

## OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

**Decision Reference No: AHWB.067.2013 To re-tender the Home from Hospital Service**

**BOX 1**

**DIRECTORATE:** Adults, Health and Wellbeing

**DATE:** 10<sup>th</sup> October 2018

**Contact Name:** Rosemary Leek, Commissioning Manager and Carol Shooter, Contracts Officer

**Tel. No.:** 01302 735485

**Subject Matter:** To re-tender the Home from Hospital Service to commence from 1 April 2019. The current contract ends 31 March 2019.

**BOX 2****DECISION TAKEN**

To undertake a compliant procurement exercise of the Home from Hospital Service for a new contract to commence on 1 April 2019. The current contract ends 31 March 2019.

The primary aims of the service are to:

- support planned discharges from hospital
- reduce re-admissions into hospital
- prevent premature admission to residential care
- Deliver a flexible person-centred service and support carers.

**BOX 3****REASON FOR THE DECISION**

1. Doncaster Council (Adults Health and Wellbeing) and Doncaster Clinical Commissioning Group jointly commission a Home from Hospital service. The contract was awarded to Age UK Doncaster for 3 years with the option to extend for 2 years and commenced on 1st July 2013. A waiver was approved for 12 months and the current contract will end on the 31 March 2019.
2. From 24 April 2017 a contract variation was agreed to vary the Home from Hospital contract to include support for the Rapid Response Review as part of the Intermediate

Care project.

3. Quarterly contract review meetings take place with Age UK and the service is working well and is demonstrating added value:
  - It offer's timely intervention including 'Ready for Home Support' to aid discharge and has proven to reduce re-admissions. Positive relationships have developed with referrers (e.g. Hospital Ward) with regular discussion as to appropriate discharge options. On average the Service receives 360 referrals per year. The ward contacts Age UK Home from Hospital Service who will contact the service user on the same day and support a safe discharge to ensure the length of hospital is no longer than it needs to be.
  - ASCOF indicators have consistently exceeded national and contractual targets. Latest performance for ASCOF 2b (proportion of older people supported to remain at home 91 days after discharge from hospital) shows the service achieved 100%, above the 81% national target.
  - Client feedback has highly rated the Service over the past 5 years. 95% of clients said the service was useful and 100% of clients said they would use the service and again.
  - A person centred approach is taken to support increased independence post-discharge. Qualitative feedback from service users showed 47% said the best of the service was 'getting their independence back'.
4. The long term strategy for Intermediate Care is still being determined and agreed however the type of service offered by Age UK Doncaster provides invaluable support in supporting people to return and remain at home therefore this service is likely to be a key component either in its current form or re-designed.
5. The proposal is to go out to tender for the service for 2 years with the option to extend for a further 12 months. This will provide sufficient time for the future Intermediate Care model to be agreed and scoped.
6. The new contract value will be £100,000 per annum.
7. The new contract will be jointly commissioned (CCG and Doncaster Council) and provides the opportunity to refresh the current Service Specification and to ensure that it fits with the current Adults Transformation Strategy.
8. The new contract will continue to include the Rapid Response element with a greater focus on preventing hospital admissions.

#### **BOX 4**

##### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

###### **Option 1: De-commission the service and not re-tender**

This option will impact on the ASCOF 2b performance indicator (The proportion of older people supported to remain at home 91 days after discharge from hospital) and may increase re-admissions to hospital

###### **Option 2: Undertake a compliant procurement exercise, with a refreshed specification, for 2 years with the option to extend for a further 12 months.**

This preferred option will support a reduction in re-admissions to hospital and reduce the length of stay and for some prevent hospital admission.

**BOX 5**  
**LEGAL IMPLICATIONS**

Section 1 of the Localism Act 2011 provides the Council with the power to do anything that an individual may generally do. S111 Local Government Act 1972 gives the Council the power to purchase goods and services.

Under the Care Act 2014 the Council has a duty to ensure that residents receive services that prevent their care needs from becoming more serious, or delay the impact of their needs.

Services must be procured in accordance with the Council's Contract Procedure.

Legal services advice and assistance will be given during in the procurement process and in the preparation of contractual documents.

**Name: Nicky Dobson**\_\_ **Signature: by email** **Date: \_18<sup>th</sup> October 2018**\_\_\_\_\_

Signature of Assistant Director of Legal and Democratic Services (or representative)

**BOX 6**  
**FINANCIAL IMPLICATIONS:**

This ODR seeks approval to re-tender the Home from Hospital Service to commence from 1 April 2019. The current contract ends 31 March 2019. The current service costs £123.5k per annum and is funded from the following funding sources -

- £70k Better care Funding
- £28.5 General fund Revenue funding
- £25k Non Recurrent BCF reserve.

A Better Care business case was submitted to fund the re tender for a further 2 year period with the option to extend for an additional 12 months. The annual value agreed at £100k. This annual value will be funded from

- £71.5k Better Care Funding
- £28.5k General fund Revenue funding

The Better care funding is already part of the section 75 pooled budget arrangement , the additional £1.5k will be managed within the pooled budget and will be reported at JCOG & Health & Wellbeing board.

redaction

**Name: Nick Cameron** **Signature:**

**Date: 22/10/2018**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

**BOX 7**

**OTHER RELEVANT IMPLICATIONS**

N/A

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Assistant Director (or representative)

**ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.**

**BOX 8**

**EQUALITY IMPLICATIONS:** (To be completed by the author).

The service shall be available to all adults in Doncaster irrespective of age, disability, ethnicity, sexual orientation and religion.

**BOX 9**

**RISK IMPLICATIONS:** (To be completed by the author)

The main risk in not taking this decision is the impact of increased re-admissions to hospital and delays in discharge.

**BOX 10**

**CONSULTATION**

Denise Bann, Strategic Lead Commissioning and Contracts  
Kate Anderson-Bratt, Head of Service Commissioning and Contracts  
Marie Hall – Contract Officer  
Carol Shooter – Contract Officer  
Jo Forrestall – Head of Strategy and Delivery-Community Services (Doncaster CCG)  
Charlotte Keegan – Strategy and Delivery Support Officer (Doncaster CCG)  
Joint Commissioning Opportunities Group (JCOG)  
Current Service Provider  
Individuals using the service  
Third Sector Providers

**BOX 11**

**INFORMATION NOT FOR PUBLICATION**

In accordance with the Freedom of Information Act 2000, it is in the Public's interests for this decision to be published in full, redacting only the signatures.

Name: Gillian Parker Signature by email Date: 23/10/2018

Signature of FOI Lead Officer for service area where ODR originates

**BOX 12  
BACKGROUND PAPERS**

Please confirm if any Background Papers are included with this ODR [redacted]/NO

(If YES please list and submit these with this form)

**BOX 13  
AUTHORISATION**

redaction

Name: Damian Allen Signature : \_\_\_\_\_ Date: 07/11/2018

Director/[redacted] of People

**Does this decision require authorisation by the Chief Financial Officer or other Officer**

**YES/NO**

**If yes please authorise below:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Assistant Director of \_\_\_\_\_

**Consultation with Relevant Member(s)**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designation \_\_\_\_\_

**Declaration of Interest YES/NO**

**If YES please give details below:**

**PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.**

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at [Democratic.Services@doncaster.gov.uk](mailto:Democratic.Services@doncaster.gov.uk) who will arrange publication.

**It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.**