

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.054.2019 Day Opportunities

BOX 1

DIRECTORATE: Adults, Health and Wellbeing

DATE: 18.11.2019

Contact Name: Fay Wood, Lead Commissioner

Tel. No.: 01302737817

Subject Matter: Day Opportunities

Award of a contract(s) following a tender exercise for the provision of Day Opportunities Offer.

BOX 2**DECISION TAKEN**

To seek approval to award a contract(s) following a tendering exercise for a contract period of 2 years only for the provision of Day Opportunities.

The contract value is as follows:-

£143k for Lot 1 Sandal Wood Centre, Wheatley Hills for year 1 and £100k for year two

£143k for Lot 2 Moathills Centre, Bentley for year 1 and £100k for year two.

Tenders can submit an application for one lot or both lots.

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

- Delegation of authority to agree and sign off commissioning recommendations, to the Director of People (subsequently amended to the Director of Adults Health & Wellbeing), or nominated deputy, as the work plan is progressed.
- Delegation of award of contracts to the Director of People (subsequently amended to the Director of Adults Health & Wellbeing) in consultation with the Cabinet Member for Adult Social Care.

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

The contracted service with Making Space for the provision of day services currently within two Council owned buildings, (Sandalwood, Wheatley Hills and Moat Hills, Bentley) will expire on the 31 March 2020. A CPR Waiver is currently in place up to this expiry date.

Since commencement of the service on the 1st July 2013 contract monitoring audits have shown that the provider is fully compliant with the contract and there has been significant positive feedback from both attendees and families. The two centres, although not up to maximum capacity on all days, are currently operating at reasonable levels and have seen an increase in the use during the life of the contract. The overall attendance has increased from 56.2% in 2018 to 74% in 2019.

A Service Review was carried out in September 2019. The service was valued by those who attended.

Moving Forward.

Doncaster Council has embarked on a journey that responds to developing further personalisation and choice for individuals. The transformation of the Council's In House Day Services has been based on the principle of personalised opportunities in localities, with less reliance on building based services. With the current Day Services contract coming to an end the Council has the opportunity to revisit the Service Specification and invite potential Providers to take a more creative, innovative approach to the delivery of Day Opportunities for people over the age of 65 years. This approach going forward aligns with the Place Plan.

BOX 4**ALTERNATIVE OPTIONS CONSIDERED AND REJECTED****Option1 Do nothing.**

This is not an option as the CPR Waiver expires on the 31st March 2020 and the contract would then be in breach.

Option 2 Tender the service (Preferred option).

To revise the Service Specification and offer to the market the opportunity to tender for one or both buildings, or identify alternative premises to be used for a Day Opportunities offer for people over 65 years of age.

To put in place a two year contract(s) with the successful Contractor(s) with the intention that on the expiry of the contract the Day Opportunity Offer will be self-sustaining.

It is worthy of note the provision of day opportunities is not a statutory requirement. Whilst the Council recognises the importance of day opportunities to enable people to remain living independently in the community for as long as possible, the position the Council wishes to move to is one where the provision in the community is self-sustaining and varied enough to offer people person-centred Day Opportunities that do not require commissioning.

BOX 5**LEGAL IMPLICATIONS**

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

Section 111 of the Local Government Act 1972 gives the Council the power to purchase goods and services.

The procurement of a Day Opportunities Provider must be undertaken in accordance with the Council's Contract Procedure Rules and Public Contract Regulations 2015.

Legal Services have been consulted and are providing the contractual documentation.

Name: Paula Coleman Signature: By e-mail Date: 22.11.19

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

BOX 6**FINANCIAL IMPLICATIONS:**

The two centres each currently have a budget of £143,000 per annum – this will be required in full for 2020/21 but then the contract will realise combined savings of £86k in 2021/22 and a further £200k in 2022/23.

These will be used to contribute in the first instance to any savings AHWB are required to meet,

or to reinvest to better deliver the strategic aims of the service.

Name: Paul Williams Signature: _by email_ Date: 22/11/19

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

BOX 7

OTHER RELEVANT IMPLICATIONS

Strategic Asset Management:

A form of lease has been included as part of the tender documents for each of the Sandalwood and Moat Hills Centres in order that the successful Contractor(s) are fully aware of the potential tenant's obligations in occupying either/both of the Centres when submitting their tender. The proposed lease is for a period of 2 years to tie in with the Day Opportunities Contract with the tenant liable for all repairs and insurance. The lease also includes a break clause if the successful Contractor(s) only wants to occupy the properties for a short time to allow a permanent move to another property of their own choosing.

Name: Gillian Fairbrother (Principal Property Surveyor)

Signature  **Date:** 19th November, 2019

On behalf of:

Scott Cardwell Assistant Director Economy & Development

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 Day Opportunities Offer is for people 65 years and over.

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

The Commissioner will work with the successful Contractors post tender award to support them to be sustainable at the end of the two year contract.

**BOX 10
CONSULTATION**

A service Consultation will be undertaken with staff of Making Space, the current Contractor, regarding the way forward.

Consultation will take place with people who access the service, their families and carers to inform them of the tender exercise being undertaken. Post award commissioners will offer again to meet with people who access the service, their families and carers.

**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: 25/11/2019
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 **NO**

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

**BOX 13
AUTHORISATION**

Name: Denise Bann Signature:  Date: 28/11/2019

Strategic lead Commissioning

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 _____

(e.g. Mayor, Cabinet Member or Committee Chair/Vice-Chair)

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.