

OFFICER DECISION RECORD 1 FORM - GUIDANCE

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.071.2018 Provision of a Supported Accommodation Support Service for Vulnerable People with Multiple Complex Needs

BOX 1

DIRECTORATE: Adults, Health and Wellbeing **DATE:** 1 October 2018

Contact Name: Author Sarah Sansoa **Tel. No.:** 01302 737048

Subject Matter: Award of a contract following a tender exercise for the provision of a Supported Accommodation Support Service for Vulnerable People with Multiple Complex Needs

BOX 2**DECISION TAKEN**

To seek approval to award a contract following a tendering exercise for a period of 2 years with 2 x 12 month extensions for the provision of a Supported Accommodation and Support service for Vulnerable People with Multiple Complex Needs.

Box 3**REASON FOR THE DECISION:****Give relevant background information**

This ODR is in line with the following Adults Health and Wellbeing Commissioning 2018/19 Cabinet Report (27 March 2018) approved recommendations:

- To approve the Commissioning Procurement Plan for 2018/19 including the proposals and activity contained in this report and at Appendix 1.
- Delegation of authority to agree and sign off commissioning recommendations, to the Director of People, or nominated deputy, as the work plan is progressed.
- Delegation of award of contracts to the Director of People in consultation with the Cabinet Member for Adult Social Care.

Doncaster Council currently commissions an Accommodation and Support Service for Offenders, Ex-Offenders and those at risk of Offending. The current contract, delivered by Target Housing Association, expires this financial year. The proposed action within the Appendix 1 to the Cabinet Report was to review the service as part of the review of housing related support services. The review to inform future procurement options.

The contract currently provides 39 units of supported accommodation, which operates on a dispersed housing model (small shared properties) as well as 75 units of floating support for those who already have accommodation but require an element of support to manage and sustain it effectively. In recent months, the current provider has also delivered an additional 12 units of accommodation based support as added value through a separate lease arrangement with St Leger Homes. The current annual contract value is £336,873, which has reduced through the life of the contract through the continued need to make efficiencies.

The service forms part of the wider homeless resettlement pathway by accommodating and supporting move on of individuals from the homeless hostels, taking referrals from the newly formed internal Complex Lives team and supporting the resettlement of prisoners being released from prison with no fixed abode. The service provides a package of support to individuals around areas such as budgeting, life skills, confidence building, developing social networks, health, education, training, and advice/support on any housing related need to help individuals maximise and sustain independent living.

A review of the current service provision has identified that individuals being referred to the service has changed with increased levels of complexity as well as an increase in demand for this tier of move on accommodation within the resettlement pathway. redaction

With the approval of the Director of People, The service has been tendered with a revised service specification that takes into account the changes in need and additional accommodation pressures. In order to meet these requirements, the scope of the service has been widened to support people with multiple complex needs including offending behaviour but also to include homelessness, substance misuse issues and mental health issues, which will better support move on from the homeless hostels. To enable a suitable response to the increased demand for supported accommodation, the specification requires an increase in the number of accommodation units (minimum of 60 units) and it also recognises the need to provide more intensive support to some individuals with more complex needs. There will no longer be a distinct floating support service within the contract but the successful provider will be required to deliver resettlement support as a matter of course to all individuals as part of their move on and resettlement journey.

Following consultation with the Cabinet Member for Adult Social Care, this ODR seeks approval to award a 2 year initial term contract with 2 x 12 month extension periods with a maximum financial envelope of £300,000 per annum following an EU compliant tender exercise.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

No alternative options were considered.

BOX 5

LEGAL IMPLICATIONS

Section 1 Localism Act 2011 gives the Council a general power of competence to do anything that individuals may generally do.

This Contract for the provision of a Supported Accommodation and Support service for Vulnerable People with Multiple Complex Needs was tendered in compliance with the Public Contracts Regulations 2015 and is consistent with the Council's Contract Procedure Rules.

Legal should be consulted regarding finalising the contract and contract execution.

Name: Paula Coleman__ **Signature: By e-mail**_ **Date: 17.10.18**_____

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

BOX 6

FINANCIAL IMPLICATIONS:

The Supporting People 2018/19 budget for Supported Accommodation Support Service for Vulnerable People with Multiple Complex Needs is £337k per annum. This Tender will be going out to market with a maximum budget available of £300k per annum. This should allow the budget to be reduced by a minimum of £37k per annum depending on the tender values submitted.

The AH&WB budget proposals include £719k reduction targets in 2018/19 and 2019/20 with the aim of transitioning vulnerable people to other forms of care. This ODR and the minimum budget saving of £37k will allow for consideration of those saving targets and how this service meets the future model for Adult Care Services.

Name: Paul Williams **Signature: __by email**_ **Date: 07/11/18**

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.

If any material changes are made to the ODR before its approval, the ODR should be resubmitted to ensure implications are up to date and still relevant. Therefore it is important to ensure the Implications section includes the date on which the implications were provided.

Where professional services raise any comments or questions on the ODR Form that require a response from the author, the author must resolve these to the satisfaction of the professional service before proceeding with the decision.

BOX 8

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

The future service will require the successful provider to deliver the service in such a way that does not discriminate against any of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation) other than service users must be aged 18 years and over.

The service will not tolerate behaviours that are prohibited by the Equality Act 2010 and will actively work to advance equality of opportunity and the fostering of good relations.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

As the current contract is due to expire this financial year, failure to not approve this ODR would result in either a contract breach situation if the contract continued or the potential for a significant number of vulnerable individuals to lose their support service if the contract ended.

There is a risk in tendering the service that should there be a change in provider the current and additional level of accommodation may not be available immediately as it may require a new provider to mobilise this element. The tender documentation will mitigate this risk as much as possible by requesting providers to demonstrate their ability to meet the requirements from day one of the contract.

In the event of a change of provider, the Council will ensure a robust exit plan is agreed with the incumbent provider to ensure a safe transition while the new contract is mobilised. This will also include the safe exit for those individuals who are in receipt of the existing floating support element of the service, which will no longer form part of the new service.

BOX 10

CONSULTATION

Please detail any consultation undertaken in respect of this decision

Adults Health and Wellbeing Directorate Leadership Team
Portfolio Holder Briefing

BOX 11

INFORMATION NOT FOR PUBLICATION:

In accordance with the Freedom of Information Act 2000, this decision will be published once redactions of any commercially sensitive content plus all signatures have been made.

Name: Gillian Parker **Signature:** by email **Date:** 22/01/2019
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: 08/11/2018

[redacted]/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: _____

Chief Executive/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 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.