

# Request to approve both 12-month contract extensions in accordance with Contracts Procedure Rule 21 for Support and Personal Care Service for People Living with Dementia at the Bay Tree Resource Centre (DN197322)

Date: 23<sup>rd</sup> June 2021

Report of: Deputy Director Integrated Commissioning

Report to: Director of Adults and Health

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## What is this report about?

### Including how it contributes to the city's and council's ambitions

- The original contract for the Support and Personal Care Service for People Living with Dementia at the Bay Tree Resource Centre commenced on 1<sup>st</sup> November 2016 for a period of 5 years and is scheduled to end 31<sup>st</sup> October 2021. The contract includes the option to extend for 2 x 12 month periods. This report seeks approval to utilise the two extension periods sequentially and in accordance with CPR 21.
- The extension will provide commissioners the opportunity to undertake a service review of the contract for Support and Personal Care Service for People Living with Dementia at the Bay Tree Resource Centre and follow this with the necessary subsequent commissioning activity.
- Support and Personal Care Service for People Living with Dementia at the Bay Tree Resource Centre contributes to the Leeds Health and Wellbeing strategy. The strategy, as part of the wider Leeds City Council Business Plan, seeks to ensure that:
  - People live longer and have healthier lives;
  - People live full, active and independent lives;
  - People enjoy the best possible quality of life;
  - People are involved in decisions made about them;
  - People live in healthy and sustainable communities.
- The service is also delivered in line with and contributes to the Better Lives Strategy, which aims to ensure that people with care and support needs are able to have a fulfilling life.

## Recommendations

- a) The Director of Adults and Health is recommended to approve the extension of the contract for the Support and Personal Care Service for People Living with Dementia at Bay tree Resource Centre (contract DN197322) under Contract Procedure Rule 21 for 2 x 12 month periods commencing 1<sup>st</sup> November 2021 to the 31<sup>st</sup> October 2023 with Methodist Homes

(MHA). The total value of this decision is £411,310.19, breaking down to £205,655.09 per annum.

b) Funding for this service will be met through the Adults and Health budget.

### Why is the proposal being put forward?

- 1 The current contract is nearing the end of the initial award period, ending 31<sup>st</sup> October 2021.
- 2 The extensions provide the time required to complete a service review and any ensuing commissioning tasks.
- 3 The extension will also help to ensure that The Bay Tree Resource Centre continues to maintain the quality of care it has delivered during the contract period. Feedback compiled by MHA suggests the service is a valued resource to its service users as well as to wider family and carers who receive support by having this respite option available to them. Satisfaction with staff and the relative happiness of the service users was recorded as high in the annual service review and a knowledge of the service users and their interests was rated as 'Very Good'. Additionally as part of the dementia specific research, families and carers commented that staff were "Warm, friendly and caring" and that the centre was "a calm place...with lots on offer".

### What impact will this proposal have?

#### Wards Affected:

Have ward members been consulted?

Yes

No

- 4 The contract extension seeks to maintain the current service with no disruption. As such ward members have not been consulted. There will however be the opportunity for ward member engagement as part of the review process undertaken during these extensions.
- 5 Support and Personal Care Service for People Living with Dementia -The Bay Tree Resource Centre (Day Services) is based within the Moor Allerton Care Centre; the resource centre has its own specially designed facilities for the people living with dementia who attend. All the day care service users attending the Bay Tree Resource Centre can also make use of the wider facilities available within the Moor Allerton Care Centre such as the hair salon and restaurant.
- 6 The Centre is available to people over the age of 55 with dementia, between 9.00am and 7.00pm every day, with some flexibility as necessary. The centre's places are available citywide and covers the whole Leeds Metropolitan District Area. The service offers a diverse range of activities, support and personal care, freshly cooked meals and transport.
- 7 The outcome of the previous review into the service revealed it offered value for money and provided essential support and care for older people with dementia. A review of the available monitoring data from 2020 demonstrates that the service remains essential and has done so even throughout the difficult circumstances presented by the pandemic in the last year.
- 8 The Commissioning programme lead for Dementia within Leeds City Council advises that the old-age psychiatry medical lead for the Leeds & York Partnerships NHS Foundation Trust (LYPFT) stated "The reopening of the day centre (even with limited volume) has been immeasurably beneficial."
- 9 Furthermore staff at the centre continued to engage with their clients delivering essential services throughout the winter period. The continuation of this service is essential to reduce the impact on the individuals who attend, particularly given the impact of the Covid-19

pandemic and the recent commencement of activities that are reported as being greatly missed.

### What consultation and engagement has taken place?

- 10 The extension proposal and further actions were presented to the Adult Commissioning Board on the 11<sup>th</sup> May 2021 for discussion.
- 11 The extension and further review work have been discussed with the Commissioning Programme Lead on Dementia, who is aware of the time frame and will be engaged with the process.
- 12 As part of the current contract the service provider undertakes engagement with service users, family and carers to inform service delivery. This activity is picked up by the contract monitoring officer.
- 13 The contract that this extension pertains to was set in place following a service review in 2016. The review at this time included consultation and engagement methods to inform the contract going forward and included input from service users, family and carers as well as the service provider.
- 14 A member's brief was presented to the Executive Member for Adults and Health on the 18<sup>th</sup> June 2021 summarising the contract extension.

### What are the resource implications?

- 15 The total value of this decision is £411,310.18. This consists of annual funding of £205,655.09 for each year of the 2 x 12 month extensions. The annual value reflects a 10% reduction on the previous contracted amount as agreed at Executive Board on the 18<sup>th</sup> November 2020, with the provider informed in writing shortly afterwards and notice of this adjustment officially issued in April 2021.
- 16 The block contract is for service provision for 20 service users Monday to Friday and 10 service users at weekends. Weekdays the number of service users accessing the service is between 16 and 20 people. On a Saturday approximately 10 service users access the service and only 6 to 7 service users access the service on a Sunday.
- 17 With fully utilised access to the service across the 7 days (20 places 5 days a week and 10 places at weekends), the maximum uptake averages to 17.2 places per week and a unit price per head of £32.85. The cost per head for weekdays comes to £36.50 per service user when the average of 18 service users access the service. On a weekend the cost per head is significantly higher (for example Sunday based on 10 service users accessing the service, the cost per service user is £50.54). On average the cost of the service is £37.01 per head per day. Table 1 provides a summary of the calculations used to reach these totals.

	<b>Days</b>	<b>Uptake</b>	<b>Total</b>	<b>Price Per Person</b>
Maximum capacity (week days/weekends)	261/104 (365)	20/10 (17.2)	6,260	£32.85
Weekdays average	261	18	4,698	£36.50
Saturdays average	52	10	520	£32.85
Sundays average	52	6.5	338	£50.54
<b>Full week average</b>	<b>365</b>	<b>15.2</b>	<b>5,556</b>	<b>£37.01</b>

**Table 1.** Cost calculations to establish unit price per person

- 18 Figures obtained as part of the original review from a voluntary sector comparative service indicated that their service operated 5 days a week and is delivered at £47.00 per head. The service provided 15 service user places per day and the figures are based on the service operating at full capacity.
- 19 In terms of value for the money, the calculations demonstrate that the service does provide value for money on a comparative basis even when not fully occupied.
- 20 During the initial review financial information was supplied to the Reviewing Officer which gave a full and complete account of income and expenditure split by staffing and non-staffing. Income and expenditure is monitored against the budget by the service provider and sound financial procedures were found to be in place.

### **What are the legal implications?**

- 21 As the total value of this decision is over £100,000 but below £500,000 this is a significant operational decision and is therefore not subject to call in. This report does not contain any exempt or confidential information under the Access to Information Rules.
- 22 Contract Procedure Rule 21 allows a contract to be extended before its expiry date where it is in accordance with its terms and proves to deliver value for money.
- 23 Although there is no overriding legal obstacle preventing the extension of this contracts the contents of this report should be noted. In making their final decision, the Director of Adults and Health should be satisfied that the course of action chosen represents best value for the Council.

### **What are the key risks and how are they being managed?**

- 24 If the recommendation is not approved there is a risk that the existing services will cease and service users will no longer be able to access this service.
- 25 If the extension period is not approved there will not be sufficient time to conduct the necessary commissioning tasks highlighted within this report. This may result in a future contract that is not fit for purpose.
- 26 If the recommendation is not approved there is a risk that there will be an insufficient supply of day services for older people with dementia.

### **Does this proposal support the council's 3 Key Pillars?**

Inclusive Growth

Health and Wellbeing

Climate Emergency

- 27 Support and Personal Care Service for People Living with Dementia-The Bay Tree Resource Centre's service aims are to provide person centred care and social inclusion for older people who are living with dementia in the community, offering choice and autonomy and supporting individual wellbeing by offering and promoting social interaction via activities and group work. The service is offered on a 1:1 basis addressing issues on behalf of the client. The service is inclusive of families and carers who provide input when planning and providing support and care.
- 28 The services and support offered through the Bay Tree Resource Centre help contribute to the outcomes stated in the Leeds Joint Health and Wellbeing Strategy. The nature and ethos of the services contribute to: people living longer and healthier lives; helping people to live full, active and independent lives; ensuring that people's quality of life is improved by access

to quality services; involving people in decisions made about them, and; helping people to live in healthy and sustainable communities.

29 This contract contributes towards the 'Best City' priorities of 'Health and Wellbeing' and 'Age-Friendly Leeds', all highlighted as part of the Best Council Plan 2020-2025. In particular the contracts help contribute towards achieving the outcomes:

- Supporting self-care, with more people managing their own health conditions in the community;
- Working as a system to ensure people get the right care, from the right people in the right place;
- Promoting opportunities for older people to be healthy, active, included and respected.

30 As part of the contract extension, commissioning officers will continue to engage with the provider to explore ways they can help contribute to the Council's goal of carbon neutrality by 2030 through the delivery of this contract.

### **Options, timescales and measuring success**

#### **a) What other options were considered?**

31 The initial service review highlighted that the service provides a good quality service at a competitive price (benchmarked). The review further concluded at the time that entering into a competitive tender would be a costly and disruptive process with little or no gain.

#### **b) How will success be measured?**

32 Leeds City Council monitors the impact of the centre regularly. Monitoring will continue to be conducted to ensure the delivery of an effective service in line with the original service specification. The extensions will afford commissioning officers the time necessary to undertake a service review and any ensuing commissioning activity.

#### **c) What is the timetable for implementation?**

33 The initial contract expires on the 31<sup>st</sup> October 2021. Following approval of the decision commissioning officers will engage immediately with colleagues in Procurement and Commercial Services to initiate the contract extension award.

### **Appendices**

34 Appendix 1: Equality Impact Assessment.

### **Background papers**

35 None.