



Delegated Decisions by Cabinet Member for Adult Social Care

***Tuesday, 19 September 2017 at 9.00 am
County Hall, New Road, Oxford***

Items for Decision

The items for decision under individual Cabinet Members' delegated powers are listed overleaf, with indicative timings, and the related reports are attached. Decisions taken will become effective at the end of the working day on Wednesday 27 September 2017 unless called in by that date for review by the appropriate Scrutiny Committee.

Copies of the reports are circulated (by e-mail) to all members of the County Council.

These proceedings are open to the public

A handwritten signature in black ink that reads "Peter G. Clark".

Peter G. Clark
Chief Executive

September 2017

Committee Officer: **Julie Dean**
Tel: 07393 001089; E-Mail: julie.dean@oxfordshire.gov.uk

Note: Date of next meeting: 17 October 2017

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.

Items for Decision

1. **Declarations of Interest**
2. **Petitions and Public Address**
3. **Questions from County Councillors**

Any county councillor may, by giving notice to the Proper Officer by 9 am two working days before the meeting, ask a question on any matter in respect of the Cabinet Member's delegated powers.

The number of questions which may be asked by any councillor at any one meeting is limited to two (or one question with notice and a supplementary question at the meeting) and the time for questions will be limited to 30 minutes in total. As with questions at Council, any questions which remain unanswered at the end of this item will receive a written response.

Questions submitted prior to the agenda being despatched are shown below and will be the subject of a response from the appropriate Cabinet Member or such other councillor or officer as is determined by the Cabinet Member, and shall not be the subject of further debate at this meeting. Questions received after the despatch of the agenda, but before the deadline, will be shown on the Schedule of Addenda circulated at the meeting, together with any written response which is available at that time.

4. **Care Home Fee Review 2017 - 2018** (Pages 1 - 26)

Forward Plan Ref: 2017/075

Contact: Benedict Leigh, Interim Deputy Director – Joint Commissioning Tel: (01865) 323548

Report by Director for Adult Services (**CMDASC4**).

The report seeks agreement to the outcomes of the annual review of Care Home Fees which are effective from April 2017.

The Cabinet Member for Adult Social Care is RECOMMENDED to revise our Target Banding Rate from April 2017: and

- (a) ***increase the Target Banding Rate for the residential – extensive specialist category to £515 per week for new placements;***
- (b) ***increase all existing weekly residential payment rates that are currently paid below £515 per week to £515 per week;***
- (c) ***increase the Nursing – Extensive Target Banding Rate to £671 per week for new placements;***
- (d) ***increase all existing Nursing – Extensive placements that are***

currently below £671 per week to £671 per week;

- (e) *increase the Nursing – Specialist Target Banding Rate to £750 per week;***
- (f) *increase all existing Nursing – Specialist placements that are currently below £750 per week to £750 per week;***
- (g) *continue to use these rates as a guide to secure care home placements at a funding level as close to the Target Banding Rates as possible; and***
- (h) *the above to apply from April 2017 and for care home placements in Oxfordshire.***

5. Daytime Support Awards - September 2017 (Pages 27 - 42)

Forward Plan Ref: 2017/099

Contact: Sophie Kendall, Senior Commissioning Officer Tel: 07584 151145

Report by Interim Deputy Director for Joint Commissioning (**CMDASC5**).

The report seeks agreement to the award of Daytime Support Grant Funding as per the agreed decision making process.

Daytime support is an important part of the lives of many people. It provides vital links to the community that help people to live independent and fulfilling lives. As demand for social care grows and government funding reduces, we need to make sure that daytime support is fit for the future and sustainable over the longer term. Following the decisions made at Cabinet in January and full council in February 2017, we are now implementing a new, flexible countywide system of daytime support in Oxfordshire.

This paper sets out the proposed approach to the awarding of the daytime support grant funding in 2017-18 and 2018-19, for delegated decision. This relates to the following daytime support grant funds, which will support the continuation and development of community and voluntary sector provided daytime support: 2017-18 Innovation Fund; the 2018-19 Sustainability Fund; the 2018-19 Transition Fund; the 2018-19 Innovation Fund.

The Cabinet Member for Adult Social Care is RECOMMENDED to:

- (a) *approve the criteria set out in Annex 1 for the Sustainability Fund; Transition Fund; and Innovation Fund for the period 2017-18; and***
- (b) *note and approve the proposed process for awarding grants under the Innovation Fund 2018-19 onwards***

Division(s): Adult Social Care

CABINET MEMBER FOR ADULT SOCIAL CARE

19 SEPTEMBER 2017

CARE HOME FEE REVIEW 2017/18

Report by Lead for Quality & Contracts

Introduction

1. Care home services form an important part of Oxfordshire's overall adult social care provision. Oxfordshire County Council purchases around one third of the care home beds in the county. The rest are occupied by people who privately fund their own care or funded by health bodies including Oxford University Hospitals Foundation Trust.
2. Oxfordshire County Council uses target banding rates as the basis for agreeing the prices paid to care homes for each service user. However, the agreed rate in each case must also reflect the needs of the specific service user and will often be higher than the target rate as a result.
3. The target rates used by the Council are reviewed on an annual basis and are informed by a consultation with care home providers and other interested parties. As well as local factors, the rates must take account of the National Living Wage. This rose from £7.20 per hour to £7.50 per hour for people aged over 25 from 1 April 2017. Through the target banding rates, the Council seeks to support providers to remain in the market, to increase pay rates and improve the level of recruitment and retention in the social care workforce.
4. This report summarises the review that has been undertaken for 2017/18 including recommendations made as a result.

Proposed Target Banding Rates for 2017/18

5. Oxfordshire County Council uses the Association of Directors of Adult Social Services (ADASS) cost model to calculate target banding rates. The 2016-/17 cost model assumed a rate of £7.58 per hour for care workers, based on a sample of local advertisements, and £7.20 per hour for domestic staff with allowances for other direct non-pay costs and overheads, plus an element of assumed profit.

6. To generate the proposed Target Banding Rates for 2017/18, the ADASS model has been updated to reflect the increase of £0.30 per hour in the National Living Wage from April 2017. This resulted in three options:

- i) Update the target banding rates to reflect the level required to fund the National Living Wage for all workers. This means there is no change to the rate for care workers since this is already above the level required to fund the national living wage. This option increases the rate for domestic staff from £7.20 per hour to £7.50 per hour to reflect the obligations to pay the National Living Wage.

Service	Care Band	Target Banding Rate
Residential Care Home (Care without nursing)	Social care - Extensive Specialist	£499 per week
Nursing Care Home (Care with Nursing)	Social Care – Extensive	£656 per week
	Social Care – Specialist	£732 per week
NB: The figures quoted above include the single rate Funded Nursing Care and incontinence payments		

- ii) Update the target banding rates to reflect pay rates evidenced by local advertisements (sampled in January 2017) for care home staff adjusted for the increase of £0.30 per hour from April 2017.

Service	Care Band	Target Banding Rate
Residential Care Home (Care without nursing)	Social care - Extensive Specialist	£511 per week
Nursing Care Home (Care with Nursing)	Social Care – Extensive	£667 per week
	Social Care – Specialist	£745 per week
NB: The figures quoted above include the single rate Funded Nursing Care and incontinence payments		

- iii) Update the Target Banding Rates to reflect the Skills for Care rate of £7.87 per hour (as at January 2017) adjusted for the increase of £0.30 per hour from April 2017.

Service	Care Band	Target Banding Rate
Residential Care Home (Care without nursing)	Social care - Extensive Specialist	£515 per week
Nursing Care Home (Care with Nursing)	Social Care – Extensive	£671 per week
	Social Care – Specialist	£750 per week
NB: The figures quoted above include the single rate Funded Nursing Care and incontinence payments		

7. As part of the consultation, option 3 was stated as the Council's preferred option as this is consistent with both the Skills for Care rate and with pay rates evidenced in local advertisements. It is also assessed to be affordable for the Council within the funding available. The use of the model to uplift the rates means the additional funding is focussed on individual placements funded at the lowest level to bring those up to the new target level.

Consultation

8. A consultation was launched on Oxfordshire County Council's intranet page on 6 February 2017 and this ran until 6 March 2017. Care home providers were notified by email on two separate occasions that this consultation was available and encouraged to submit a response. Oxfordshire Care Home Association and Oxfordshire Association of Care Providers were also contacted to make them aware of the consultation.
9. Care home providers were invited to submit their own costs for providing care using the ADASS cost model to enable comparison between the ADASS model and actual costs in the Oxfordshire care market. Care home providers were also invited to meet with Council officers if they wished to discuss the Council's proposals or share more information about their own cost pressures.
10. The Council received the following response to the consultation
 - (a) Online responses including cost breakdown: 1
 - (b) Written responses excluding cost breakdown: 3
 - (c) Meetings between Council officers and care home providers: 3
 - (d) Oxfordshire Care Homes Association submitted a written response.
 - (e) No response was received from Oxfordshire Association of Care Providers.
11. In addition, the Council has received a number of letters from care home providers regarding fee reviews for 2017/18, including specific correspondence regarding named service users. Responses to these letters have been dealt with on a case by case basis, and may include taking into account the changing needs of named service users as well as general cost pressures

Considerations raised following the consultation process

12. The 2017/18 consultation process has generated a low response; this is in common with previous years' consultations. The low number of responses does not provide sufficient information to suggest that the Council's proposals are inaccurate or that the Council should consider substantial increases to the sector.

13. Comments received as part of the consultation process are summarised in table 1 below

Table 1

Comment	Response
a) Staff turnover is high and it is becoming more difficult to recruit and retain staff. Recruitment is expensive in both time and money and puts financial pressure on the home, reliant on the EU labour market.	Costs of recruitment are accounted for within the ADASS model. The Council recognises our obligation under the Care Act to allow providers to meet their statutory obligation to meet the National Living Wage. Therefore, the ADASS model has been updated to reflect rates of pay advertised in Oxfordshire in January 2017 and the £0.30 per hour National Living Wage increase with effect from April 2017.
b) Senior carers and activity staff are not taken into account in the Council's proposals.	The Council's proposals follow the ADASS model guidelines.
c) The following nursing costs are not covered by the Funded Nursing Care Payment: <ul style="list-style-type: none"> - Non pay training costs - Equipment - Disposables 	The NHS makes a contribution towards the nursing costs of a place in a care home with nursing. This funding level is set nationally and the Council has no control over this. The Funded Nursing Care payment has increased from £112.00 (standard rate) per week in 2015/16 and 2016/17 to £155.05 per week in 2017/18.
d) The ADASS model does not account sufficiently for management / administration / reception staff.	Insufficient information has been provided from the Oxfordshire care home market to suggest that this is inadequate.
e) The cost of land is not considered, only the cost of building.	The Council does not encourage new growth in the care home market only the support of existing homes.
f) The ADASS model does not include an allowance for unsociable hours, eg bank holidays, night work, weekends.	The Council does not have information about the terms and conditions in place within Oxfordshire care homes in order to base any assumption regarding this on.
g) The Council should apply inflation to all current placements as all placements are subject to annual costs pressures.	The target banding rates have been altered to reflect cost pressures and allow for fees to be negotiated / altered to reflect changes in service users' individual needs.
h) Time allocated for the laundry / cleaning / catering staff is too low.	This comment was received from one home where costs may be affected by the specific layout of the home and needs of the residents. The Council has insufficient information on which to base any changes to this element of the model.

14. Oxfordshire Care Homes Association submitted a response to the Council's consultation. This included a commentary on the assumptions with the ADASS model. Whilst the Oxfordshire Care Home Association welcomed the proposed increase to the Target Banding rates, the following comments were received and are summarised in table 2 below:

Table 2

Comment	Response
a) The amount included in the ADASS model for staff; utilities; food; repairs and maintenance; non - food supplies rentals and corporate overheads; depreciation; and profit are insufficient. These comments in the response from Oxfordshire Care Homes Association are based on actual costs in a non for profit home in the year to 31 March 2016.	The Council undertook the consultation in order to test whether the assumptions in the ADASS model represent Oxfordshire.
b) The Council's Target Banding Rates will put downward pressure on the standard of care provider and will eventually lead to provider failure.	There is no evidence that this is occurring. Oxfordshire continues to see a net increase in the number of beds within the county with more new developments currently planned and underway.
c) The Council receives a low response to Target Banding Rate fee consultations because the ADASS cost model is discredited.	It is correct that there is historically a limited response to this consultation;. The ADASS model is a nationally recognised model and previous consultation reports have given a detailed explanation of the Council's choice to use this model.
d) The practise of not increasing fees for individuals who are above the target banding rates should be reviewed.	See response 'g' in Table 1 above.
e) Care homes incur nursing costs which are not covered by Funded Nursing Care.	See response 'c' in Table 1 above.
f) The Council should allocate money from the social care precept to fund increased fees in care homes.	Additional funding available to the council for Adult Social Care will be used to support the proposed increase in the target banding rate.
g) Increased fees to care homes would alleviate social care problems in Oxfordshire including care home closures and pressures regarding hospital discharges.	Oxfordshire continues to see a net increase in care home beds, the county has not experienced difficulties with care home closures and home closures are not a factor in relation to hospital discharge pressures.

15. In summary, it is unclear why care home providers did not provide a response to the consultation. Many of the responses that were received were submitted after the consultation closed on 6th March 2017. The Council supported providers who wished to submit responses after this date in order to give all that wished to respond had the opportunity to do so.
16. The providers that met with the Council raised differing cost pressures and had differing levels of residents who fund their own care and who are funded by the Council. The range of feedback from these providers supports the Council's view that any model used to establish the cost of care can only be aid to discussion, as there are legitimate local factors and workforce issues that will affect each provider. The fee paid in each case must also reflect the specific needs of the resident as well as the target rate.
17. Following the consultation process, the Council concludes that Option 3 remains the preferred option. The revised basic wage rate used in the calculation is £8.17 per hour; this has been compared to local advertisements for care staff and the Skills for Care rate in January 2017. £8.17 per hour rate exceeds both the National Living wage rate of £7.50 per hour and the Skills for Care rate.
18. Where a care home is experiencing particular hardship of financial problems the council will review their financial standing as part of our Safeguarding and Business Continuity strategies to determine appropriate action.
19. The council reaffirms its view that care homes in Oxfordshire have an important role to meet the needs of vulnerable adults. We also recognise that the Council has an important role to ensure that there is sufficient capacity within the social care market to meet its future commissioning requirements.

Financial & staff implications

20. The estimated on-going annual cost of implementing Option 3 and to bring all current packages for care home placements up to the rates in Option 3 is £0.5m. That is affordable within the budget for Adult Social Care that was agreed by the Council in February 2017 and additional funding provided through the improved Better Care Fund (iBCF) notified to the council by central government since then.

Equalities Implications

21. It is felt that there will be limited impact from the recommended outcome due to the way that the current care home market is performing and the new service developments that are planned or taking place.

22. A Service Community Impact Assessment (SCIA) has been developed and will be available for consideration as part of the decision making process. A copy is attached at Annex 1.

RECOMMENDATION

23. The Cabinet Member for Adult Social Care is **RECOMMENDED** to revise our Target Banding Rate from April 2017: and
- (a) increase the Target Banding Rate for the residential – extensive specialist category to £515 per week for new placements;
 - (b) increase all existing weekly residential payment rates that are currently paid below £515 per week to £515 per week;
 - (c) increase the Nursing – Extensive Target Banding Rate to £671 per week for new placements;
 - (d) increase all existing Nursing – Extensive placements that are currently below £671 per week to £671 per week;
 - (e) increase the Nursing – Specialist Target Banding Rate to £750 per week;
 - (f) increase all existing Nursing – Specialist placements that are currently below £750 per week to £750 per week;
 - (g) continue to use these rates as a guide to secure care home placements at a funding level as close to the Target Banding Rates as possible; and
 - (h) the above to apply from April 2017 and for care home placements in Oxfordshire.

KATE TERRONI
Director for Adult Services

Background papers: None

Contact Officer: Benedict Leigh, Telephone (01865) 323548

September 2017

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Service and Community Impact Assessment (SCIA)

Front Sheet:

Directorate and Service Area:

People's Directorate - Adult Services

What is being assessed (eg name of policy, procedure, project, service or proposed service change):

The outcome of the annual review process for Target Banding Rates paid to care homes and its impact on the care homes market in Oxfordshire.

Responsible owner / senior officer:

Benedict Leigh
(Deputy Director - Joint Commissioning)

Date of assessment: 11th September 2017

Summary of judgement:

It is felt that there will be limited impact from the recommended outcome due to the way that the current care home market is performing and the new service developments that are planned or are taking place.

Detail of Assessment:**Purpose of assessment:**

This assessment has been carried out

- To consider the impact of for care homes following the council's annual review of its Target Banding Rates for 2017/18
- To comply with the Council's duty under Section 149 of the Equalities Act 2010

Fee setting is a function to which section 149 of the Equality Act 2010 applies, and the Service and Community Impact Assessment is the method by which the Council will have due regard to the needs set out in section 149.

Section 149 of the Equalities Act 2010 (“the 2010 Act”) imposes a duty on the Council to give due regard to three needs in exercising its functions. This proposal is such a function. The three needs are:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic, and those who do not.

Complying with section 149 may involve treating some people more favourably than others, but only to the extent that that does not amount to conduct which is otherwise unlawful under the new Act.

The need to advance equality of opportunity involves having due regard to the need to:

- remove or minimise disadvantages which are connected to a relevant protected characteristic and which are suffered by persons who share that characteristic,
- take steps to meet the needs of persons who share a relevant protected characteristic and which are different from the needs other people, and
- encourage those who share a relevant characteristic to take part in public life or in any other activity in which participation by such people is disproportionately low.
- take steps to meet the needs of disabled people which are different from the needs of people who are not disabled and include steps to take account of a person’s disabilities.

The need to foster good relations between different groups involves having due regard to the need to tackle prejudice and promote understanding.

These protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – this includes lack of belief
- sex
- sexual orientation
- marriage and civil partnership

Context / Background:

Briefly summarise the background to the policy or proposed service change, including reasons for any changes from previous versions.

The Council has a statutory duty to make arrangements for people who, following assessment are in need of care and support.

The services that care homes provide within Oxfordshire play an important role in helping to meet the needs of vulnerable adults. The Council also has an important role in ensuring that there is sufficient capacity within the social care market to meet its future commissioning requirements.

The cost of adult social care and how it should be funded has for many years been the subject of discussion and much media attention. These discussions have taken place at both a national and a local level and in many respects have focused on the cost of care home services. One of the reasons for this is that there is no nationally agreed methodology for calculating the same.

At a local level the council has stated that it is keen to ensure the sustainability of required care home services in Oxfordshire to meet the assessed needs of vulnerable adults. We have also said that we are committed to work alongside providers to ensure that the same is of the highest quality.

At the same time we are also working to support more people in the community so that they do not need to go into a care home. Working with the Districts/City Council and Housing Associations, we have embarked on a major expansion of Extra Care Housing.

The Council estimates that it buys c.33% of all care home places for older people in Oxfordshire.

Each year we set Target Banding Rates for care homes – in Oxfordshire we have bandings representing different payments for different levels of client need.

The Council's decisions about changes to Target Banding Rates

- are important to the Council in meeting its statutory responsibility and
- will influence the sustainability and development of the care home market within this county.

As part of the review process this Council has responded to requirements to

- (a) Assess the actual cost of care in Oxfordshire.
- (b) Consult with providers to hear their views on the same
- (c) Consider local market factors
- (d) Carry out an Impact Assessment as part of the decision making process.

In order to ensure that appropriate consideration was given to these factors the Director for Adult Services undertakes a consultation exercise to help inform decision making about the recommendations.

Proposals:

Explain the detail of the proposals, including why this has been decided as the best course of action.

From April 2017 we are recommending that we revise our Target Banding Rates as follows

- (i) Increase the Target Banding Rate for the residential – extensive specialist category to £515 per week for new placements
- (ii) Increase all existing weekly residential payment rates that are currently paid below £515 per week to £515 per week.
- (iii) Increase the Nursing – Extensive Target Banding Rate to £671 per week for new placements
- (iv) Increase all existing Nursing – Extensive placements that are currently below £671 per week to £671 per week.
- (v) Increase the Nursing – Specialist Target Banding Rate to £750 per week
- (vi) Increase all existing Nursing – Specialist placements that are currently below £750 per week to £750 per week
- (vii) Continue to use these rates as a guide to secure care home placements at a funding level as close to the Target Banding Rates as possible.
- (viii) The above to apply from April 2017 and for care home placements in Oxfordshire.

Background to the Recommendations

Our discussions and consultations with the care sector were progressed to help establish a better understanding of the cost of care in Oxfordshire and to ensure that the Council adhered to government guidance and met its required obligations.

However, this process has also presented us with a number of issues to address

- **The Consultation Process** has generated a limited response and a low number of providers submitting cost structure returns.

This limited response to the consultation has not provided us with sufficient evidence or a sufficiently robust argument to significantly increasing funding.

- **The Use of Cost Models** has also raised questions as there is no nationally agreed methodology for calculating the cost of care.

In Oxfordshire we have adapted a cost model produced by the Association of Directors of Social Services for our base calculations for Residential Care. It makes the assumption that the allowance for Funded Nursing Care can cover the additional costs of nursing services.

We have considered the operating costs presented to us by providers in response to the consultation process. We have questions about their usefulness as while there are some from care homes with bed capacity of round about 50 beds or more, a number of operating costs come from providers with bed capacity lower than the recognised efficient size of 48-50 beds. Therefore, it is questionable whether the council can usefully use and rely on the costs for the smaller homes as representative of operating costs for other care homes in the county.

We have set aside cost data for homes run by The Orders of St. John Care Trust as this has a long-term development contract with the Council that operates on a block purchase arrangement.

- **Financial Pressures & Affordability** - Although the cost structures we did receive indicated cost of provision above that which the council currently pays, providers appeared to recognise the financial position that the council is in. It is worth noting that in many homes fees from the Council will not be the main source of income.

The council's budget planning process has identified that there are significant pressures on the older people's budget. With demographics showing an increasing population of older people over coming years the council will need to allocate resources to meet the needs of an increasing number of vulnerable people. Furthermore, our strategy is to allow people to remain in the community for as long as possible and increasing our spending on care home services would go against our stated business strategy.

- **Sufficiency of Service Availability** - Alongside the above we have recognised that these are clearly challenging times for both providers and purchasers. Under The Care Act 2014 the council has a role in ensuring that there is a sufficient provision to meet existing and increased future service demands.

Sustainability of current provision is key but the care homes market is itself responding to demographics with new services being planned and developed; the majority of these appear to be targeting the private payer market.

We also feel that most if not all new developments are building new services to a high specification. This will then more than likely attract a high price tariff.

Our view here is that if expansion outstrips placements then there may be an increase in the number of vacant beds available unless these are taken up through demographic demand. Inevitably this will add to operating pressures for some providers as they experience vacancies and changing income levels.

We can speculate that in the future the council may be able to more easily access beds in homes that are not to such a high specification; the price for these services may or may not be at a lower than cost price as providers seek to generate income. The counter argument is that some homes will go out of

business and the market may end up being dominated by larger providers aiming at the private market or those purchasers that will accept their rates.

As a result, we have considered whether an increase for inflation, and higher banding rates, should be given to Care Home providers, or whether the funding should instead be spent on supplying a social care service to a wider client base.

To summarise our view is that

- The Consultation Process generated a limited response and a low number of providers submitting cost structure returns.
- There are differences between the cost information for different size homes.
- There are differences between how different cost components in the models are treated.
- Regardless of the cost model used we feel that any cost figure derived can only be an aid to discussion.
- We do not believe that the information we have can support us coming to an informed conclusion about the cost of providing care in Oxfordshire.
- The local market information we have leads us to believe that in general, the care homes market for older people in Oxfordshire is relatively healthy and homes are able to provide service of a good quality.

We have also concluded that if there was a significant increase in our spending on care homes there would be less money available to spend elsewhere within Adult Social Care.

Our view here is that the impact on vulnerable people of the council having less money to spend on other types of support (including support to people in their own homes) would have a greater negative impact on vulnerable and disabled people than a care home fee level increase.

Evidence / Intelligence:

Explain any data, consultation outcomes, research findings, feedback from service users etc that supports your proposals and can help to inform the judgements you make about potential impact of different individuals, communities or groups.

Our approach to evidence /intelligence gathering has involved the following

- Reviewing the existing information available to us about the care homes market in Oxfordshire contained in our Market Position Statement
- Carrying out an open consultation exercise with care homes providers in Oxfordshire in order to establish the cost of providing care in Oxfordshire
- We have met with individual care homes to hear their views.

Reviewing Local Market Factors - We reviewed the local market factors associated with care home provision in Oxfordshire. To do this we reflected on the Market Position Statement we published in September 2014 (see link below) and the feedback we have had from providers as part of the consultation process.

<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/news/2014/CareHomesMarketPositionStatement.pdf>

Open Consultation - The council embarked upon an open consultation process through the Council's website that

- Asked all care home providers to comment on our identified Options
- Invited them to take part in a review of the cost of providing care home services in Oxfordshire
- Asked them to submit their cost structures to support the responses and feedback they gave.
- The formal consultation ran from 6 February 2017 and this ran until 6 March 2017.

Individual Meetings - To ensure that there were a number of opportunities to obtain feedback we met with individual providers on a confidential appointments basis to discuss operating costs and to receive copies of their operating costs.

Alternatives considered / rejected:

Summarise any other approaches that have been considered in developing the policy or proposed service change, and the reasons why these were not adopted. This could include reasons why doing nothing is not an option.

There were several comments and suggestions that have been highlighted in Table 1 and Table 2 in the Report submitted for decision. A response to each of these suggestions is also included in the report.

We have concluded that if there was a significant increase in our spending on care homes there would be less money available to spend elsewhere within Adult Services. Our view here is that the impact on vulnerable people of the council having less money to spend on other types of support (including support to people in their own homes) would have a greater negative impact on vulnerable and disabled people.

Impact Assessment:

Identify any potential impacts of the policy or proposed service change on the population as a whole, or on particular groups. It might be helpful to think about the largest impacts or the key parts of the policy or proposed service change first, identifying any risks and actions, before thinking in more detail about particular groups, staff, other Council services, providers etc.

It is worth remembering that 'impact' can mean many things, and can be positive as well as negative. It could for example relate to access to services, the health and wellbeing of individuals or communities, the sustainability of supplier business models, or the training needs of staff.

We assess the impact of decisions on any relevant community, but with particular emphasis on:

- Groups that share the nine protected characteristics
 - age
 - disability
 - gender reassignment
 - pregnancy and maternity
 - race – this includes ethnic or national origins, colour or nationality
 - religion or belief – this includes lack of belief
 - sex
 - sexual orientation
 - marriage and civil partnership
- Rural communities
- Areas of deprivation

We also assess the impact on:

- Staff
- Other council services
- Other providers of council services
- Any other element which is relevant to the policy or proposed service change

For every community or group that you identify a potential impact you should discuss this in detail, using evidence (from data, consultation etc) where possible to support your judgements. You should then highlight specific risks and any mitigating actions you will take to either lessen the impact, or to address any gaps in understanding you have identified.

If you have not identified an impact on particular groups, staff, other Council services, providers etc you should indicate this to demonstrate you have considered it.

IMPACT FOR COUNCIL (GENERAL)

The key issues for the council are that it is able to respond to its statutory duty to make arrangements for those people eligible for its support. To do this the council needs to access services which are of the right quality, location and price for an eligible individual. The council also needs to ensure that there is a robust and adequate provision to meet the needs of individuals in a timely way. Where sudden unplanned changes occur in service provision any action taken by the council in response will safeguard the interests of the residents in a care home.

Risks	Mitigations
<p>There is a risk that providers in Oxfordshire may refuse to accept placements at the funding level offered by the council. Service users may need to be placed out-of-county or with alternative services.</p>	<ul style="list-style-type: none"> • The council will maintain its practice of having Target Banding Rates. It will continue to place older people at a fee level as close to the Target Banding level as possible in order to secure the necessary services. • It will review the way that it purchases care home services to determine if its spot purchasing of placements should continue at the current level or whether alternative purchasing arrangements should be put in place.
<p>There is a risk that changes to the composition of the care homes market in Oxfordshire will lead to an imbalance of service provision compared to that which the council needs to meet future demand. Service users may need to be placed in homes not of their first choosing, in out-of-county homes or with alternative services.</p>	<ul style="list-style-type: none"> • The Council will continue to monitor the development and location of existing and new care homes services in Oxfordshire. This will be to determine a care home's willingness to accept council funded residents and the Council's ability to purchase care home beds across the county in specific locations. • The Council will continue to provide information on the composition of the Care Homes Market through its Market Position Statement. • It will review the way that it purchases care home services to determine if its spot purchasing of placements should continue at the current level or whether alternative purchasing arrangements should be put in place to ensure future access to services. • Alternatives such as extra-care housing and care at home will be explored in all cases to ensure that the widest possible care offering is available to meet an individual's assessed needs.
<p>There is a risk that there may be delays in making placements into care homes as it becomes more difficult and takes more time to agree funding levels</p>	<ul style="list-style-type: none"> • The Council will maximise its use of 'Discharge to Assess' and other community based services to ensure that eligible older people receive the most appropriate service and are able to remain in their own home for as long as they wish. • Alternatives such as extra-care housing and care at home will be explored in all cases to ensure that

	<p>the widest possible care offering is available to meet an individual's assessed needs.</p>
<p>There is a risk that the council's relationship with its providers may deteriorate. This may mean that it is unable to influence the future direction of the care homes market in Oxfordshire.</p>	<ul style="list-style-type: none"> • We will continue to maintain dialogue on a regular basis with care home providers about changes within the care home market in Oxfordshire. • We will ensure that information about placement patterns into care homes is made known • We will maintain contact with the relevant Care Associations in Oxfordshire. • In the short-term the Council has produced a Market Position Statement about care home services so that all existing and future care home providers are aware of the Council's strategy & challenges for the future. This will be updated and reviewed
<p>There is a risk that as the care home market in Oxfordshire develops some providers may experience financial pressures and operating difficulties with deteriorating quality of care and/or unplanned closures.</p>	<ul style="list-style-type: none"> • The council will maintain regular planned quality monitoring and service development activity based on an assessment of risk for care homes in Oxfordshire. • We will continue to monitor the financial viability of providers with particular emphasis on those that have a higher proportion of council funded residents as part of their overall resident number or are of a smaller size of home. • We will explore ways in which the council can assist care homes to meet their obligations at an affordable cost through work with the main Care Associations in Oxfordshire.
<p>There is a financial risk that the Council may need to commit additional budget to this service area if it regularly agrees prices above its Target Banding Rates in order to secure access to services</p>	<ul style="list-style-type: none"> • The Council will maintain a robust and regular overview of its financial performance through budget monitoring in order to manage and respond to the same.
<p>There is a risk that if the council needs to pay significantly more than its target banding rates that a reduced number of placements may have to be made per annum to ensure it keeps within budget.</p>	<ul style="list-style-type: none"> • The council will continue to monitor the number of placements it makes in care homes. • It will continue to monitor the financial viability of providers.

<p>This may mean that fewer placements are made by the council and this may impact on a providers' financial stability.</p>	<ul style="list-style-type: none"> • We will explore ways in which the council can assist care homes to meet their obligations at an affordable cost. • It will explore alternative services to care homes whenever possible to ensure that it can maintain purchasing of care home placements within budget.
<p>There may be a reputational risk to the council through adverse publicity and increased complaints if the council finds it is unable to access care home services when needed.</p>	<ul style="list-style-type: none"> • The council will respond to any enquiries in accordance with its agreed procedures. • The Council will maximise its use of alternative community based services to ensure that eligible older people receive the most appropriate service prior to needing to enter a care home.

Impact on Individuals and Communities:

Community / Group being assessed (as per list above – eg age, rural communities – do an assessment for each one on the list)

Summarise the specific requirements and/or potential impact on this community / group, and then highlight the most significant risks and mitigating action that has been or will be taken.

The council wishes to make sure that when considering entering a care home an individual does so taking into account all the alternatives available to them. It is concerned that some individuals may be entering a care home before they need to and as a consequence their resources may be depleted. It also wants to ensure that potential residents have a choice of care home close to where they live and that they are admitted to a care home that provides sustainable good quality care and is financially stable for the foreseeable future. We are concerned that if a home closes residents may have to move elsewhere, staff may lose their employment and/or may exit the market.

Risks	Mitigations
<p>There is a risk that there may be reduced choice options for eligible individuals</p>	<p>In order to ensure that potential residents continue to have a choice of care home</p>

<p>requiring a care home placement. Potential residents may have to accept a place at a care home other than their first choice home and at a location further afield.</p>	<p>whenever possible</p> <ul style="list-style-type: none"> • The Council will continue to monitor the development and location of existing and new care homes services in Oxfordshire to enable potential residents to have a choice of care home. • The council will continue to place older people at a fee level as close to the Target Banding level as possible in order to secure the necessary services. Where necessary this may mean it agrees prices above its Target Banding Rate. • It will review the way that it purchases care home services to ensure that it can access beds and offer as much choice as possible to the people it supports
<p>Family & Friends may need to travel further afield to visit an individual in their care home</p>	<ul style="list-style-type: none"> • The Council will review the care homes market to ensure that whenever possible an individual will have a choice of a home local to them.
<p>There may be delays in making placements into care homes.</p>	<ul style="list-style-type: none"> • The Council will maximise its use of 'Discharge to Assess' and other community based services to ensure that eligible older people receive the most appropriate service. • Where there may be a delay in accessing a placement for whatever reason the Council will explore alternatives to ensure that support is provided in the interim and an individual's assessed needs are fully met.
<p>Some individuals may be entering a care home earlier than they need to.</p>	<ul style="list-style-type: none"> • The council will promote a greater awareness of cost issues for Self-funders so that they can make informed choices about how they wish their support to be provided. • The council will continue to promote alternative service options such as Extra-care Housing or care in a person's own home.
<p>Where a previously self-funding resident in a care home approaches the council for financial support they may be subsequently asked to move from their</p>	<ul style="list-style-type: none"> • The council will ensure that all such cases are considered on an individual basis and will assess the individual to determine their care needs.

<p>care home if they are paying a private fee level significantly above what the council has said it will pay as its Target Banding Rate for such care</p>	<ul style="list-style-type: none"> • The council will continue to fund placements at a fee level as close to the Target Banding level as possible in order to secure the necessary services.
<p>Some individuals in a care home, their family, friends or carers may experience a change in the quality of care provided</p>	<ul style="list-style-type: none"> • The council will maintain regular planned quality monitoring and service development activity based on an assessment of risk for care homes in Oxfordshire. • It will maintain strong links with partners such as the Care Quality Commission and Health Commissioners to ensure that it can respond to complaints or weaknesses in provider services. • Where areas of weakness are identified Council staff will work with providers to ensure that such aspects are improved and sustained.
<p>Some residents may find their care home is faced with unplanned or sudden closure forcing them to move to alternative accommodation, with an associated potential risk to their health and wellbeing</p>	<ul style="list-style-type: none"> • The council will maintain regular planned quality monitoring and service development activity to determine the sustainability of services and to avoid unplanned or sudden closure. • The council will continue to monitor the financial viability of providers to achieve the same. Emphasis will be placed on those homes that have a higher proportion of council funded residents, are of a smaller size, or that have a financial viability rating that suggests they may be facing financial challenges/difficulties. • Where a care home is experiencing particular hardship or financial problems we will review their financial standing as part of our Safeguarding and Business Continuity strategies to determine appropriate action. • Should a care home need to close the council will treat each event under its Safeguarding Procedures. It will work with all stakeholders and partners (specifically colleagues from the NHS in the case of a 'care home with

	nursing') to ensure that a suitable care alternative is found and that there are safe arrangements in place for the transfer of existing residents to a new establishment.
There is a risk that if a care home closes that staff working at the home may lose their employment and may exit the care market.	<ul style="list-style-type: none"> • The council will continue to monitor the financial viability of providers. • Where a home needs to close the council will work closely with the owners to explore alternatives to ensure that alternative employment options are identified and as many of the workforce remain within the care market as possible

No differential impact on individuals and communities beyond those given above has been identified as a result of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership, rural communities, areas of deprivation. However, this will be reviewed as the policy develops and is implemented to ensure any impacts are identified and mitigated as far as possible.

Achieving Closure (ADASS)

http://www.adass.org.uk/images/stories/Publications/Miscellaneous/Achieving_Closure.pdf

Short-notice care home closures: a guide for local authority commissioners (SCIE)

<http://www.scie.org.uk/publications/homeclosures/>

Impact on Staff:

Summarise the specific requirements and/or potential impact on staff, and then highlight the most significant risks and mitigating action that has been or will be taken.

The main area of risk here is in respect of increased demand for support from other Directorate services. There may also be attention and resources drawn away from the Directorate's normal business in order to respond to care homes fees issues.

Risks	Mitigations
Additional workload on Council Placement and Adult Social Care staff as they work harder to achieve placements.	<ul style="list-style-type: none"> • The council will continue to fund older people at a fee level as close to the Target Banding level as possible in

	<p>order to secure the necessary services.</p> <ul style="list-style-type: none"> Should additional resources be needed within the placement process the council will review this to maintain placement performance levels.
Additional workload on Social Care assessment staff if required to move clients to alternative accommodation	<p>Any moves will be considered under Safeguarding Procedures that will require a project approach to actions and activities.</p> <p>The Council will ensure that dedicated staff is identified to support any moves.</p>
Increased management of complaints and representations	<p>To avoid an escalation in complaints/representations we will present clear information to residents and potential residents about the reasons for any changes to help avoid complaints and representations.</p>

Impact on other Council services:

Summarise the specific requirements and/or potential impact on other council services, and then highlight the most significant risks and mitigating action that has been or will be taken.

The main area of risk here is in respect of increased demand for support from other council services.

Risks	Mitigations
Additional workload for Media and Communications Team as they respond to media enquiries	To avoid an escalation in representations we will present clear information to residents and potential residents about the reasons for any changes in services.
Additional workload for complaints and legal services as a result of having to advise on and respond to service changes.	Presentation of clear information to residents, family and carers. Regular communication to these groups throughout.
Increased demand for support from Council's Finance staff to support the Joint Commissioning function.	The Council will review the financial health of the care homes sector.

Impact on providers:

Summarise the specific requirements and/or potential impact on providers of council services, and then highlight the most significant risks and mitigating action that has been or will be taken.

The key impact for providers is that there may be a change in their cost/income profile that then places further pressure on their operation and service delivery. For providers less able to absorb such changes this may affect different areas of their operation to varying degrees.

Risks	Mitigations
<p>There is a general risk that for some homes the providers financial profile will change and that this may put pressure on their service delivery.</p>	<ul style="list-style-type: none"> • The council will on a regular basis review the performance of care homes in Oxfordshire looking at the core components listed in the Evidence/Intelligence section (listed above) • Wherever possible the Council will identify homes that may be experiencing financial difficulty or at risk of closure. • We will continue to maintain dialogue on a regular basis with care home providers in Oxfordshire. • The council will continue to liaise with the Care Quality Commission and colleagues from the NHS to discuss areas of concern.
<p>There is a risk that providers may find it difficult to recruit staff and staff may migrate to other higher paying providers</p>	<ul style="list-style-type: none"> • The Council is addressing Workforce needs through the development of a new Workforce Strategy. • The council will review new care home developments to judge the potential impact on staff retention at existing homes in the vicinity and migration of staff to new providers.
<p>If a provider finds that it cannot maintain appropriate standards due to changes in its operating finances, there may be a reduction in the quality of service delivered.</p>	<ul style="list-style-type: none"> • The council will maintain regular planned quality monitoring and service development activity based on an assessment of risk for care homes in Oxfordshire. • It will maintain strong links with partners such as the Care Quality Commission and Health

	<p>Commissioners to ensure that it can respond to complaints or weaknesses in provider services.</p> <ul style="list-style-type: none"> • A key element of this work will be to seek the views of residents and families to determine the quality of service delivered. • Where areas of weakness are identified Council staff will work with providers to ensure that such aspects are improved and sustained.
<p>There may be a change in the operating cost/income profile for smaller homes/small single home operators in particular and this may make them more susceptible to sudden/unplanned closure than larger homes</p>	<ul style="list-style-type: none"> • The council will maintain regular planned quality monitoring and service development activity to determine the sustainability of smaller homes to help avoid unplanned or sudden closure. • The council will continue to monitor the financial viability of providers to achieve the same. Emphasis will be placed on those homes that have a higher proportion of council funded residents, are of a smaller size, or that have a financial viability rating that suggests they may be facing financial challenges/difficulties. • Where a care home is experiencing particular hardship or financial problems we will review their financial standing as part of our Safeguarding and Business Continuity strategies to determine appropriate action.

Action plan:

Summarise the actions that will be taken as a result of the assessment, including when they will be completed and who will be responsible. It is important that the officer leading on the assessment follows up to make sure the actions are completed, and updates the assessment as appropriate. Any significant risks identified should also be added to the appropriate service or directorate risk register, to ensure they are appropriately managed and reviewed.

Action	By When	Person responsible
Continue to review how we procure care home placements	April 2018	Lead for Commercial Services & Market

		Development
On-going Quality Monitoring & Service Development programme to assure quality and viability of care home services in Oxfordshire	On-going	Lead for Quality & Contracts
On-going review of the care home market and new care home developments in Oxfordshire	On-going	Lead for Commercial Services & Market Development
Continue to develop alternative services such as Extra Care Housing and support at home	On-going	Lead for Commercial Services & Market Development
Regular dialogue with Care Associations in Oxfordshire and individual care homes	On-going	Staff in Joint Commissioning
Review of Market Position Statement	On-going	Lead for Commercial Services & Market Development
Review the financial viability of care home providers	On-going	Lead for Quality & Contracts
Maintain strong links with the Care Quality Commission and Oxfordshire Clinical Commissioning Group to share market intelligence	On-going	Lead for Quality & Contracts

Monitoring and review:

Try to be as specific as possible about when the assessment will be reviewed and updated, linking to key dates (for example when consultation outcomes will be available, before a Cabinet decision, at a key milestone in implementation)

This Impact Assessment is considered to be an ever-evolving document and will be reviewed on a six monthly basis from September 2017 onwards

Person responsible for assessment:

Andrew Colling, Lead for Quality & Contracts (Joint Commissioning)

Version	Date	Notes (eg Initial draft, amended following consultation)
1.0	11 September 2017	Revised Draft

Division(s): All

Delegated Decisions by Cabinet Member for Adult Social Care – Tuesday 19 September 2017

Daytime Support Grant Awards

Report by Director for Adult Services

Introduction

1. Daytime support is an important part of the lives of many people. It provides vital links to the community that help people to live independent and fulfilling lives. As demand for social care grows and government funding reduces, we need to make sure that daytime support is fit for the future and sustainable over the longer term. Following the decisions made at Cabinet in January and full council in February 2017, we are now implementing a new, flexible countywide system of daytime support in Oxfordshire.
2. This paper sets out the proposed approach to the awarding of the daytime support grant funding in 2017-18 and 2018-19, for delegated decision. This relates to the following daytime support grant funds, which will support the continuation and development of community and voluntary sector provided daytime support: 2017-18 Innovation Fund; the 2018-19 Sustainability Fund; the 2018-19 Transition Fund; the 2018-19 Innovation Fund.

Background

3. We want to support people to live well in their local community, taking part in a range of locally available opportunities. We aim to reduce loneliness and social isolation by supporting individuals and communities to support each other.
4. Oxfordshire's voluntary sector delivers excellent support to many vulnerable people; and the majority do so without funding from Oxfordshire County Council.
5. Daytime support voluntary sector services' contracts ended on 31st August 2017. We want as many of the voluntary sector providers partly funded by us to continue as possible, but recognise that this is a decision for individual organisations.
6. Community and voluntary organisations contracted to provide daytime support have therefore been eligible to apply to the **Transition Fund** for transition funding, to enable them to transition to more self-sustaining

models as their contracts end. We are delighted that the majority of these services have decided to continue, and have applied for and been awarded Transition Grant funding.

7. The **Sustainability Fund**, £250,000 per year, will provide grants to enable the ongoing delivery of daytime support services in areas of high need. We anticipate that in the longer-term, in most cases three-year grants will be awarded up to the value of £10,000. This fund will be open to all voluntary and community groups supporting people in Oxfordshire, and grants will be awarded in 2018.
8. The **Innovation Fund**, £100,000 per year, will provide one-off grant funding to establish self-sustaining projects to fill gaps in services. We anticipate that in most cases one-year grants will be awarded, to set up self-sustaining initiatives. This fund will be open to all voluntary and community groups supporting people in Oxfordshire, and grants will be awarded in 2018. In 2017/18, this funding will be used to address direct gaps resulting from the changes. For example, to develop new initiatives in areas without community and voluntary sector run daytime support.
9. Alongside these funds, there will be a further £250,000 available in the **Transition Fund** for 2018/19. This will enable the awarding of some additional support to those services which have become more self-sustaining in 2017/18, but require some further support before they can be fully self-sustaining.
10. Support has been and continues to be available to voluntary and community organisations, and communities and groups, through Oxfordshire Community and Voluntary Action.

Process & criteria

Innovation Fund 2017-18

11. This financial year the Innovation Fund will be used to address direct gaps resulting from the changes. For example, to develop new initiatives in areas without community and voluntary sector run daytime support.
12. The key gaps arising are being mapped primarily by the Community Information Network, who are working with people who are directly affected by the changes to daytime support across the county. They are supporting people to understand the options available to them – primarily local community and voluntary sector provided daytime support opportunities – and to decide what works for them. They therefore have in-depth knowledge about what daytime support opportunities are available in local communities across Oxfordshire, where there is remaining need from people who have recently been attending services which are closing, and so where the greatest gaps are.

13. We anticipate that these gaps will primarily be in areas where Health and Wellbeing centres are closing, and where, because of the existence of these services, there is limited alternative community and voluntary sector daytime support provision targeted at people who have lower-level needs. The types of support which are therefore likely to be needed, are similar in nature to those services which have been awarded 2017-18 Transition Grant funding.
14. We plan to invite community and voluntary sector organisations to submit costed proposals, which set out how they would quickly establish provision in areas where key gaps have been identified.
15. This funding will apply to end of March 2018, to align with the current Transition Grant period.
16. We plan to follow the same process as for 2017-18 Transition Grant funding. Applicants will demonstrate in their proposals how they meet the criteria, the same as those for the Transition Fund (as set out in Annex 1 - Daytime Support Transition Fund - Guidance and Application Form). Officers will review applications according to the criteria and make recommendations. The cross-party panel will review the applications against the criteria, alongside the officer recommendations, and make recommendations which will be taken forward for delegated decision in autumn 2017.

Innovation Fund 2018-19

17. The Innovation Fund will provide one-off grant funding to support the establishment of self-sustaining initiatives. This funding starts in April 2018.
18. As previously agreed, the criteria for the fund will be co-produced with a range of representatives. This will take place in autumn 2017.
19. Applications to the fund will open in late 2017. Applicants will be required to provide a robust business case, setting out how the initiative will meet gaps which have been identified by people using services, and how the initiative will be self-sustaining.
20. We plan to review, assess and decide on applications with the involvement of people who use services, with final decisions in place by end of March 2017.

Sustainability Fund 2018-19 and Transition Fund 2018-19

21. The £250,000 Sustainability Fund will provide grants to enable the ongoing delivery of daytime support services in areas of high need. This fund will be open to all voluntary and community groups supporting people in Oxfordshire. We anticipate that in the longer-term, in most cases three-year grants will be awarded up to the value of £10,000.

22. The Daytime Support Transition Fund in 2017-18 was open to applications from all community and voluntary organisations providing daytime support services, whose contracts ended on 31st August. The aim of this funding is to enable these services to move to more self-sustaining models as their contracts end. There was £300,000 available in 2017-18 (September 2017 to March 2018) and a further £250,000 in 2018-19.
23. The approach to allocating this funding needs to support existing services to continue their progress towards increased self-sustainability, in preparation for the ongoing model of daytime support funding from 2019-20 (£100k Innovation Fund; £250k Sustainability Fund).
24. We plan to invite applications to the Sustainability Fund from all community and voluntary sector daytime support services, using the same overarching criteria as for the Transition Fund (as set out in Annex 1 - Daytime Support Transition Fund - Guidance and Application Form).
25. We propose the Sustainability Fund (£250,000) is allocated as:
 - (a) Small Grants of in most cases between £1k and £5k, to support local, community-based daytime support provision which meets what people need (as identified during the review of daytime support and reflected in the Transition Fund criteria - as set out in Annex 1 - Daytime Support Transition Fund - Guidance and Application Form).
 - (b) Medium Grants, of in most cases between £5k and £15k, to support community-based daytime support provision which meets moderate needs within local communities and provide higher levels and amounts of support. To qualify for this funding, in addition to meeting the main criteria, services will need to demonstrate how they: support people with moderate needs, for example people with moderate dementia; offer increased and maximised capacity including offering services to people from other communities; ensure comprehensive transport arrangements for everyone who wishes to attend the service.
26. We propose the additional Transition Fund (£250,000) is allocated as:
 - (a) One-off funding, for measures which will enable applicants to increase the self-sustainability of services so they are able to become fully independent or to continue with reduced levels of grant funding.
27. Applicants will be invited to apply to these Funds in autumn 2017. Applications will need to be submitted by 8th December 2017, to enable decisions to be taken in early 2018.
28. We plan to follow the same decision-making process as has been used for Transition Grant funding in 2017-18; applications would be reviewed and assessed against the criteria by a cross-party panel, for delegated decision.

Financial and Staff Implications

29. The financial and staff implications of the agreed approach to daytime support grant funding were set out in the papers accompanying the Cabinet decision on 24th January 2017.
30. The Daytime Support Grant Funds are summarised below:

Fund	17/18	18/19	19/20
Sustainability Fund (Voluntary Sector funding)	-	£0.250m	£0.250m
Innovation Fund (Voluntary Sector Funding)	£0.100m	£0.100m	£0.100m
Transition Fund	£0.300m	£0.250m	-

Equalities Implications

31. Equality and inclusion implications have been considered. The proposal to offer grants to community and voluntary sector services is only thought to confer a benefit on those with a protected characteristic and there is no adverse impact on those individuals.
32. All criteria for grant funding will require services to demonstrate how they meet the 'need' criteria, which includes consideration of impact. This will also be taken into account in the decision processes.

RECOMMENDATIONS

33. **The Cabinet Member for Adult Social Care is RECOMMENDED to:**
- (a) approve the criteria set out in Annex 1 for the Sustainability Fund; Transition Fund; and Innovation Fund for the period 2017-18; and**
 - (b) note and approve the proposed process for awarding grants under the Innovation Fund 2018-19 onwards**

Kate Terroni
Director for Adult Services

Contact Officer: Sophie Kendall, Senior Commissioning Officer, 07584 151 145

Background papers: None

September 2017

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Community and voluntary daytime support

Transition Fund Grant – Guidance & Application Form

Background

Daytime support is an important part of the lives of many people. It provides vital links to the community that help people to live independent and fulfilling lives.

As demand for social care grows and government funding reduces, we need to make sure that daytime support is fit for the future and sustainable over the longer term. We are therefore creating a new, flexible countywide system of daytime support.

Oxfordshire's voluntary sector delivers excellent support to many vulnerable people; and the majority do so without funding from Oxfordshire County Council. Currently funded **daytime support voluntary sector services**' funding is guaranteed until end of August 2017, when their contracts end. We want as many of the voluntary sector providers partly funded by us to continue as possible, but recognise that this is a decision for individual organisations.

Community and voluntary organisations providing currently funded daytime support are now able to apply to the **Transition Fund** for transition funding, to enable them to transition to more self-sustaining models as their contracts end.

The **Sustainability and Innovation Funds** will be open to all voluntary and community groups supporting people in Oxfordshire. These will be awarded in 2018, alongside additional transition support.

Further information is available at:

<https://consultations.oxfordshire.gov.uk/consult.ti/DaytimeSupport/consultationHome>

Our approach

We recognise the importance of supporting and enabling currently funded services to transition to more self-sustaining models. We are providing £550,000 in a **Transition Fund** for the next two years:

- **£300,000** will be available for currently funded services for **1st September 2017 to 31st March 2018**. **This application form is to apply for this funding**, and applicants are asked to **outline how they would use the funding applied for to work towards becoming self-sustaining**. It will be awarded in time for current funding ending; to start on 1st September 2017.
- Alongside the Sustainability Fund, there will be £250,000 in available in the Transition Fund for 2018/19. This will enable the awarding of some additional support to those services which have become more self-sustaining in 2017/18, but require some further support before they can be fully self-sustaining.

Support available

As a county council, we fund a voluntary infrastructure service to support voluntary and community organisations, and communities and groups.

The service provides a wide range of support, including promoting and developing volunteering, supporting voluntary and community organisations to increase their effectiveness and build their capacity, and facilitating networking and partnership-working. This is led by **Oxfordshire Community and Voluntary Action**, in partnership with other Oxfordshire organisations.

This service can support currently funded services to develop and action their **sustainability plans**, for example through providing fundraising advice. It can also support those services which rely on **transport** from the council, to identify **alternatives**.

For further information on **alternative funding opportunities and support available** from **Oxfordshire Community and Voluntary Action** and partners, please see: www.oxfordshire.gov.uk/cms/content/funding-community-groups

To contact them for support, please see: <https://ocva.org.uk/about/contact/>
Or email at: admin@ocva.org.uk
Or phone on: 01865 251946

What will we fund? (Eligibility criteria)

This fund is open to applications from **currently funded community and voluntary daytime support services**, whose funding from us ends in August 2017. We want to **support these services to continue to exist and flourish** across Oxfordshire.

These **daytime support services** support people to **live well** in their **local communities**. They need to **offer what people have told us they need** from daytime support. In the case of these services, this is mostly: social contact; getting out of the house; maintaining independence; seeing friends; having a meal.

They also need to be **rooted in local communities**; this means well-used; connected to and supported by local organisations, people and businesses; linked to other local support and opportunities; and supported by volunteers.

We will **prioritise** the transition **grant funding** at supporting those services which **require this financial support** to enable them to transition to increased self-sustainability as their contracts end.

We will judge applications according to **both**:

1. The **need for the service**, including
 - o Increased risk of multiple deprivation, with reduced alternative opportunities for daytime support.

- Increased risk of loneliness and isolation, with increased need for daytime support.
- 2. The need for our financial support, including:**
- The service is providing support in an area/to people at risk of multiple deprivation, and is unable to become self-sustaining through combinations such as increasing charges and fundraising.
 - The service is already good value for money, largely volunteer-run and raises significant income through fundraising, but there are critical expenses which it cannot cover without this transition funding as their contracts end.
 - The service is provided by a community/voluntary organisation which cannot reasonably rely on its own resources to support its transition to a more self-sustaining model.

The Application Process

- 1) Submit this application form, along with your most recent year end accounts.
Please submit your application by 5pm on Wednesday 29th March 2017.
- 2) Review and assessment of applications by Transition Fund cross party panel
April
- 3) Decision by Transition Fund cross party panel
April
- 4) Notification to applicants
April / May

We encourage applicants to contact us early with their expressions of interest or any questions they might have, to avoid any delays in the council assessing the applications and making a decision.

How will applications be assessed?

The cross-party panel will assess all applications against the key criteria set out above.

Awarding the grant

Applicants will be notified by email of the panel's decision within a week of the decision being made.

Successful applicants will be asked to sign a legal agreement with the council. Once the legal agreement is signed, we will then transfer the funding into the organisation's bank account. Where appropriate, funding might be phased.

Unsuccessful applicants will be offered feedback on their proposal and, where possible, we will work with organisations to help them identify alternative funding opportunities.

Monitoring

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the funding request form.

All successful applicants need to be prepared for a review of their project.

This may include:

- Receipts recording how the money was spent
- Reports on the activity funded
- Feedback from individuals impacted
- Any other record of the activity funded (e.g. promotional flyers and posters)

Successful applicants will be strongly encouraged to keep us informed about the progress of their sustainability planning and implementation.

Any unspent grant funding will be recovered by the county council.

Contacting Us

If you have any queries about the **Transition Fund** or the application process, please contact us:

Email: daytimesupportreview@oxfordshire.gov.uk

Telephone: 07392 318 939

Post:

Daytime Support Review Team
Oxfordshire County Council
County Hall, New Road,
Oxford OX1 1ND

TO BE FILLED IN BY APPLICANT**Name of your organisation:**

Type of organisation:

Organisation Address:

If a registered Charity, please specify number

Contact Name

Telephone

Email

Payment Details

Please provide your organisation's payment details (note: payments will not be made to an individual's bank account).

Account Name	
Bank or Building Society Name	
Account number	
Sort code	

ACTIVITY OVERVIEW**1. Name of service**

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2. Other Applications to this fund (if applicable)

If you are making applications for multiple services please list all other applications by service name

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3. Activity & outcomes

Please describe the activity your service will provide over this period (1st September 2017 to 31st March 2018)

Sessions: *Please complete the below table for the relevant days:*

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>	<i>Sun</i>
<i>Length of Session</i>							
<i>Number of available places</i>							

How your service will support people to live well in their communities:

Please provide a brief description of how the service meets what people have told us they need (e.g. social contact; getting out of the house; maintaining independence; seeing friends; having a meal.)

--

How your service is rooted in the local community:

Please provide a brief description of how your service is:

<i>Well-used</i>	
<i>Connected to and supported by local organisations, people and businesses</i>	
<i>Linked to other local support and opportunities</i>	
<i>Supported by volunteers</i>	

Transport:

Please provide a brief description of any transport support you will provide/help to arrange and how many people you anticipate will require this

4. Need for transition funding

Please explain why you need this transition funding, according to both sets of criteria we will judge applications on:

*The **need for the service**, including:*

- *Increased risk of multiple deprivation, with reduced alternative opportunities for daytime support.*
- *Increased risk of loneliness and isolation, with increased need for daytime support.*

Please provide an explanation of why your service meets this criteria:

*The **need for our financial support**, including:*

- *The service is providing support in an area/to people at risk of multiple deprivation, and is unable to become self-sustaining through combinations such as increasing charges and fundraising.*
- *The service is already good value for money, largely volunteer-run and raises significant income through fundraising, but there are critical expenses which it cannot cover without this transition funding as their contracts end.*
- *The service is provided by a community/voluntary organisation which cannot reasonably rely on its own resources to support its transition to a more self-sustaining model.*

Please provide an explanation of why your service meets this criteria:

5. Costs

Description	Cost
<i>Please provide us with a breakdown of your costs. E.g. Premises costs, Transport, Volunteer Training, Information & Promotion, Equipment & Materials, etc.</i>	
TOTAL	

6. Other funding received

Please include details of other funding sources agreed or anticipated for this period (1 September 2017 – 31 March 2017)

<i>Other grant funding</i>	
<i>Income from fees (including fee amounts)</i>	
<i>Fundraising</i>	

7. Reserves

Please include details of your reserves and attach your year-end accounts for most recent year available.

Reserves amount:

Confirmation of attachment of year-end accounts:

8. Transport transition arrangements

This service uses the Oxfordshire County Council Integrated Transport Unit

Yes / No (delete as appropriate)

If Yes

Please describe how you plan to manage transport when this service ends at the end of August 2017 (please contact Oxfordshire Community and Voluntary Action if you need support in developing a plan) –

9. Sustainability

How will you progress towards increased self-sustainability over this period?

10. Requested amount of Transition Grant funding

What total amount are you requesting from the Transition Fund, to support your transition to a self-sustaining model?

Applicant Agreement

The organisation undertakes that the information provided on this form is true and accurate.

<p>Name:</p> <p>Signed:</p> <p>Date:</p> <p>On behalf of (organisation):</p>

Please ensure that:

- **You have signed the application form** before submission. Please note that while we can accept scanned signatures, **we cannot accept typed signatures.**
- **You have attached your most recent year-end accounts.** This is essential for your application to be considered.

Please submit your applications to: daytimesupportreview@oxfordshire.gov.uk, by **5pm on Wednesday 29th March 2017.**