

DELEGATED DECISION NOTIFICATION

REF NO ¹ D39083

DECISION MAKER	Director of Children's Services	AUTHORITY BY REFERENCE TO SCHEME OF DELEGATION: ²	Officer Delegation Scheme – (Executive Functions) – Director of Children's Services (a)
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SUBJECT ³	LCC13002: Young Carers
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DECISION ⁴	COUNCIL FUNCTION <input type="checkbox"/>	EXECUTIVE DECISION (KEY) <input checked="" type="checkbox"/>	EXECUTIVE DECISION (MAJOR) <input type="checkbox"/>	EXECUTIVE DECISION (OTHER) <input type="checkbox"/>
	NOT SUBJECT TO CALL IN	⁵ EXEMPT FROM CALL IN: NO	⁵ EXEMPT FROM CALL IN: YES/NO	NOT SUBJECT TO CALL IN
<p>The Director of Children's Services agreed the recommendation to approve the invocation of Contracts Procedure Rule 21 and award a new contract to Barnardo's with effect from contract start date 1st June 2012 for a period of three years with the provision to extend for a further 2 x 12 month at a cost of £265,725 per annum.</p>				

AFFECTED WARDS	All
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ADVICE SOUGHT		YES	NO
	Legal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Equal Opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Other Please Specify	<input checked="" type="checkbox"/>	<input type="checkbox"/> <u>Procurement Unit</u>
	Funding Approval Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>

FINANCIAL DEVELOPMENT FUNDING APPROVAL		Scheme Number:
		CSR Number:
	(Name:)	Date:

DECLARED OFFICER / MEMBER INTERESTS ⁶	None
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¹ This reference number will be assigned by Governance Services and notified to you
² The relevant paragraph within the decision makers delegated powers should be identified.
³ A brief heading should be inserted
⁴ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding upon the chosen option, although care must be taken not to disclose any confidential or commercially sensitive information. Guidance on the substance of the note is available from Governance Services
⁵ For Key and Major decisions only. If exempt from Call In details to be provided in the report. The Call In period expires at 5.00 pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called in by no later than 12.00 noon on the 6th day.

DISPENSATION BY STANDARDS COMMITTEE

DATE: N/A

BACKGROUND PAPERS⁷

Attached report and appendices

EXEMPT/ CONFIDENTIAL APPENDIX

YES NO RULE NO 10.4⁸ (3)

DETAILS OF CONSULTATION UNDERTAKEN (OTHER REASONS/ ORGANISATIONS CONSULTED)

	Yes	No	Date
Executive Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Ward Councillors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Chief Officers Affected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____

CONTACT PERSON

Barbara Robinson

CONTACT NO: 0113 2478684

AUTHORISED SIGNATORY⁹


Name: Nigel Richardson

DATE:
9th May 2012

	KEY	MAJOR	OTHER
¹⁰ *First publication (5 day notice)	10/05/2012		
Commencement for Call In	18/05/2012		
Last date for Call In	25/05/2012		
Implementation Date	28/05/2012		

* If key decision not on Forward Plan, the reason and need that the decision be taken are that:-

⁶ No officer having a pecuniary interest in any matter should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here.

⁷ A separate Index should be prepared if necessary. ALL DOCUMENTATION UPON WHICH THE DECISION WAS BASED MUST BE RETAINED AND BE READILY ACCESSIBLE SO IT CAN BE PRODUCED SHOULD THE DECISION BE CHALLENGED

⁸ Relevant Access to Information Procedure Rules to be quoted if there is an exempt appendix

⁹ The signatory must be duly authorised by the Director to make the decision in accordance with the Department's scheme. It is not acceptable for the signature to be 'pp' for an authorised signatory. For Key Decisions only, the date of the authorised signature signifies that, at the time, the Officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have upon the final decision.

¹⁰ Governance Services will enter these dates

Report of Head of Early Help

Report to Director of Children's Services

Date: 9th May 2012

Subject: LCC13002: Young Carers

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: 10.4 (3) Appendix number: B	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

The purpose of this report is to request the invocation of Contracts Procedure Rule 21 to award a new contract to Barnardo's for the provision of a service for young carers.

A competitive exercise has been undertaken for the re-provision of this service.

Recommendations

The Director of Children's Services is recommended to approve the invocation of Contracts Procedure Rule 21 and award a new contract to Barnardo's with effect from contract start date 1st June 2012 for a period of three years with the provision to extend for a further 2 x 12 month periods at a cost of £265, 725 per annum.

1. Purpose of the report

- 1.1 The purpose of this report is to request the invocation of Contracts Procedure Rule 21 to award a new contract to Barnardo's for the provision of a service for young carers.

2. Background

- 2.1 Grant funding from social services was awarded to Barnardo's for provision of the young carers service originally designed to support young carers of adults with mental health problems. When national funding through the Carers Grant became available to Local Authorities to support breaks from caring in 2000, Leeds City Council was able to increase the funding available for the young carers service. The result of this was that by 2003, the young carers service covered the whole city and the remit was widened to include all young carers of adults and those involved in caring for siblings.
- 2.2 The service provided to young carers links closely with the three priority areas for improvement in Leeds:
- to support children to live in safe and supportive families so that the need for children and young people to become looked after is reduced
 - to improve school and college attendance and behaviour in school so that more children can benefit from the opportunities provided and
 - to enable more young people to be able to take up opportunities for education, training and employment by the age of 19.
- 2.3 It is estimated that in Leeds there are approximately 2,000 young carers and recent research has indicated that these numbers are significantly under-estimated. The service currently provided by Barnardo's is intended to reach 250 young carers per annum.

3 Main Issues

- 3.1 The main purpose of this re-commissioning exercise was to provide a modern service for a greater number of young carers. The new service is intended to reach:
- Universal support – minimum of 250 young carers
 - Targeted support – minimum 70 to maximum 100 young carers
 - Targeted substance misuse – minimum 20 young carers.
- 3.2 The service provided to young carers links closely with the three priority areas for improvement in Leeds:
- to support children to live in safe and supportive families so that the need for children and young people to become looked after is reduced
 - to improve school and college attendance and behaviour in school so that more children can benefit from the opportunities provided and
 - to enable more young people to be able to take up opportunities for education, training and employment by the age of 19.
- 3.3 The remit of the service specification was also widened to include young carers of substance misusers. The recent termination of the Step 2 contract has left a gap in

service provision for children and young people who have caring responsibilities due to parental drug or alcohol use.

3.4 Funding

3.4.1 The funding breakdown for this service is as follows:

Children's Services: £111,473 (reflects 5% efficiency saving for 2012/13)

Adult Social Care: £104,252 per annum

Substance Misuse: £ 50,000 per annum

Total Funding: £265,725 per annum

3.4.2 A further saving of £35,000 was made from former Education Leeds funding resulting in net savings of £40,867 as part of the re-commissioning of this service).

3.4.3 Adult Social Care have confirmed that provision has been made in their budget to continue with the funding for this service for the new contract period.

3.5 Procurement Process

3.5.1 The procurement was conducted utilising the restricted procedure. This entails the issue of a pre qualification questionnaire (PQQ) initially. The PQQs are then evaluated and a shortlist of contractors are invited to tender. Since the category of work falls under the EU Part B directive, there was no requirement to advertise the procurement in Europe, although the Council will publish a Voluntary Transparency Notice once the contract has been awarded.

3.5.2 A project team was formed in January 2010 made up of representatives from adult social care, children's services, education, connexions, finance, CAMHS and substance misuse.

3.5.3 The project team developed a new service specification to ensure that young carers could receive the most appropriate levels of support for their need e.g. signposting to universal services or more targeted levels of support.

3.6 Pre-Qualification Process

3.6.1 The scheme was advertised on 13th July 2011 on the Council's electronic tendering portal 'scms.alito.co.uk' and PQQs were received from 6 organisations. The deadline for PQQ submissions was 12 noon on 10th August 2011.

3.6.2 The PQQ evaluation was undertaken by the project team by assessing the responses of the organisations against the following scored criteria. Contractors had to score a minimum of 60% to be included on the shortlist.

- Contracts awarded within the past 3 years
- Organisational management, supervisory and operational structure
- Employees that would be appointed to the contract
- Staff qualifications
- Complaints procedure
- Recruitment and staff development procedures
- Management of staff absence and turnover

3.6.3 Health and safety, accounts, references and insurance was also vetted separately by the Procurement Unit.

3.6.4 The PQQ evaluation process resulted in a shortlist of 4 organisations:

- Action for Children
- Barnardo's
- DISC Ltd
- Prospects Services

3.7 Tendering Process

3.7.1 The tenderers were invited to tender on a 60% quality/40% price basis. Due to delays in a decision being reached regarding funding, the tender was not published until 7th February 2012 with a closing date of 12 noon on 7th March 2012. The quality criteria was evaluated by the project team using the monitoring document attached at Appendix A.

3.7.2 Only two bids were received from Barnardo's and DISC Limited.

3.7.3 The tender evaluation meeting was held on 22nd March 2012 and a summary of the price/quality evaluation is attached at Appendix B.

4. **Corporate Considerations**

4.1 **Consultation and Engagement**

4.1.1 The current specification has been shaped with detailed feedback from staff, clients and key stakeholders.

4.2 **Equality and Diversity / Cohesion and Integration**

4.2.1 The procurement equality assurance questions have been considered when compiling the specification for this service and an equality impact assessment undertaken.

4.3 **Council Policies and City Priorities**

4.3.1 The three priority areas for improvement in Leeds are:

- to support children to live in safe and supportive families so that the need for children and young people to become looked after is reduced
- to improve school and college attendance and behaviour in school so that more children can benefit from the opportunities provided, and
- to enable more young people to be able to take up opportunities for education, training and employment by the age of 19

4.3.2 The service will link with the Leeds Carers Strategy 2009/12 which makes reference to 'young carers' in terms of recognising and raising awareness of their particular needs. The strategy also contains commitments from both NHS Leeds and Adult Social Care to provide appropriate support to 'young carers'.

- 4.3.3 The Drug Strategy 2010 is a new focus on the recovery agenda and a recognition of the need to support the family when adults are experiencing drug and alcohol problems. The Drug Strategy prioritises the use of early intervention support for young people at risk, for example, young carers.
- 4.3.4 The Governments 'No health without mental health strategy' (2011), outlines how an emphasis on early intervention and prevention will help tackle the underlying causes of mental ill-health. The themes within the strategy are central to A Vision for Adult Social Care (2010), which sets out a new agenda for adult social care in England, where services are more personalised, more preventative and more focused on delivering the best outcomes for those who use them.

4.4 Resources and Value for Money

- 4.4.1 In re-commissioning this service efficiency savings of almost £41,000 per annum have been achieved as demonstrated in point 2.2.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The Chief Procurement Officer has advised that it would be lawful for the Council to award a contract to Barnardo's for the provision of the Young Carers service provided that the Director of Children's Services is satisfied that there are compelling reasons to do so.
- 4.5.2 This contract is not covered by the full requirements of the EU Procurement Directives, as it falls within Part 1B of the Public Services Contracts Regulations. It was therefore not necessary to advertise in the European Journal despite the contract value being over the current threshold figure. A voluntary transparency notice has been published.
- 4.5.3 Appendix B to this report has been marked as confidential under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests of that person or of the Council.
- 4.5.4 The contract is subject to call in and will be published on the Council's Internet site for 10 days.

4.6 Risk Management

- 4.6.1 Due to the previous levels of spend with this contract, if a contract is not put in place, then this could be challenged and the previous contract lapsed on 31st March 2012 and a waiver has been put in place for the two months until 1st June 2012. Going ahead with the decision could also be challenged, although this is a low risk, and a robust procurement process has been followed.

5. Conclusions

- 5.1 The evaluation panel having considered the tender submissions are satisfied that the most economically advantageous tender meets the requirements of the specification in order to recommend an award of contract.

6. Recommendation

- 6.1 The Director of Children's Services is recommended to approve the invocation of Contracts Procedure Rule 21 and award a new contract to Barnardo's with effect from (contract start date 1st June 2012) for a period of three years with the provision to extend for a further 2 x 12 month periods at a cost of £265,725 per annum.

7. Background documents¹

- 7.1 Appendix A - Tender Evaluation Criteria
Appendix B - Tender Evaluation Scor, marked as confidential under Access to Information Procedure Rules 10.4 (3).

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

APPENDIX A

LCC13002: Young Carers Tender Evaluation Questions

Service Delivery

1. What is the best approach to take to raise expectations and educational achievement for young carers? **(75 points)**
2. How will you ensure that you deliver a modern, effective service for all young carers? **(75 points)**
3. What are the particular challenges you would identify in delivering this service and how would you overcome them? **(75 points)**
4. How will you balance confidentiality towards young carers and your work with other partners/agencies to safeguard them? **(75 points)**

Service User Participation

5. Please describe how you would promote service user participation for young carers to develop your service and outline your plans to maximise capacity. **(50 points)**
6. How will the service work in partnership with all service users to achieve positive outcomes? **(75 points)**

Support

7. How will you manage the withdrawal of support for service users where all needs are met and where you have identified that the individual remains vulnerable? **(75 points)**

Performance Management

8. What performance management systems do you intend to adopt for this contract and can you give examples of how you measured performance in previous contracts? Can you ensure quality; demonstrate value for money and continuous improvement in the delivery of services? **(50 points)**

Fair Access and Diversity

9. How will you ensure fair access, fair exit, diversity and inclusion in the service, including the service being accessible to all young people irrespective of gender, ethnicity, sexual orientation, disability status and religious or cultural belief? **(50 points)**

Total: 600 Points (60% Quality)