing provision

**Total Value:**

£250,000 (Type: Revenue)

**Decision Being Taken:**

To approve dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation (3.29) to directly award a three year contract (with option to extend for a further two years) to deliver specialist school nursing provision to Oak Field Special School, to Nottingham University Hospitals NHS Trust.

To delegate authority to the Head of Contracting and Procurement to sign the final contract and agree extension of the contract for the further two years on the basis of performance, and subject to funding availability.

**Reasons for the Decision(s)**

Oakfield Special School requires specialist nursing provision to support in looking after pupils with complex health needs, such as those who need medical support around feeding. This medicalised nursing role significantly differs from Nottingham City Council's mainstream school nursing contract, which is delivered by Nottingham CityCare Partnership. It is proposed that two members of staff (1x NHS Band 6 nurse and 1x NHS Band 3 nurse) will be employed term-time only, to fulfil this role.

Nottingham University Hospitals are the proposed provider of this Specialist school nursing provision, on the grounds that no other provider has the relevant expertise and experience to be able to deliver the service. The service requires knowledge of clinical procedures such as suction and feeding arrangements required by some of the pupils at Oak Field School (see Appendix a), and is not deliverable as part of mainstream healthcare or education provision.

The service also requires a thorough knowledge of local health provision. Nottingham City Council have proactively engaged with the other local health providers, and have received confirmation that neither of the other local providers who have the relevant knowledge and skills, wish to deliver this service.

The total value of the proposed contract is to be £50,000 per year. £25,000 of this per year is to be met from Education funding and £25,000 to be met from historical Health funding, prioritised to Special Educational Needs (SEN). It is proposed to directly award the contract for a 3 year period with the option to extend for a further 2 years (£250,000 total), subject to funding availability.

**Briefing notes documents:**

Appendix A - Specialist school nurse duties.docx

**Other Options Considered:**

1) Do nothing: This option is not viable as there is currently no-one able to offer the required medical interventions to support pupils at Oak Field School during their school day. In some cases parents are coming into the school in order to feed their children during the day, as there is currently no alternative in place.

2) Procure specialist school nursing provision through an open tender process. Other Nottingham City health providers have confirmed that they do not wish to provide the specialist school nursing, as it differs considerably from other children's contracts they hold, and cannot be delivered as part of mainstream health provision. The provider would require thorough knowledge of local health provision which could only come from being an experienced local provider. Therefore any procurement process is likely to result in one bid from Nottingham University Hospitals NHS Trust only, which would not be an efficient use of Nottingham City Council's time and resources. Given the cost of providing a nurse with the relevant level of expertise, it is not anticipated that a tender process would secure any financial benefits. Therefore this option was rejected.

**Background Papers:**

None

**Published Works:**

None

**Affected Wards:**

Citywide

<b>Colleague / Councillor Interests:</b>	N/A
<b>Dispensation from Financial Regulations:</b>	Yes
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	None.
<b>Equality:</b>	EIA not required. Reasons: EIA not required as it is not considered proportionate to the decision being requested. (Confirmed by Equalities Team).
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	13/01/2020
<b>Advice Sought:</b>	Legal, Finance, Procurement
<b>Legal Advice:</b>	<p>The proposals in this report raise no significant legal issues and are supported.</p> <p>It is understood for the reasons given within the report, that due to the specialist nature of the services only one supplier is capable of delivering the unique requirements under this contract.</p> <p>The services are considered light touch under the procurement regulations and therefore fall well below the procurement thresholds and so a dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation 3.29 is supported. In any event, it is believed that a tender process would incur timely delays and is unlikely to attract any other suppliers as those capable of delivering similar services have already indicated their lack of interest in offering these to the Council.</p> <p>Legal services will support the client officers as necessary. Advice provided by Dionne Claire Screatton (Solicitor) on 14/10/2019.</p>

**Finance Advice:**

The proposals put forward in this report are that in accordance with Financial Regulation 3.29, that dispensation from Contract Procedure 5.1.2 be allowed so that a contract for specialist nursing provision be directly awarded to the relevant provider.

The contract for this nursing provision is outlined as a 3 year initial period , with a further 2 year option to extend. At £50,000 per year, the total value of the contract is £250,000. As part of the contract, Health funding will be provided to Nottingham City Council for 50% of the proposed contract, thus the cost of the nursing provision will be £125,000. This will be funded through existing budgets, so no additional impact to the Council.

As outlined in the proposal, given the nature of specialist nursing care to be provided, and that only one provider is willing and able to undertake this nursing care provision, therefore a tendering process would not secure any financial benefits.

This would result in the same provider providing the specialist nursing care under the same contract as through the direct award.

Given these circumstances, it is acceptable that dispensation requested be granted. Advice provided by Graeme Black (Commercial Business Partner) on 04/11/2019.

**Procurement Advice:**

The proposed award of a contract to NHS University Hospitals Trust will enable the delivery of a highly specialist nursing service to meet the complex needs of pupils at Oak Field School. Consideration of the local market has identified that NHS University Hospitals Trust are the only suitable health service provider able to deliver this contract as other health providers in the locality have confirmed they would not be able to deliver the specialist clinical service required. Therefore it is considered that undertaking a competitive market process would not secure an alternative provider or offer value for money. For these reasons dispensation from Contract Procedure Rule 5.1.2 in accordance with Financial Regulation 3.29 to make an award of contract is supported from a procurement perspective.

Advice provided by Jo Pettifor (Procurement Team Manager) on 20/12/2019.

**Signatures**

<b>Neghat Khan (PH Early Years, Education and Employment)</b>
<b>SIGNED and Dated: 06/01/2020</b>
<b>Catherine Underwood (Corporate Director for People)</b>
<b>SIGNED and Dated: 02/01/2020</b>
<b>Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations</b>
<b>SIGNED and Dated: 23/12/2019</b>
<b>Chief Finance Officer's Comments:</b>

Oak Field School require a paediatric nurse with clinical knowledge of the complex health conditions with which many pupils present. The nurse will have oversight of the pupil health needs in school, will support school staff (many of whom will be new, will have limited experience of health needs, and will be undertaking any agreed delegated health tasks voluntarily) to gain knowledge, skills, experience and confidence in meeting the complex health needs of our pupils. The role will have both clinical and enabling/supporting elements.

**Clinical support for pupils**

- Naso-gastric feeding
- Gastrostomy button changes
- SATS monitoring and respiratory (catheter) suctioning
- Pupils in crisis, especially around respiratory and seizure crisis, and medical emergency (e.g. serious accidents/injury)
- Supporting pupils newly discharged from hospital, with ongoing health needs

**Support for staff (clinical decision-making, and clinical advice and guidance for staff)**

- Respiratory management, including yankeur suctioning
- Oxygen administration
- Gastrostomy – e.g. buttons (granulation)
- Epilepsy management, including VNS, buccal midazolam
- Diabetes management
- Colostomy and catheter management
- Support in medical emergencies – providing appropriate information on clinical needs for ambulance etc.

**Care Plans information**

- Liaison with Paediatricians and Specialist Nurses e.g. Epilepsy nurse, Diabetes nurse
- Joint visits with Family Support Officer for new admissions
- Receive and triage all NHS clinic letters, updating information for Care Plans/meds as appropriate
- Annual Review of information in Care Plans, in line with EHCP/birthday
- Sharing information with staff, as appropriate (System 1)
- Awareness of personal resuscitation plans

**Children's Continuing Care Assessments information**

- Taking the clinical lead on this, in liaison with class teacher and MDT professionals

**Liaison with other health professionals (re clinics, bookings, communication with parents, half-termly MDT meetings)**

- Dieticians
- Continence nurse
- Epilepsy clinic
- Immunisation teams
- Eye tests
- Dental inspections
- Transition teams
- Senior Leadership Team
- Complex Health Needs Team
- On-site health teams (Physio, OT, SaLT)

**Support for meds assistants**

- Queries re medication discrepancies
- Support re complex meds cases
- Support where meds assistants are absent

**Staff Training**

- Training queries
- Competency monitoring
- Deliver small group training (e.g. mid-year new staff)/refreshers