

Report of: Principal IM&T Business Partner Adult Social Care

Report to: Director of Adult Social Services

Date: 4th December 2015

Subject: This report recommends that the Director of Adult Social Services waive Contract Procedure Rules (CPR's) 8.1 and 8.2 using the authority set out in CPR 1.3 to enter into a new contract with Advanced Health & Care for the licensing, annual support and maintenance of StaffPlan Roster 4, commencing on 15th December 2015 for a period on 12 months.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 The current contract for the StaffPlan product used by the SkILs Reablement team, Long Term Service team and Extra Care Housing Service will expire on the 14th December 2015.
- 2 A new contract for StaffPlan needs to be put in place or the service will have to stop using the product on the 14th December 2015
- 3 While the value to the service could be improved by adding additional mobile working modules, the basic StaffPlan product is currently considered to be fit for purpose by the business users.

Recommendations

- 4 The Director of Adult Social Services is recommended to approve a new contract with Advanced Health & Care for their StaffPlan system should be awarded for a final 12 months at a cost of £14,166.75 from Dec 15th 2015 to December 14th 2016.

5 Once a new contract has been awarded work should commence on reviewing the long term rostering requirements of the different business areas currently using the StaffPlan product with a view to formally capturing the business requirements and commencing the tendering exercise for a new system in 2016.

6 The decision will be implemented with immediate effect as the contract will start on December 15th 2015.

7 The ICT Senior Business Manager is the officer responsible for implementation.

1 Purpose of this report

1.1 To seek the approval of the Director or Adult Social Services to waive of the following Contracts Procedure Rule(s):

To waive Contracts Procedure Rules (CPR's) 8.1 and 8.2 using the authority set out in CPR 1.3 and award a contract to Advanced Health & Care in the sum of £14,166.75. The contract shall commence on the 15th December 2015 and expire on the 14th December 2016.

2 Background information

2.1 The StaffPlan staff rostering system is used within the ASC Reablement team, Long Term Homecare, and Extra Care Housing Service to manage and co-ordinate the schedule of work for the support staff who need to visit service users in the homes in order to deliver the care and support needed to enable those individuals to continue living independently for longer.

2.2 The Reablement team is one of largest teams within ASC with over 200 support workers, who rely upon the StaffPlan system to provide them with the details of the service users they will be supporting each day, the address and contact details of those users, their specific support requirements, and any associated information that may be needed in the delivery of the agreed support.

2.3 The StaffPlan product is supplied by Advanced Health & Care (part of the Advanced Computer Software Group Limited), and as a product is considered to work well and to be meeting most of the needs of the teams and services that use it. However the current contract with the supplier expires in December 2015.

3 Main issues

3.1 The current contract for support and maintenance of the StaffPlan product will expire on 14th December 2015.

3.2 The current product was last tendered for back in 2008, so has now been in use for a long time, as such in order to ensure the Council is obtaining value for money going forward and that the service has a product that meets their operational requirements a competitive procurement exercise is required, however there is not sufficient time to complete this exercise before the current contract expires.

- 3.3 The EU procurement spending threshold will not allow a contract of more than 12 months to be put in place.
- 3.3.1 Option 1 – Preferred Option
A new 12 month contract could be put in place to allow continued use of the StaffPlan product while the business requirements are gathered and a competitive procurement exercise is undertaken.
- 3.3.2 Option 2
The current contract is allowed to lapse forcing the use of the StaffPlan product to end on the 15th December and the business to fall back onto a more labour intensive paper based process for 12 months while a competitive procurement exercise is undertaken.
- 3.4 The work of the Reablement team, Long Term Homecare, and Extra Care Housing Service all contribute directly to the councils Best Council Plan 2015 - 2020 objective of Delivering the Better Lives Programme, which specifically states that:
‘We want Leeds to be the best place in the UK to live, and grow old in for anyone with social care needs – a city which offers its residents the best support available to maintain their health and wellbeing long into the future.’
- 3.5 The recommended option is also directly relevant to the council’s core value of Spending Money Wisely, which underpins the Best Council Plan.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The proposals contained in document will not significantly impact on communities living or working in an area, Stakeholders within the back office of the business are the primary driver for this proposal, as such they have been engaged and involved from the very start and are fully supportive of the action proposed.
- 4.1.2 The report does not contain proposals in relation to Budget and Policy Framework.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The StaffPlan system has been in use within ASC for 6 years without any equality or diversity concerns having been raised. Extending the contract for a further 12 months as proposed is unlikely to have any impact on the council’s Equality and Diversity commitments in any way.

4.3 Council policies and the Best Council Plan

- 4.3.1 The work of the Reablement team, Long Term Homecare, and Extra Care Housing Service all contribute directly to the councils Best Council Plan 2015 - 2020 objective of Delivering the Better Lives Programme, which specifically states that:
‘We want Leeds to be the best place in the UK to live, and grow old in for anyone with social care needs – a city which offers its residents the best support available to maintain their health and wellbeing long into the future.’

- 4.3.2 This is further detailed in the following supporting plans:
- *Even Better Lives Lived: Adult Social Care Local Account*
 - *Health and Wellbeing Strategy*
 - *Council's cross-cutting breakthrough projects*

4.3.3 The service areas mentioned in this proposal also contribute directly to the 'breakthrough' project of - 'Making Leeds the best place to grow old'.

4.3.4 The StaffPlan system contributes directly to continued operational delivery of these teams, and is critical in enabling their delivery.

4.4 Resources and value for money

4.4.1 The value of the StaffPlan contract with Advanced Health & Care is £14,166.75 per year. This cost is in line with maintenance and support paid on this product in recent years.

4.4.2 Going forward, following the award of the new contract a new procurement exercise will begin to identify which product the StaffPlan product should be replaced with. Value for Money will again represent a major consideration in this exercise as part of the council's stated goal of Spending Money Wisely.

4.5 Legal Implications, Access to Information and Call In

4.5.1 With a single financial impact of £14,166.75 in the current financial year, and no impact at all in subsequent years the required decision will neither represent a significant financial impact in either the short or long term.

4.5.2 Equally as the proposed decision will in effect only enable the continued operation of the existing back office system the outcome of the decision will have no measurable impact upon the amenity of any local communities within the district, or upon the quality of service delivered by the authority to its service users.

4.5.3 In consequence the required decision has been categorised as falling within the scope of a Significant Operational Decision within the remit of the appropriate Chief Officer.

4.6 Risk Management

4.6.1 There are no significant risks involved in awarding a final 12 month contract for the StaffPlan product as proposed and in line with the current contract terms.

5 Conclusions

5.1 Awarding a new contract to Advanced Health and Care for the licensing, maintenance and support of the StaffPlan product for a further and final 12 months from December 2015 until December 2016 will give the business adequate time to fully identify and capture their requirements going forward, and to formally test the market for a replacement product.

6 Recommendations

6.1 The Director of Adult Social Services is recommended to approve a new contract with Advanced Health & Care for their StaffPlan system should be awarded for a

final 12 months at a cost of £14,166.75 from Dec 15th 2015 to December 14th 2016.

- 6.2 Once a new contract has been awarded work should commence on reviewing the long term rostering requirements of the different business areas currently using the StaffPlan product with a view to formally capturing the business requirements and commencing the tendering exercise for a new system in 2016.
- 6.3 The decision will be implemented with immediate effect as the contract will start on December 15th 2015.
- 6.4 The ICT Senior Business Manager is the officer responsible for implementation.

7 Background Documents¹

- 7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.