

DECISION RECORD ¹

Officer Key Decisions are subject to the Council's Call-In Procedure (Annex 9 of the Council's Constitution)

Subject: Lister Hospital Discharge Home To Assess home care: Award of Single Tender Action with Care By Us, Millars Three, Southmill Road, Bishops Stortford, CM23 3DH

Staff Contact: Patrick Allen

Executive Member: Colette Wyatt-Lowe

Tel: 01992 556429 (comnet: 26429)

Portfolio: Adult Care & Health

1. **Decision**

Single Tender Action to commission a ring-fenced home care resource which will form part of the new Discharge Home To Assess Service supporting Lister Hospital which will run for a maximum of 12 months.

This home care resource will deliver support to Hertfordshire residents who need support to be discharged from Lister Hospital and it is anticipated that it will primarily work with service users who live in North Herts, Stevenage and to a lesser extent Welwyn Hatfield.

The value of this tender is £420,000 for the team of care workers for 12 months and additional mileage cost that will vary based on where service users live but will be billed at 45p per mile.

Because this is a new service and currently does not have funding committed beyond the first 12 months a decision will be taken during the life of this contract around how it will be procured longer term and extended or decommissioned. Consequently there will be a 3 month notice period to the provider to end the contract that can be inflated from 6 months.

2. **Reasons for the decision**

A single tender action was used in this instance because the timeframe available was insufficient to run a full tender and mobilise the service in advance of winter.

The provider chosen was deemed the only existing provider working with Hertfordshire County Council who:

- Had a significant presence in a majority of the areas the service will be operating – particularly North Herts
- Had previously worked in multi-disciplinary team way with NHS staff
- Could mobilise a sufficient number of staff in the timeframe available

The future of the service will be determined after a 6 month review and thus if the decision is made to scale up or continue for a longer period of time a full tender process can be completed.

3. **Alternative options considered and rejected ²**

DECISION RECORD

Providing this resource through existing home care contracts was explored. However, the DH2A service needs to cover a large geographic footprint which overlaps multiple contracts and multiple providers. Moreover, care workers in this model need to work with NHS and social care staff in a multidisciplinary team on a guaranteed-shift basis (a different approach to all existing contracts). Therefore, using existing contracts was deemed not viable at this time.

4. Consultation

(a) Comments of Executive Member^{3 4}

The Exec Member for Adult Care and Health has been consulted with, having shared the relevant Adult Care Services' management board report with her.

(b) Comments of other consultees⁵

5. Following consultation with, and the concurrence of the Executive Member, I am proceeding with the proposed decision.

Signed: _____

Title: Assistant Director, Adult Care Commissioning Date: 02th November 2017

6. Copies of agreed document to:

- All consultees
- Chairman, and Vice-Chairmen of the Overview and Scrutiny Committee
- hard & electronic copy (for public inspection both at County Hall and on Hertsdirect) Democratic Services Manager - Room 213 County Hall.

¹ for guidance see Chief Legal Officer's note "Taking Decisions"

² details of any alternative options considered and rejected by the officer at the time the decision was made

³ record any conflict of interest declared by any Executive Member consulted. If an Executive Member declares a conflict of interest DO NOT PROCEED without seeking advice from the Chief Legal Officer

⁴ If the matter has general significance for the Council and/or is, or is likely to be, controversial, then the officer shall consult the appropriate Executive Member before proceeding. In some cases it will be necessary to consult more than one Executive Member, and in some cases the Leader of the Council will need to be consulted

⁵ If the matter has local significance, but no general significance for the Council and no controversial aspects, the officer shall consult or inform the local member in writing (or by e mail) and proceed. It is essential that all officers responsible for delivering services ensure that local members are kept well briefed on issues affecting their areas.