

To: Finance, Resources and Customer Services Policy Board

On: 23 November 2023

Report by: Report by the Director of Finance and Resources and the Chief Officer, Renfrewshire Health and Social Care Partnership

Heading: Provision of a Care at Home Service (RC-CPU-23-015)

1. Summary

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to enter into a contract for the Provision of a Care at Home Service with Scotia Homecare Solutions Limited (Company Registration Number SC662472).
 - 1.2 The recommendation to award this Contract follows a procurement exercise which was conducted as a Negotiated Procedure in accordance with the Procurement Reform Rules and the Council's Standing Orders relating to Contracts for a health and social care services contract.
 - 1.3 A Contract Strategy for this Contract was approved by the Head of Health and Social Care and Chief Finance Officer on 31 August 2023 and the Strategic Commercial Category Manager on 28 August 2023.
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2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorises the Head of Corporate Governance to award this Contract:
 - i) for Provision of a Care at Home Service, reference RC-CPU-23-015, to Scotia Homecare Solutions Limited;

- ii) the Commencement Date of the Contract is anticipated to be 1 January 2024 for a contract period of 12 months, with no option to extend; the actual Commencement Date for this Contract will be confirmed in the Council's Letter of Acceptance; and
 - iii) for a contract value of up to a maximum of £241,460 excluding VAT.
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3. Background

- 3.1 Renfrewshire Council like other areas in Scotland has seen an increase in demand for care at home services, in part due to an ageing population. There are also many issues facing the adult social care sector, including shortages in staff to provide care and support for people. This has resulted in the need for additional capacity for care at home services in Renfrewshire Council area which it has been identified cannot be met through the Council's pre-existing Framework (Provision of a Care at Home and / or Housing Support Service, RC-CPU-18-144) ("Framework").
- 3.2 In order to ensure Renfrewshire Health and Social Care Partnership (RHSCP) on behalf of the Council can continue to provide care at home services for people who require these services, it is proposed that this interim contract is put in place covering defined areas where Framework providers are unable to provide care at home services and until longer term arrangements can be procured.
- 3.3 RHSCP also have a new Sustainable Futures programme which is reviewing how services are delivered, to ensure efficiency. This review will include how care at home services are delivered.
- 3.4 The Council's Framework has been extended to February 2025, and the Council, RHSCP and Corporate Procurement Unit have already commenced early engagement with the provider market to generate interest and increase capacity within the Renfrewshire Council area. The proposal is for a new Flexible Framework which is anticipated to allow new providers to join throughout its term, helping to increase the number of providers and capacity for service users within Renfrewshire.
- 3.5 The procurement process for this Contract was conducted as a Negotiated Procedure in accordance with the Procurement Reform Rules and the Council's Standing Orders Relating to Contracts.

- 3.6 Scotia Homecare Solutions Limited was invited to respond to the Council's Invitation to Contract which was published on 3 October 2023 with a return deadline of 3pm on 11 October 2023.
- 3.7 In accordance with Council's Standing Order relating to Contracts 11.5 a Single Procurement Document (Scotland) (SPD (Scotland)) was required to be completed, the Tender submission from Scotia Homecare Solutions Limited was evaluated and met the predetermined criteria in the SPD (Scotland).
- 3.8 Scotia Homecare Solutions Limited's submission was evaluated by the Renfrewshire Health and Social Care Partnership, Corporate Procurement Unit, Risk Management and Health and Safety, and met the Award Criteria for both Quality and Price as set out within the Invitation to Contract.
- 3.9 Community Benefits were requested as part of this procurement process. Scotia Homecare Solutions Limited has confirmed the following Community Benefits will be delivered as part of the Contract:

Community Benefit	Number Offered
Job for an unemployed individual	2
Work Experience Placement for an individual 16+ years of age	1
S/NVQ (or equivalent)	5

Implications of the Report

- Financial** – Service costs of a maximum of £241,460 excluding VAT will be met by the RHSCP Care at Home Services revenue budget.
- HR & Organisational Development** – None directly arising from this report.
- Community/Council Planning** –
 - Our Renfrewshire is well: Supporting the wellness and resilience of our citizens and communities** – Developing strong community based services that respond to local need.
 - Our Renfrewshire is safe: Protecting vulnerable people, and working together to manage the risk of harm** – Protecting vulnerable adults ensuring they can live safely and independently.
- Legal** – The procurement of the contract follows a procurement exercise which was conducted as a Negotiated Procedure in accordance with the Procurement Reform Rules and the Council Standing Orders relating to Contracts.

5. **Property/Assets** – None directly arising from this report.
6. **Information Technology** – None directly arising from this report.
7. **Equality & Human Rights** - The recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - The Health and Safety submission from Scotia Homecare Solutions Limited was evaluated by Corporate Health and Safety and satisfied the Council's requirements.
9. **Procurement** - The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** - The insurance documents submitted by Scotia Homecare Solutions Limited were assessed by Renfrewshire Council's Risk Officer and satisfied the Council's requirements.
11. **Privacy Impact** - The Contract contains Renfrewshire Council's General Conditions of Contract including Data Protection, Security and Recording. Scotia Homecare Solutions Limited will be a Data Controller and, as such, have a legal responsibility to comply with Data Protection legislation when collecting, processing and storing personal data to those receiving a care at home service under this Contract.
12. **Cosla Policy Position** - None directly arising from this report.
13. **Climate** – None directly arising from this report.

List of Background Papers - None.

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