

## 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.008.2019 Early Lift installation Eden Lodge

**BOX 1****DIRECTORATE: AHWB****DATE: 15/02/2019****Contact Name: Debra Smith****Tel. No.: 01302 735349**

**Subject Matter: Early Lift installation Eden Lodge 24/7 Short Stay Services for Adults who have complex needs.**

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

**To approve the Capital Bid Application of £97,153.50 to install a Lift at Eden Lodge Short Stay Unit for Adults with Complex Needs plus a wet room costing circa £9,000**

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

Eden Lodge and Wickett Hern are both purpose built, CQC registered, 24/7 short break buildings owned by Doncaster Council.

Each unit has 9 bedrooms, 18 in total. In each unit there are 4 on the ground floor wheel chair accessible and 5 bedrooms upstairs. Both units will accommodate emergency admissions for those people who experience crises as a result of family or personal issues or who are transitioning into community supported living. Occupancy fluctuates pending on the time of year and the availability of ground floor rooms. Ground floor rooms are sought after and are generally pre booked in advance reducing the offer of emergency respite for people who have complex needs.

The demand for downstairs beds has increased. Snap shot of occupancy comparisons between 2017 & 2018.

**W/E 08.04.18 – Total Beds Occupied: 87 (including 26 Emergency Beds) Total Vacant Beds: 39  
Total % Beds Occupied: 69.05%**

<b>W/E 09.04.17</b>	–	Total Beds Occupied:	<b>63</b>	(including	<b>21</b>	Emergency Beds)
Total Vacant Beds:	<b>63</b>	Total % beds Occupied	<b>50.00%</b>			
<b>W/E 08.07.18</b>	–	Total Beds Occupied:	<b>89</b>	(including	<b>17</b>	Emergency Beds)
Total Vacant Beds:	<b>37</b>	Total % beds Occupied	<b>70.60%</b>			
<b>W/E 09.07.17</b>	–	Total Beds Occupied:	<b>76</b>	(including	<b>15</b>	Emergency Beds)
Total Vacant Beds:	<b>50</b>	Total % beds Occupied	<b>60.32%</b>			
<b>W/E 16.09.18</b>	–	Total Beds Occupied:	<b>108</b>	(including	<b>27</b>	Emergency Beds)
Total Vacant Beds:	<b>18</b>	Total % beds Occupied	<b>85.70%</b>			
<b>W/E 17.09.17</b>	–	Total Beds Occupied:	<b>72</b>	(including	<b>7</b>	Emergency Beds)
Total Vacant Beds:	<b>54</b>	Total % beds Occupied	<b>57.14%</b>			

As a result of limited availability of downstairs respite rooms.

The proposal is to install a lift (one off cost) into Eden Lodge providing 5 rooms that will accommodate people with mobility issues and are at risk of using stairs.

The lift installation would:

- Reduce the need to commission out of area and expensive respite places. (Based on the lowest £257 per night rate from alternative respite services compared to our cost £140 per night. One of the new Eden Lodge accessible rooms x 365 days can save £42,705 per annum per person). This could save the council circa £213,000 per annum if the 5 rooms were in use.
- Provide consistency of care in Doncaster.
- Reduce carer stress and uncertainty for people requiring short stay breaks.
- Support people and their carers through their life changes.

It is recommended the lift be installed before April 2019 due to occupancy levels rising from April. An early installation would avoid disruption to service delivery.

RDASH have approached Doncaster Short Stay services to accommodate people whose respite services cease end of February 2019.

#### **BOX 4**

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

1. Identify alternative accessible accommodation to meet the needs of respite services.
2. Reduce the need for respite in house services by commissioning other alternatives.

Alternative suitable buildings have not been identified in Doncaster

Both options would increase costs of 24/7 short stay provision for the Council.

The recommended lift installation option would:-

- Reduce the need to commission out of the Doncaster area.
- Increase occupancy making Eden Lodge cost effective.

- Deliver efficiencies for the Council.
- Provide consistency of care.
- Provide a smooth transition between home and service.
- Prepare people and their carers for future life changes.
- Reduce emergency placements.

The Capital bid for the Lift has been agreed from April 2019. We request the installation is brought forward asap: The request for early installations is due to occupancy levels rising from April. An early installation would avoid disruption to service delivery.

RDaSH have approached Doncaster Short Stay services to accommodate people current whose current respite services end late February 2019. Early installation of a lift would support new clients entering the service instead of going to out of area placements which are far more costly.

The work is due to be carried out by Doncaster Council Property Management Services and will take approx. 6 weeks.

#### **BOX 5**

##### **LEGAL IMPLICATIONS**

There are no direct legal implications arising from this decision.

**Name:** Neil Concannon **Signature:** by email **Date:** 19/02/2019

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

#### **BOX 6**

##### **FINANCIAL IMPLICATIONS:**

The previous capital bid for this scheme was to be funded from Capital funding however there is funding available within the Disabled Facilities Grant (DFG) allocation for 2018/19. The allocation for 18/19 is £2.5m which relates to providing adaptations to properties. This is currently included in the AHWB 2018/19 capital programme.

This scheme will be approved via approval route B.10 Relevant approval is required before a project can commence or commit to capital spend. This new addition to the AH&WB capital programme will be approved by CFO and relevant Director, in consultation with the relevant Portfolio Holder. Any changes will then be reported to Cabinet on a quarterly basis.

The capital cost for the proposed provision of a new lift and wet room at Eden Lodge respite services detailed in the report above will be £106k, contingency is included in this figure.

The installation of this lift will reduce the need to commission out of area and expensive respite places. Based on the lowest £257 per night rate (£93,805 per annum) sourced out of area compared to our cost £140 per night (£51,100 per annum) could save £42,705 per annum per person. This could save the council circa £213,000 per annum if the 5 rooms are to be fully

utilised. The scheme has been brought forward because RDASH have already approached Doncaster short stay services to see if we can accommodate people whose current respite services end late February 2019.

The ongoing service and maintenance costs will be funded from the existing respite budget within AH&WB and will be circa £1,300 per annum.

**Name:** Cheryl Slade **Signature:** C Slade/FM-AHWP **Date:** 18/02/2019  
**Signature of Assistant Director of Finance & Performance  
(or representative)**

#### BOX 7

**OTHER RELEVANT IMPLICATIONS** These are optional as required.

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).

**There are no equality implications. The lift installations will improve the offer of 24/7 short break services for people having learning disabilities who have mobility difficulties**

#### BOX 9

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

There will be continued loss of efficiency savings for Doncaster Council if the lift is not installed. Installation April beyond will cause disruption to the delivery of service, availability of beds maybe effected during building works. Carers may not have the support required.

As well as any risks associated with the decision explain the impact of not taking this decision and in the case of capital schemes, any risks associated with the delivery of the project.

**BOX 10  
CONSULTATION**

Please detail any consultation undertaken in respect of this decision

**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:** \_\_06/03/2019\_\_  
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:** Karen Johnson\_ **Signature :** \_\_\_\_\_ **Date:** 06/03/2019\_

Assistant Director of Adult Social Care and safeguarding \_\_\_\_\_

**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)**

**Where an officer decision has been taken in consultation with the Mayor, Cabinet Member or Committee Chair this should be recorded on this ODR.**

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](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.**