

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input checked="" type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Interim Adults & Health		
Contact person:	Helen Bradshaw Commissioning Programme Leader VFM & Learning Disabilities	Telephone number: 0113 37 89572	
Subject²:	Care and Support procurement for the Kirklands Autism Service		
Decision details³:	<p>What decision has been taken?</p> <p>A previous Authority to Procure Report was approved in April 2022 relating to the Kirklands Autism Service which needs updating to reflect changes in the anticipated care and support costs and price quality split; https://democracy.leeds.gov.uk/ieDecisionDetails.aspx?ID=55208</p> <p>The interim Director of Adults and Health has:-</p> <ul style="list-style-type: none"> • Approved the request to increase the value of the cost of the care and support service, from an anticipated £1.5M per annum approved in 2022 to an anticipated £1.9M per annum in 24/25. • Approved further inflationary uplifts to the value of the Kirklands care service and support service in line with working age adults inflationary uplifts in subsequent years of the contract. • Approved the waiver of the following Contracts Procedure Rule(s): 15.2 – Tender evaluation, to award a contract using an 80/20 quality/price split. <p>A brief statement of the reasons for the decision</p> <p>Care and Support Annual Value</p> <p>In April 2022 a key decision DDP report was submitted to the Delegated Decision panel D55208: https://democracy.leeds.gov.uk/ieDecisionDetails.aspx?ID=55208 seeking the authority to procure a specialist care and support provider for the Kirklands Autism Service in Leeds. Subsequently the authority was granted. The DDP report states, <i>"The proposed contract will be for an initial period of 6 years</i></p>		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Simply refer to supporting report where used as these matters have been set out in detail.

with an option to extend to a maximum of 48 months in any combination. The value of the initial contract period is set at an anticipated total maximum cost of £9 million (£1.5 million per annum).”

Due to changes in the overall project timescales, the procurement for the care and support at Kirklands will now be going out to tender in May 2023 with a view to awarding the contract to the successful provider in December 2023. The service is intended to be operational in summer 2024.

In preparation for this, commissioners, including a colleague who specialises in costs analysis, alongside finance colleagues, completed the service cost analysis tool to run more detailed and updated calculations of the anticipated cost of the care and support in 24/25.

The analysis took into account:

- uplift provisions that could have been expected across the last 2 financial years
- future proofing the costs into 24/25 when the service is due to open
- the requirement for the provider to purchase, maintain and replace of specialist, tough and durable furniture needed at the service
- the increasing rate of inflation
- current market management knowledge of existing value for money negotiations
- take home pay of direct care staff, and their recruitment, training and retention commensurate with the highly specialist service to be provided in a CQC Registered Residential TDDI (treatment of disease disorder injury) accommodation.

This analysis work produced a revised care procurement budget estimate of £1.9M per annum, (not £1.5M per annum) based on a line by line analysis of the anticipated cost of the service.

The new total anticipated maximum value of this decision is £11.4M to cover a 6 year contract period. The contract will include an option to extend for a further 48 months in any combination, which if utilised in full would increase the overall contract sum to £19M. The costs for this service will be funded jointly between Leeds City Council Adults and Health and the Integrated Care Board (ICB) for Leeds. The funding will be administered through the Learning Disability Integrated Commissioning Oversight Group pooled budget under the usual Section 75 arrangements between Adults and Health and the ICB.


The anticipated £1.9M per annum value of this decision is likely to provide for the core staffing, management and delivery of the care aspect of Kirklands, however it is not yet possible to quantify the exact costs of the care and support as this will be predicated on Care Act assessments and individualised person centred care and support planning required for these complex individuals. The individualised support plans will be authorised through the usual funding panels associated with Learning Disability Integrated Commissioning Oversight Group pooled budget under the Section 75 arrangements between Adults and Health and the ICB.

The ICB has confirmed and supported the increase to the cost of the care and support anticipated through this procurement.

The care and support at Kirklands will still represent value for money as the service will meet the needs of individuals who otherwise may require psychiatric hospital provision or out of area specialist residential care, both of which have significant cost implications far in excess of the anticipated increased cost or overall cost of

	<p>Kirklands.</p> <p>Furthermore the analysis work has given commissioners assurances that the anticipated budget has been suitably benchmarked such that in the event of any inflationary uplift awarded to working age adults budgets beyond 24/25, it would be appropriate to anticipate and award a similar % increase to this contract.</p> <p>Price/Quality Split</p> <p>In addition, approval is being sought to waiver CPR 15.2 in order to deviate from the minimum pricing threshold of 40% and use an alternative pricing mechanism of 20% price and 80% quality. This is in order to give greater weight to the quality and specialism of the service provision.</p> <p>In order to secure the right provider for Kirklands the main focus of the evaluation needs to be on the provider's specialist background, experience, skills and ability to successfully mobilise a specialist service of a similar ilk. 20% price evaluation has been retained to address the importance of value for money in a contract of this size. A detailed service cost analysis exercise will form part of the tender price evaluation.</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>We have considered retaining the original cost estimate but rejected this approach on the grounds that the service would not be financially viable for prospective care and support providers.</p> <p>We have considered alternative price/quality splits such as 30% price/70% quality and 10% price/90% quality and consider 20% price/80% quality to be the preferred split.</p> <p>Whilst cost still needs to play a role in the evaluation process due to the significant value of the contract and need to pay staff competitively in order to recruit staff with the necessary skills and experience, quality should be heavily weighted to ensure the successful provider has the specialist background, experience, skills and ability to successfully mobilise a specialist service to be provided in a CQC Registered Residential TDDI (treatment of disease disorder injury) accommodation.</p>
<p>Affected wards:</p>	<p>Guiseley and Rawdon</p>
<p>Details of consultation undertaken⁴:</p>	<p>Executive Member</p> <p>Regular briefings with the Executive Member for Adult and Children's Social Care and Health Partnerships have taken place</p> <hr/> <p>Ward Councillors</p> <p>Updates in person and through briefing notes with the local ward members regarding the project take place at appropriate intervals</p>

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

	Chief Digital and Information Officer ⁵ N/A	
	Chief Asset Management and Regeneration Officer ⁶ N/A	
	Others Finance	
Implementation	Officer accountable, and proposed timescales for implementation Helen Bradshaw – Commissioning Programme Leader VFM & Learning Disabilities The care and support is planned to go out to tender in May 2023	
List of Forthcoming Key Decisions⁷	Date Added to List:- N/A	
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call-in	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ¹⁰ Caroline Baria, Interim Director of Adults and Health	
	Signature 	Date 1/5/23

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.

