1. Purpose of Report

1.1 The purpose of this report is to:

- Inform Cabinet of proposals for the commissioning arrangements of the Shared Lives schemes currently provided by Bridgend County Borough Council, Neath Port Talbot County Borough Council and the City and County of Swansea.

- To seek approval for Bridgend County Borough Council to invite tenders on behalf of the three authorities, with an independent provider to manage the scheme as a collaborative contract.

- Delegate authority for the Group Manager, Learning Disability Services (or, as his deputy, the Operational Manager of Learning Disability Services) to represent the Council on a Shared Lives Project Board

- To seek approval for Bridgend County Borough Council to enter into an ‘inter authority agreement’ with Neath Port Talbot County Borough Council and the City and County of Swansea which will set out the governance and financial arrangements associated with this commissioning and contracting exercise.

2. Connection to Corporate Improvement Plan/Other Corporate Priority

2.1 This report links to the following themes in the Corporate Plan:

- Corporate Plan, Priority 4 – Working together to help vulnerable people to stay independent;
- Corporate Plan, Priority 5 – Working together to tackle health issues and encourage healthy lifestyles;
- Corporate Plan Priority 6 – Working together to make the best use of our resources

2.2 It also links to the objectives of the Adult Social Care Commissioning Plan 2010 – 2020, ‘Living Independently in Bridgend in the 21st Century’. The plan sets out the future vision for the service over the next ten years by providing details of how the changing needs of individuals will be responded to and emphasises a shift in the way of working that puts the individual at the centre of our approach. The aim is to move from a model of ‘caring’ to a more preventative model of ‘assisting and supporting’ adults to live independently within their own communities, and Shared Lives does this in a very appropriate and cost effective way.
2.3 In 2007, the Welsh Government issued a new ‘Statement on Policy and Practice for Adults with a Learning Disability’. This replaces previous strategy guidance and confirms a vision for the future based on the following statement of principles:

All people with a learning disability are full citizens, equal in status and value to other citizens of the same age. They have the same rights to:

- live healthy, productive and independent lives with appropriate and responsive treatment and support to develop their maximum potential;
- be individuals and decide everyday issues and life-defining matters for themselves joining in all decision-making which affects their lives, with appropriate and responsive advice and support where necessary;
- live their lives within their community, maintaining the social and family ties and connections which are important to them;
- have the support of the communities of which they are a part and access to general and specialist services that are responsive to their individual needs, circumstances and preferences.

3. Background

3.1 Shared Lives is a scheme where adults with learning disabilities, mental health difficulties and/ or with physical disabilities are offered short term, long term or emergency care by Shared Lives Carers. The care is delivered in the home of a Shared Lives Carer, thereby enabling people referred to the scheme to live in the community as independently as possible in a family environment.

3.2 Shared Lives carers are recruited and trained and supported by the local authorities and it is this element of the schemes that will be combined and operated as one scheme across the three authorities.

3.3 Shared lives carers receive a payment for the services they provide when a person is placed with them and an agreement is made with the carers to ensure that the national minimum standards for Shared Lives schemes are complied with. The schemes are registered with and inspected by the Care and Social Services Inspectorate for Wales.

3.4 For 2013/14, the number of service users in the three authorities was as follows:

<table>
<thead>
<tr>
<th></th>
<th>Bridgend</th>
<th>Neath Port Talbot</th>
<th>Swansea</th>
<th>Overall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of service users:</td>
<td>41</td>
<td>18</td>
<td>75</td>
<td>134</td>
</tr>
<tr>
<td>Number of long term service users:</td>
<td>28</td>
<td>13</td>
<td>33</td>
<td>74</td>
</tr>
<tr>
<td>Number of respite service users:</td>
<td>13</td>
<td>05</td>
<td>42</td>
<td>60</td>
</tr>
</tbody>
</table>

3.5 Learning Disability is one of the key projects of the Western Bay Collaboration. This project has a number of work streams designed to develop collaborative and integrated working arrangements between the three authorities, with the aim of improving the quality and cost effectiveness of services. One of these work streams has focussed on the Shared Lives schemes and it has been agreed by the Western Bay Programme Team that a collaborative arrangement should be put in place. This arrangement involves the amalgamation of the three existing schemes into one
scheme and proposes that the management of this scheme is transferred to a partner in the independent sector. Bridgend County Borough Council has been identified as the lead Authority for this work.


4.1 As described above there has been substantial planning for Shared Lives schemes across the Western Bay and the partner authorities have developed a business model which sets out plans for the delivery of such a scheme, including clear plans for growth of the Shared Lives services regionally.

4.2 The regional Shared Lives working group has developed a specification which sets out the model of care to be delivered. The group has agreed that Bridgend will be the lead authority for the commissioning exercise and will enter into a contract with the provider on behalf of the three authorities.

4.3 It is proposed that a contract for four years with an option to extend by up to two years should be awarded to the successful bidder. The anticipated start date for the new contract is April 2015. The three authorities will require a provider to deliver the service in accordance with a fixed budget, to include the delivery of support to a number of existing Shared Lives arrangements. The specification has also built in an expectation for growth which will require the provider to recruit a number of new Shared Lives Carers over the duration of the contract. The yearly contributions from each of the partners will be fixed and the contributions of each of the commissioning authorities for each of the contract years will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>Yearly Contribution</th>
<th>Overall Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Over 6 Years</td>
</tr>
<tr>
<td>Bridgend Council:</td>
<td>£40,000</td>
<td>£240,000</td>
</tr>
<tr>
<td>Neath Port Talbot Council:</td>
<td>£40,000</td>
<td>£240,000</td>
</tr>
<tr>
<td>City and County of Swansea:</td>
<td>£86,000</td>
<td>£516,000</td>
</tr>
<tr>
<td>Total Cost:</td>
<td>£166,000</td>
<td>£996,000</td>
</tr>
</tbody>
</table>

4.4 The three authorities have identified a fixed budget for the delivery of the service in each of the geographic areas. The provider will be required as part of the tender process to offer a clear commitment to recruit new Shared Lives Carers to at least the growth indicated below.

<table>
<thead>
<tr>
<th></th>
<th>Baseline Numbers of placements at Commencement of Contract</th>
<th>Min Yearly Growth</th>
<th>Anticipated min End of Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridgend Council:</td>
<td>25</td>
<td>3/year</td>
<td>37</td>
</tr>
<tr>
<td>Neath Port Talbot Council:</td>
<td>19</td>
<td>3/year</td>
<td>31</td>
</tr>
<tr>
<td>City and County of Swansea:</td>
<td>48</td>
<td>6/year*</td>
<td>90</td>
</tr>
</tbody>
</table>

*note growth Year 1 of 6, then 12 thereafter.

4.5 The partner authorities recognise that there are some geographical differences between the current Shared Lives models which may need to continue in the short term, until greater consistency can be achieved. These include differences in the particulars of payment during holidays or short breaks and the alignment of payments of Shared Lives. These functions will remain the responsibility of the authorities' financial safeguarding teams.
4.6 In order to bring greater consistency to the scheme it has been agreed that the specification will set out the requirement for the bidder to work closely with the three authorities, Shared Lives Carers and service users to align aspects of the model during the lifetime of the contract.

4.7 Cabinet approval to enter into a contract with the successful tenderer will be sought once the outcome of the procurement exercise is known.

4.8 An inter-authority agreement to underpin this joint commissioning project is being developed. This agreement will specify the need for the service to be contract managed by a Project Board which will consist of representatives from each Western Bay Authority. The Project Board’s remit will be to monitor the service and govern the contractual arrangements entered into by Bridgend County Borough Council on behalf of the other authorities.

**Market Testing**

4.9 During the last 18 months soft market testing has been undertaken by Bridgend County Borough Council which showed there was an appetite from independent agencies to deliver Shared Lives services on behalf of the Council. In readiness of the regional procurement exercise a further supplier development event has been arranged. This is being facilitated by Business Wales, and a provider engagement day has been arranged for the 10th of November at the Liberty Stadium, Swansea. This will give the authorities the opportunity to present the model to providers and will help finalise the service specification.

5. **Effect upon Policy Framework and Procedure Rules.**

5.1 The tender process will be undertaken in accordance with the Authority’s Contract Procedure Rules.

6. **Equality Impact Assessment.**

6.1 The Equality Impact screening has been completed which has identified that change will not significantly disadvantage individuals.

6.2 As part of the collaboration exercise it has been agreed that EIA’s will also be undertaken in the Neath Port Talbot County Borough and City and County of Swansea County Borough’s so that all partners are clear on the impact of the change on individuals in their respective localities.

7. **Financial Implications.**

7.1 The full year cost saving to the Authority by transferring the Shared Lives scheme to a partner organisation is £30,000. This saving comes from a vacant post and will be used to meet part of the MTFS savings requirement.

7.2 The City and County of Swansea currently has three posts administering the scheme. They have confirmed that those staff will, by agreement, be re-deployed elsewhere. Bridgend and Neath Port Talbot Councils have staff who are currently assigned on a temporary basis from other duties, who will return to their substantive
posts. Given the above, officers consider that there will be no TUPE implications to the tendering of the service, but this of course will be kept under review.

8. **Recommendation.**

8.1 Cabinet is therefore requested to:

1. Approve the proposal to combine the three existing Shared Lives schemes into a collaborative scheme on behalf of the Western Bay authorities and to undertake a procurement exercise to identify a partner to manage the scheme.

2. Authorise Bridgend County Borough Council to invite tenders and act as lead authority for the procurement and contracting arrangements on behalf of the Western Bay authorities.

3. Authorise the Council to enter into a collaborative agreement on terms to be agreed by the Assistant Chief Executive Legal and Regulatory Services, with the City and County of Swansea and Neath Port Talbot County Borough Council, which will set out the finance and governance arrangements for the collaborative Shared Lives Service.

4. Delegate authority for the Group Manager, Learning Disability Services (or, as his deputy, the Operational Manager of Learning Disability Services) to represent the Council on a Shared Lives Project Board, which, once established, will manage the day to day aspects of the service including the monitoring arrangements and financial governance. The appointed officer for the Council will identify if there are any fundamental changes or impact to the agreed contracting arrangements, these will be reported back to Cabinet for approval.

5. Note that an update report seeking Cabinet approval to enter into a contract with the successful tenderer will be submitted once the outcome of the procurement process is known.

Susan Cooper
Corporate Director - Wellbeing
October 2014

9 **Contact Officer: Ian Oliver, Group Manager – Commissioning and Transformation**

Telephone: (01656) 642479
Email: ian.oliver@bridgend.gov.uk

10 **Background documents**
Equality Impact Assessment