

## **Mid Argyll and Kintyre Area Committee Report**

---

### **1. SUMMARY**

- 1.1 The purpose of this report is to update the Area Committee on the findings of the 1<sup>st</sup> quarterly evaluation of the Care at Home provision within the Mid Argyll Kintyre & Islay Area. This is following the tendering exercise undertaken by Argyll & Bute Council when the decision was taken by Members not to externalise homecare services within this area. At this time it was also decided that our internal services would be under similar scrutiny to ensure that all care at home services are equally monitored.

This report has been broken down to show the progress and joint working that has been put into place to ensure that a high quality of care is provided as it is recognised that this service is provided to vulnerable individuals, predominately by lone workers, in the home environment.

### **2. RECOMMENDATIONS**

The remit of the Procurement and Commissioning Team together with the Homecare Procurement Officers is to ensure best value, contract compliance, quality of services and customer satisfaction. This will support Community Services to commission quality Care at Home services via the formal procurement and commissioning procedures.

Committee members note that steps are underway to develop the internal homecare service to ensure we have available, flexible, needs-focused and future-proofed workforce.

### **3. DETAIL**

#### **OUTCOME OF TENDER**

Within the Mid Argyll, Kintyre & Islay area over 75% of the services are being provided by our in house homecare provision with the independent sector providing back up services within these areas. The Homecare Procurement Officer within the localities will ensure the robust review/monitoring of the services to ensure a high quality is maintained. Two part time posts are presently being recruited to assist in the monitoring of these services.

A condition of the tendering exercise was that all services would have an electronic call monitoring system to log visits to service users which would minimise missed or late visits and allow the Council to monitor continuity of care. Community Services are in the process of purchasing an electronic call monitoring system for their in house care at home provision to keep them in line with the external providers. This is intended to be implemented within the 2014/2015 financial year.

## CARE AT HOME PROVISION

As at 30<sup>th</sup> June 2013 an approximate total of 2751 hours per week were being provided to 250 service within the Mid Argyll, Kintyre & Islay Area by both in house provision and external providers . A breakdown of the provision is detailed in the table below.

<b>Argyll &amp; Bute Homecare</b>	<b>Number of service users</b>	<b>Weekly hours commissioned</b>
Mid Argyll	68	597
Kintyre	52	569.75
Islay	46	529
<b>External Providers</b>		
Argyll Homecare	22	214
Carr Gomm	10	48
Allied Homecare	28	350
<b>Total paid hours</b>		2311.75
Direct Payments	22	439.25
<b>Total hours</b>		2751

## CONTRACT MANAGEMENT PROCESS

Argyll and Bute Council's Procurement and Commissioning team are responsible for the Contract and Supplier management of these services. This is complimented by the service monitoring and review process carried out by Homecare Procurement Officers. The Procurement and Commissioning Team carry out quarterly contract management meetings that determine the risk rating of each contract. All contracts are risk rated using a combination of Care Inspectorate grades, Service concerns and complaints.

A breakdown of the Care Inspectorate grades are detailed in the table below.

Provider	Care Inspection Grades		
	Quality of Care and Support	Quality of Staffing	Quality of Management and Leadership
Internal Homecare Mid Argyll, Kintyre & Islay	5	4	4
Allied*			
Argyll Homecare	5	5	5
Carr Gomm	6	5	6

\*This provider has recently registered individually for each area and there has not been a care inspectorate inspection as yet.

### MONITORING ARRANGEMENTS

An ongoing training schedule has been implemented by the Homecare Procurement Officers and a robust monitoring programme has been put in place with both the Procurement and Commissioning Monitoring Officer and Homecare Procurement Officers having close contact with the external providers and service users. Case Managers/care co-ordinators review all service users cases on a six monthly basis and any issues identified are raised as a service concern if required.

A detailed list of contact with Service users and providers for the 1<sup>st</sup> quarter is detailed below. The spot checks and monitoring visits will be part of the ½ post Homecare Procurement Officer's duties and it is envisaged that this will be a much higher figure in future.

Contact	Total number carried out between 1/04/2013 and 30/06/2013	Council Officer involved
Review of care needs with service users, family and provider	77	Homecare Organiser and/or Care Manager
Spot Checks/Monitoring visits carried out in service user's homes	4	Monitoring Officers, Procurement and Commissioning Team
Quarterly Contract and Supplier Meetings with Providers in line with the Scottish Government Guidance on the	3	Procurement and Commissioning Team / Social Work

Commissioning of Care and Support Services		
Provider Forums, meetings set up for networking to share good practice and training opportunities.	1	Procurement and Commissioning Team/Social Work/NHS

## SERVICE CONCERNS

There is a clear service concern process in place and in the period 1<sup>st</sup> April to 30<sup>th</sup> June, 2013 there has been 3 service concerns received. All of these concerns have been fully investigated and the appropriate action has been taken to ensure that these issues are addressed by the providers.

<b><u>Provider</u></b>	<b>Number of Concerns</b>	<b>Details of Concern</b>	<b>Upheld/Not Upheld</b>
Provider A	1	Concerns re carer not carrying out tasks as per care plan	upheld
Provider B	2	Missed visits, late visits and lack of motivation by staff	upheld

## COMPLAINTS

No complaints have been received for the quarter for Care at Home services delivered by these providers.

## RECRUITMENT/RETENTION

There have been ongoing problems with attracting and retaining staff with the required skills, knowledge and experience within the care at home sector. This is true for both in-house and external providers. The procurement and Commissioning Team has been working with the independent providers to identify possible solutions. Part of this work involved collating high level detail on current pay levels. This activity was undertaken out with the formal contract and supplier management process with the cooperation of the providers. A number of the respondents requested that their individual information would not be released into the public domain. The results in terms of hourly rates paid compared favourably with industry standards. All providers who responded confirmed that they comply with national minimum wage standards. The providers at the lower end of the scale all confirmed they also paid travel time and mileage where appropriate, in addition to this.

#### **4. CONCLUSION**

It is clear from the information gathered and service users and families input that in general the care at home is being provided in an appropriate manner. There have been some issues identified within this reporting period, and with the intensive support of the Procurement and Commissioning Team together with the Homecare Procurement Officers these have been addressed and the services are continuing to improve. Ongoing evaluation and monitoring will ensure good practice and customer satisfaction.

Concern still remains with regards to shortages of staff which results in providers being unable to take on packages at short notice. The private providers are actively looking at innovative ways of attracting staff especially within the rural areas.

Problems with recruiting staff are also evident within the internal homecare service. Revision to job description requires to be negotiated to ensure the service can provide medication support service users require. Plans are underway to offer existing staff guaranteed hours commensurate with a proportion of their historical pattern of work.

#### **5. IMPLICATIONS**

5.1	<b>Policy</b>	Consistent with Best Value and National Policy on Re-Shaping Older People's Services
5.2	<b>Financial</b>	None
5.3	<b>Personnel</b>	None
5.4	<b>Equalities Impact Assessment</b>	None.
5.5	<b>Legal</b>	None

For further information, please contact Alison Hunter, Area Manager, MAKI  
01586 559030