



**Report of:** Commissioning & Market Management Service  
**Report to:** Deputy Director of Children & Families  
**Date:** 12/12/19  
**Subject:** To seek approval of the grants allocation for targeted short breaks for disabled children and young people for a period of twenty four months from 01/04/20 to 31/03/22



Are specific electoral wards affected?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, name(s) of ward(s):	
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If relevant, access to information procedure rule number: <b>10.4 (3)</b>	
Appendix number: <b>2</b>	

## Summary

### 1. Main issues

- This report seeks the approval of the Deputy Director of Children and Families in respect of the proposed grants allocation for targeted short breaks for disabled children and young people for a period of twenty four months from 01/04/20 to 31/03/22.
- The targeted short breaks grants panel recommends allocating grants to 9 providers (see appendix 1), delivering 19 short break services for children and young people (C&YP) with special educational needs and/or disabilities (SEND) for the period 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2022
- This report seeks approval to award grants up to the amount of £317,500 per annum, (up to £635,000 for the two years) and the total of all grants will not exceed this amount.
- The purpose of these grants is to maintain high quality and varied targeted short breaks for C&YP with SEND in compliance with the principles of the Children and Families Act 2014.
- Permission to procure targeted short breaks provision was signed off as a key decision on 24<sup>th</sup> September 2019 and therefore this approval of the funding breakdown is a significant operational decision.
- Councillor Venner, Executive Board Member for Children and Families has been briefed on the panel recommendations.

- Payment in advance is crucial to small, third sector organisations so that they can effectively manage budgets and cash flow to deliver the service. This has been the payment method used over the last five or so years for services commissioned via the competitive grants process. Payments will be made on a half yearly basis in April and October. Providers will be subject to a financial checking process using the CreditSafe facility.

## 2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- Leeds City Council has a vision for Leeds to be the best city in the UK, a vital component of which is becoming a child friendly city. A robust offer of short breaks for C&YP with SEND is key to achieving the vision to being a child friendly city and ensures compliance with the Children Act 1989, the Breaks for Carers of Disabled Children Regulations 2011 and the Children and Families Act 2014. Leeds has a varied offer of short breaks that has developed and strengthened over a number of years.

## 3. Resource Implications

- There is a budget of £317,500 per annum in place to cover the value of this decision.
- This option represents best value for money because it secures vital services to enable disabled children and their families to access targeted short breaks with the aim of preventing family breakdown or increased referrals to specialist services.

## Recommendations

- a) The Deputy Director of Children and Families is recommended to agree the allocation of the targeted short breaks grants worth a total of £317,500 per annum, (up to £635,000 for the two years) for service delivery from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2022.
- b) The Deputy Director of Children and Families is recommended to agree payment in advance for the successful providers.

## 1. Purpose of this report

- 1.1 This report seeks the approval of the Deputy Director of Children and Families on the recommendations for grant awards to 9 providers to deliver targeted short breaks for C&YP with SEND. Total expenditure will be up to £317,500 per annum
- 1.2 The grant agreements will commence on 1st April 2020 and will expire on 31st March 2022. The overall value of the individual grants will be £635,000 (£317,500 per annum).

## 2. Background information

- 2.1 Targeted short breaks services have been successfully delivered via a competitive grants process for a number of years. Changes to how some targeted services will be delivered from April 2020 have been made following the completion of a short breaks review led by the Commissioning & Market Management Team. In order to secure high quality services for our most vulnerable C&YP with higher level needs, some targeted services will be delivered by a contract or service level arrangement as per the table below:

<b>Overall TSB Annual Budget</b>	<b>£560,000.00</b>	
Weekend short breaks (higher needs)	£140,000.00	Contract with Leeds

		Weekend Care Association to 31/03/22
Residential short breaks (higher needs)	£60,000.00	Contract with Aireborough Supported Activities Scheme to 31/03/23
Residential short breaks (internal provider)	£42,500.00	SLA with Herd Farm to 31/03/23
<b>Remaining for TSB annual grants pot 2020 to 2022</b>	<b>£317,500.00</b>	<b>Grants to 31/03/22</b>

2.2 Moving from a one year to a two year grant, offers C&YP and their families more certainty around provision stability and should help providers deliver value for money and sustainable services.

### 3. Main issues

3.1 As with previous years, applications for the 20/22 grants were invited via YORtender ensuring the opportunity was visible to a wide range of prospective providers. The grants allocation panel, Chaired by a Manager from the Commissioning and Market Management Team, sat on the 2<sup>nd</sup> December 2019 and the Young People's panel sat 2 days later to score a question on listening to the voice of the child in the design of short breaks services.

3.2 A total of 30 applications were received from 15 organisations, 2 of whom are internal to the local authority. As well as being asked for clarifications prior to the panel meeting, providers were asked to complete a Service Cost Analysis Form (SCAF) to provide a breakdown of income and costs.

3.3 The applications were of a high quality overall and we were unable to fund all of the bids. A full list of successful bids and funding amounts can be seen at appendix 1.

3.4 The allocation panel has made the attached funding recommendations (appendices 1 & 2) for approval by the Deputy Director of Children & Families. Recommendations have been discussed with the budget holder (Head of Children's Social Work) and the Executive Board Member for Children and Families.

### 3.5 Expenditure by category

Weekend activities	£53,475
School holiday activities	£40,995
School holiday activities (higher needs)	£118,224
After school activities	£87,224
After school activities (higher needs)	£17,582
<b>TOTAL</b>	<b>£317,500</b>

- 3.6 This is a demand-led service and families will refer directly to service providers. The provider has a duty to ensure referrals are appropriate, signpost where not and to manage any waiting list proactively. This will be measured on the quarterly performance return and discussed at the quarterly monitoring meeting.
- 3.7 Providers will be subject to a comprehensive performance framework and a Commissioning Officer will undertake quarterly monitoring meetings reviewing performance and outcomes for children and young people.

#### **4. Corporate considerations**

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

- 4.1.1 Stakeholder consultation formed a significant part of the short breaks commissioning review. Children and young people, parents and carers, parents' participation groups and a wide range of professionals were consulted both face-to-face, online or during short breaks engagement sessions.

##### **4.2 Equality and diversity / cohesion and integration**

- 4.2.1 An Equality Impact Assessment has assessed there are no adverse implications for equality, diversity, cohesion and integration resulting from this decision. These services benefit children and young people with SEN and disabilities and their families

##### **4.3 Council policies and the Best Council Plan**

- 4.31. This fits with the Children and Young People's Plan 2018-2023 priorities to;

- Ensure that the most vulnerable are protected
- Help children and parents to live in safe, supportive and loving families

##### Climate Emergency

- 4.3.2 The availability of services within local communities reduces the amount of travel that is required to access provision. This helps to reduce carbon emissions and environmental pollution which contributes to city actions to better manage air quality.
- 4.3.3 The service specification requires the service to meet all Legislation, Guidance and Good Industry Practice in environmental management and the objectives of the Authority's sustainability policies. Officers from Children and Families will work with the service through the established contract management process to ensure the service is proactively seeking to minimise its carbon footprint and thereby support the Council in achieving its ambition to be carbon neutral by 2030.

##### **4.4 Resources, procurement and value for money**

- 4.4.1 This option represents best value for money because it secures vital services to enable disabled children and their families to access targeted short breaks with the aim of preventing family breakdown.

4.4.2 Payment will be made in two instalments to protect the interests of the Council, allowing the Council to withhold the second payment in case of unsatisfactory performance. This gives the Council the power of offset, whereby in the event of default on the grant, money owed to the Council can be offset against money owed by the council to the provider.

4.4.3 There is a total budget of £317,500 per annum in place to cover the value of this decision.

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

4.5.1 This is a significant operational decision as it implements a key decision approved in September 19. This decision is therefore not subject to call-in.

#### **4.6 Risk management**

4.6.1 If the allocation of grants expenditure is not approved, the panel will have to re-sit and review the decisions. This would lead to a delay in services due to start 1<sup>st</sup> April 2020. A delayed start would mean a break in provision of commissioned services which could leave C&YP without a targeted short break and increase pressure on specialist services such as direct payments.

4.6.2 There is a risk of challenge from unsuccessful bidders which will be mitigated by having undertaken a transparent procurement process including scoring applications by a panel.

4.6.3 There is a risk identified with payment in advance is should services not subsequently delivered. This risk is mitigated by paying in two instalments rather than all at once. Quarterly performance management will identify whether this funding is being spent correctly or not. Quarterly monitoring returns will include outcomes for disabled children and how many short breaks hours were delivered as a result.

### **5. Conclusions**

5.1 The Deputy Director of Children & Families is recommended to note the contents of this report and approve the allocation of the targeted short breaks grants worth a total of £635,000 for service delivery from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2022.

### **6. Recommendations**

6.1 The Deputy Director of Children and Families is recommended to agree the allocation of the targeted short breaks grants worth a total of £317,500 per annum, (up to £635,000 for the two years) for service delivery from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2022.

6.2 The Deputy Director of Children and Families is recommended to agree payment in advance for the successful providers.

### **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.