

**Report of:** Deputy Director, Integrated Commissioning, Adults and Health

**Report to:** Director of Adults and Health

**Date:** 13<sup>th</sup> February 2019

**Subject:** Authority to Procure a Carers Emergency Scheme

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s): n/a		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input 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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number: n/a		

## Summary of main issues

1. A Carers Emergency Scheme promotes carers wellbeing by providing 'peace of mind' in that carers know that if an emergency does arise and they are temporarily unable to provide care, someone they know and trust is stepping into their caring role and that the person they care-for can be reassured by the presence of someone familiar.
2. The existing Carers Emergency Scheme contract will expire on 31<sup>st</sup> March 2020. As such, authority is sought to commence a procurement process to identify a suitable provider or providers to deliver a new Carers Emergency Scheme from 1<sup>st</sup> April 2020.
3. An open procurement process to identify a suitable provider or providers will commence following a period of consultation and engagement to design and shape a new Carers Emergency Scheme. It is anticipated that a contract will be awarded in December 2019 to allow a three month period of mobilisation prior to the commencement of the new contract.

## Recommendations

1. This report recommends that the Director of Adults and Health give authority to proceed with a procurement process to appoint a suitable provider or providers to deliver a Carers Emergency Scheme from 1<sup>st</sup> April 2020. The budget per annum is £94,950 and the contract period will be 3 years with an option to extend for a period of up to 24 months in any combination.
2. This report asks the Director of Adults and Health to note that:
  - a. Leeds City Council's Procurement and Commercial Services (PACS) be requested to undertake the procurement exercise.
  - b. A further report to approve the contract award will be submitted for approval at the end of the procurement process and will be treated as a Significant Operational Decision.
  - c. The officer responsible for implementing the decision will be the Head of Service, Integrated Commissioning.

## **1. Purpose of this report**

- 1.1. The purpose of this report is to seek authority to proceed with a procurement process to appoint a suitable provider or providers to deliver a Carers Emergency Scheme from 1<sup>st</sup> April 2020.

## **2. Background**

- 2.1. The purpose of a Carers Emergency Scheme is to promote carers wellbeing by providing 'peace of mind' in that carers know that if an emergency does happen, and they are temporarily unable to provide care, someone they know and trust is stepping into their caring role and that the person they care-for can be reassured by the presence of someone familiar.
- 2.2. A decision to award an interim contract for a period of 13 months from 1<sup>st</sup> March 2019, was taken by the Director of Adults and Health in December 2018 in order that the Adults and Health directorate could undertake further work to determine the longer term requirements for this service.
- 2.3. The existing scheme has three key functions:
  - To enable carers to complete an emergency plan
  - To arrange for those plans to be registered and stored safely
  - To coordinate a response in the event of an emergency where the carer is unable to provide the care they normally provide

## **3. Main issues**

- 3.1. The Adults and Health directorate will hold a series of Focus Groups in order that both carers and professionals are involved in designing and shaping a new Carers Emergency Scheme to operate in Leeds from April 2020.
- 3.2. A market sounding exercise will also be undertaken to provide an opportunity for existing and potential service providers to contribute their views on the design of a new scheme.
- 3.3. A new service specification will be produced taking into account the views of carers, professionals & providers as well as relevant policy and legislation.
- 3.4. The service will be placed out to tender via an open procurement process which will be undertaken by Leeds City Council's Procurement and Commercial Services. A three month mobilisation period will allow for a contract start date of 1<sup>st</sup> April 2020

## **4. Corporate considerations**

### **4.1. Consultation and engagement**

- 4.1.1. Carers have consistently reported, through various national and local surveys and consultation exercises, that planning for an emergency is important to them and provides them with peace of mind.

4.1.2. A series of Focus Groups will be held in order that both carers and professionals are involved in designing and shaping a Carers Emergency Scheme to operate in Leeds from April 2020.

4.2. Service-user and carer involvement will be in line with the councils 'Service User Guide' which explains the importance of involving service users in the procurement of goods, works and services, how service users can be involved and confidentiality issues.

4.2.1. This work will be reported to the Leeds Carers Partnership which has strong representation from carers, voluntary and community sector organisations and statutory sector partners

### **4.3. Equality and diversity / cohesion and integration**

4.3.1. An Equality, Diversity, Cohesion and Integration Screening Tool has been completed (attached at Appendix 1).

### **4.4. Council policies and Best Council Plan**

4.4.1. A Carers Emergency Scheme supports the Best Council Plan priority on Health and Wellbeing and Leeds' Best City Ambition of a Strong Economy and a Compassionate City, by setting out how the council will meet the needs of carers. It also contributes to delivering the vision of the Health and Well-being Strategy including such key elements as:

- An age friendly city where people age well
- Strong, engaged and well connected communities
- Maximise the benefits from information and technology
- Promote mental and physical equality
- The best care, in the right place and the right time

4.4.2. The service also supports the Council's Breakthrough projects, notably 'making Leeds the best city to grow old in' and 'reducing health inequalities'.

### **4.5. Resources and value for money**

4.5.1. Unpaid carers help to maintain the health and wellbeing of the person they care for, support that person's independence and enable them to stay in their own homes for longer. Research undertaken by the University of Leeds estimates the cost of replacing unpaid care with paid care to be around £1.4billion per year in Leeds. Effective support for carers which promotes their wellbeing and enables them to continue caring therefore makes economic sense as it helps to manage demand on health and care services.

4.5.2. The budget available for the Carers Emergency Scheme is £94,950 per annum and the contract period will be 3 years with an option to extend for a period of up to 24 months in any combination. The total contract value over 3 years is therefore £284,850.

4.5.3. Funding is from an approved Adults and Health Budget (Adult Carers: 50486).

#### **4.6. Legal implications, access to information and call-in**

- 4.6.1. The decision highlighted in this report will be taken by the Director of Adults and Health in line with the officer delegation scheme as detailed in Part 3 of the Council's Constitution.
- 4.6.2. The contract is for social and other specific services as defined by section 7 of Part Two of the Public Contracts Regulations 2015 (PCR). The financial value of this contract is below the threshold for the application of the PCR. However, competition will be sought through a tender process and the contract will be advertised in line with CPR 9.1 and 9.2.
- 4.6.3. The decision to give authority to commence the tender process will be classed as a Significant Operational Decision and will be required to be signed off by the Director of Adults and Health.
- 4.6.4. The decision will be published in order to ensure transparency and accountability in relation to decision making within the authority.
- 4.6.5. Future decisions arising from this report i.e. decision to award a contract from 1<sup>st</sup> April 2020 will be at most a Significant Operational Decision and therefore not be subject to Call-In.
- 4.6.6. There are no grounds for treating the contents of this report as confidential under the Council's Access to Information Rules.

#### **4.7. Risk management**

- 4.7.1. The Adults Commissioning Board will operate as the Project Board and will have oversight of the project timeline which will guide the development and procurement of a new Carers Emergency Scheme in Leeds to be operational from April 2020.
- 4.7.2. A mobilisation period will be built into the procurement timetable to ensure that the new service can be fully mobilised before the contract start date as it is considered that TUPE may apply to this procurement and would involve contractor to contractor negotiations.

#### **5. Conclusions**

- 5.1. A Carers Emergency Scheme promotes carers wellbeing by providing 'peace of mind' in that carers know that if an emergency does happen and they are temporarily unable to provide care, someone they know and trust is stepping into their caring role and that the person they care-for can be reassured by the presence of someone familiar.
- 5.2. The existing Carers Emergency Scheme contract will expire on 31<sup>st</sup> March 2020. As such, authority is sought to commence a procurement process to identify a suitable provider or providers to deliver a new Carers Emergency Scheme from 1<sup>st</sup> April 2020.
- 5.3. An open procurement process to identify a suitable provider or providers will commence following a period of consultation and engagement to design and

shape a new Carers Emergency Scheme. It is anticipated that a contract will be awarded in December 2019 to allow a three month period of mobilisation prior to the new contract start date.

## **6. Recommendations**

- 6.1. This report recommends that the Director of Adults and Health give authority to proceed with a procurement process to appoint a suitable provider or providers to deliver a Carers Emergency Scheme from 1<sup>st</sup> April 2020. The budget per annum is £94,950 and the contract period will be 3 years with an option to extend for a period of up to 24 months in any combination.
- 6.2. This report asks the Director of Adults and Health to note that:
  - 6.2.1. Leeds City Council's Procurement and Commercial Services (PACS) be requested to undertake the procurement exercise.
  - 6.2.2. A further report to approve the contract award will be submitted for approval at the end of the procurement process and will be treated as Significant Operational Decision.
  - 6.2.3. The officer responsible for implementing the decision will be the Head of Service, Integrated Commissioning.

## **7. Background documents<sup>1</sup>**

- 7.1. None

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<sup>1</sup> 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