



**PUBLICATION OF DECISION LIST NUMBER 58/17-18**

**MUNICIPAL YEAR 2017/2018**

Date Published: Friday 16 March 2018

This document lists the Decisions that have been taken by the Council, which require publication in accordance with the Local Government Act 2000. The list covers Key, Non-Key, Council and Urgent Decisions. The list specifies those decisions, which are eligible for call-in and the date by which they must be called-in.

A valid request for call-in is one which is submitted (on the form provided) to the Governance and Scrutiny Team in writing within 5 working days of the date of publication of the decision by at least 7 Members of the Council.

Additional copies of the call-in request form are available from the Governance and Scrutiny Team.

If you have any queries or wish to obtain further report information or information on a decision, please refer to:  
– Claire Johnson (ext.4239)

*Phone 020 8379 then extension number indicated*

**INDEX OF PUBLISHED DECISIONS – Friday 16 March 2018**

<b>List Ref</b>	<b>Decision Made by</b>	<b>Date Decision comes into effect</b>	<b>Part 1 or 2</b>	<b>Subject/Title of Report</b>	<b>Category of Decision</b>	<b>Affected Wards</b>	<b>Eligible for Call-In &amp; Date Decision must be called in by (If Applicable)</b>	<b>Page Number</b>
1/58/17-18	Cabinet Member for Health and Social Care (Councillor Alev Cazimoglu)	Monday 26 March 2018	Part 1&2	Re-provision of the Independent Wellbeing Enfield (IWE) Day Opportunities Transport	Key Decision KD:4611	All	Yes Friday 23 March 2018	1-3
2/58/17-18	Statutory Director of Adult Social Care (Bindi Nagra)	Monday 26 March 2018	Part 1&2	Recommendation to award a contract for care and support services at Alcazar Court Extra Care Scheme – 1 Year Contract	Key Decision KD:4462	All	Yes Friday 23 March 2018	4

**DECISIONS**

For additional copies or further details please contact Claire Johnson (020 8379 4239), Governance and Scrutiny Team.

SUBJECT TITLE OF THE REPORT							
RE-PROVISION OF THE INDEPENDENT WELLBEING ENFIELD (IWE) DAY OPPORTUNITIES TRANSPORT							
Part 1 or 2 (relevant exempt Paragraph)	Wards affected by decision	Decision taken by	Date Decision comes in to effect	Interest declared in respect of the Decision	Category of decision (i.e. Key, Non-Key, Council, Urgent)	Contact Details	Eligible for Call-in & Date to be called in by
Part 1&2 (Para 3)	All	Cabinet Member for Health and Social Care (Councillor Alev Cazimoglu)	Monday 26 March 2018	None	Key Decision: KD: 4611	Doug Wilson 020 8379 1540 <a href="mailto:doug.wilson@enfield.govuk">doug.wilson@enfield.govuk</a>	Yes 23 March 2018
<p><b>AGREED:</b> that the following decision will come into effect on Monday 26 March 2018, subject to not being called in:</p> <p>2.1 IWE will operate with both vehicles and staff (drivers and passenger assistants the transport service currently run by Passenger Transport Services (PTS) for people attending day centres currently operated by Independence and Wellbeing Enfield (IWE) to commence from date of agreement of this report.</p> <p>2.2 IWE will operate the larger 16/17 seater vehicles under the Council's PSV licence as agreed with the Council's Fleet Manager and the Interim Executive Director of Environment and Regeneration.</p> <p>2.3 Relevant Well Being Services staff job descriptions are amended to include driving and passenger assistant duties;</p> <p>2.4 A transfer of a budget of up to £585,380 to the IWE management fee to provide adult transport social care services which will include the cost of staff, vehicles and associated costs will take place.</p> <p>2.5 The Management Agreement between IWE and the Council will be amended to include the provision of adult transport social care services and the additional budget to deliver this service as well as service requirements (a specification) and performance monitoring arrangements.</p> <p>And to note that:</p> <p>2.6 LBE Drivers and Personal assistant staff (currently employed by PTS) will TUPE transfer across to IWE.</p> <p>2.7 Staff in Environment, IWE and HR, to consult with Council employed staff who will be affected by this proposal.</p> <p>2.8 Trade Unions to be included in relevant aspects of the transfer of staff.</p> <p>2.9 Drivers and PA's will receive appropriate training to carry out their duties effectively and keep or build upon their skills, knowledge to deliver a safe, flexible and appropriate service.</p> <p>2.10 Consultation has taken place with the Executive Director of Environment, TFL (Transport for London) &amp; Council legal to agree the contents of this report.</p>							

**ALTERNATIVE OPTIONS CONSIDERED:**

- Doing nothing and continuing as is would not be an option as the current level of spend continues to exceed the budget by £279k.
- Offering the same service through retendering all routes via the DPS system would result in a potential redundancy situation for existing Council staff who drive or assist on the existing vehicles.
- To tender for all vehicles as part of the Council's current procurement of vehicles to achieve better value for money which will then be leased back to IWE with PSV licensing requirements met by the Council's PSV licence currently held by the Council's Fleet Manager; Purchasing vehicles would be expensive and would not offer the business the opportunity to flex vehicle requirements down as changes occur over time.
- Rental of vehicles through an existing arrangement the Council already has with a provider. This option would provide flexibility to the business and removes the Council's risk of capital depreciation when purchasing vehicles. This option has already been implemented;
- These vehicles would be driven and assisted by existing staff within PTS and IWE;
- Based on legal advice received from Transport for London (TFL, the regulator) and reviewed by the Council's legal team, IWE will not apply for PHV licences to cover the provision of transport through 9 seater vehicles. The larger 16/17 seater vehicles will be covered by the Council's PSV licence with oversight retained by the LBE Fleet Manager
- A set of summary requirements taken from ROSPA's Code of Practice – responsibility for adherence to these will sit with the Transport Manager/Co-ordinator and the Service Manager for Day Services both of whom will be accountable to the lead commissioner in Adult Social Care.

For more detail see the part one and part two reports.

**REASONS FOR RECOMMENDATIONS:**

- 5.1 The current budget available for the provision of transport for Adults and Older People to day centres is projected to overspend by around £280,000 against the current budget.
- 5.2 The use of day activities is changing with options becoming more flexible and the number of people likely to be eligible for council transport is reducing. A more flexible transport offer is therefore, required.
- 5.3 Well Being services will have greater flexibility to plan and organise travel options to the growing and often complex needs of its customers. This will also maximise day opportunities, evening activities and weekend services and enhance the level of care and support available.

## REASONS FOR RECOMMENDATIONS CONTINUED

These include:

- Increased access to vehicles during the day, evenings and weekends
- More flexibility for our customers to be picked up and dropped off
- Reduction in the time customers spend travelling, through the use of smaller vehicles and other modes of traveling
- Continuity of service and improved understanding of customers' needs by having dedicated and well trained drivers and passenger assistants
- A service which is adaptable to the evolving needs of its customers.
- For a breakdown of existing costs of the service and the cost of the new proposed model see part 2 of this report.

- 5.4 Drivers and passenger assistants that will TUPE transfer over to IWE will be assimilated into IWE's staffing structure.
- 5.5 A Transport Business co-ordinator will be recruited to oversee the planning and co-ordination of Well Being Services Transport solutions. The responsibility for adherence to requirements of the PSV operator licence will remain with the Council's Fleet Manager. The IWE transport business co-ordinator will liaise regularly with the Fleet Manager to ensure adherence to licensing requirements is maintained appropriately. This post will also work with each of the Day Centre Managers and staff to ensure routes are most efficiently maximised, with cover provided by Day Centre managers when the Transport Co-ordinator is absent (sickness/leave).
- 5.6 An effective management system in place will make certain that drivers are appropriately trained, medically fit to drive, complying with all requirements, including risk assessments, safety measures and emergency procedures. Drivers and Passenger assistants will also be supervised and supported by the Transport business co-ordinator.
- 5.7 IWE will have direct input in to the vehicle specification working with fleet to ensure that vehicles will match the varied needs of customers and of the growing company.
- 5.8 Approval to proceed with the new Transport model, will enable IWE to develop a 3 year strategy to ensure the company can continue to identify and investigate areas for improvement and efficiency. This will include increasing the usage of Rose Taylor to full capacity over the weekend period. Weekends are currently underused due to lack of availability of appropriate supported transport for people with dementia using this service. Investing time in supporting people to be more independent in their travel choices will enable customers to be active citizens within their community, it enables individuals to feel confident in their ability to be independent and supports their wellbeing. This proposal will also work alongside our Travel Peer support service, which we will be developing and first steps to travel training and the very successful "red route" programme with travel training attached, which is in partnership with Transport police.

## BACKGROUND

Please note that a copy of the Part 1 report is available via the Decision list link on the Council's Democracy pages. The part 2 report is not available for the press or public.

**LIST REFERENCE: 2/58/17-18**

<b>SUBJECT TITLE OF THE REPORT</b>							
RECOMMENDATION TO AWARD A CONTRACT FOR CARE AND SUPPORT SERVICES AT ALCAZAR COURT EXTRA CARE SCHEME – 1 YEAR CONTRACT							
<b>Part 1 or 2 (relevant exempt Paragraph)</b>	<b>Wards affected by decision</b>	<b>Decision taken by</b>	<b>Date Decision comes in to effect</b>	<b>Interest declared in respect of the Decision</b>	<b>Category of decision (i.e. Key, Non-Key, Council, Urgent)</b>	<b>Contact Details</b>	<b>Eligible for Call-in &amp; Date to be called in by</b>
Part 1&2 (Para 3)	All	Statutory Director Adult Social Care (Bindi Nagra)	Monday 26 March 2018	None	Key Decision: KD: 4462	Nancie Alleyne 020 8379 4055 <a href="mailto:nancie.alleyne@enfield.govuk">nancie.alleyne@enfield.govuk</a>	Yes 23 March 2018
<p><b>AGREED:</b> that the following decision will come into effect on Monday 26 March 2018, subject to not being called in:</p> <ol style="list-style-type: none"> <li>To endorse and agree to a Direct Contract Award for extra care and support services at Alcazar Court Extra Care Housing Scheme for a period of 1 year, commencing on 1 April 2018 (with the option to extend for a further 3 months) to the successful service provider as outlined in the corresponding Part 2 report.</li> <li>To approve to waive the contract procedure rules as a result of the Direct Award Process as outlined in the corresponding Part 2 report.</li> </ol>							
<p><b>ALTERNATIVE OPTIONS CONSIDERED:</b></p> <ol style="list-style-type: none"> <li>Due to the abandonment of the first tender process it was necessary to undertake and invite providers to quote through a competitive tendering exercise in order to secure a new provider prior to the end of the existing contract and to ensure a smooth transition from the incumbent provider to the new provider.</li> <li>As the first and second quote procurement exercise failed to secure a successful provider it was considered not in the best interest of the Council to go out to the market for a fourth round of procurement.</li> </ol>							
<p><b>REASONS FOR RECOMMENDATIONS:</b></p> <ol style="list-style-type: none"> <li>The provision of Extra Care accommodation has been and continues to be a priority for the Council. It delivers a model of care which promotes independent living for a range of vulnerable people who would otherwise be at risk of social isolation, admission to hospital or residential care.</li> <li>The Direct Award approach is recommended because of the approaching end date of the contract extension given to ‘Saint John of God’ of 31 March 2018, and the consistent failure to secure a successful provider through the formal procurement and market testing processes.</li> </ol>							
<p><b>BACKGROUND</b></p> <p>Please note that a copy of the Part 1 report is available via the Decision list link on the Council’s Democracy pages. The part 2 report is not available for the press or public.</p>							