

Record of operational decision

Decision title:	To award a contract for an Occupational Therapy Assessment Support Service
Date of decision:	15 January 2024
Decision maker:	Corporate Director Community Wellbeing
Authority for delegated decision:	<p>Chief Executives scheme of delegation</p> <p>CW-01</p> <p>Adult social care operation and policy provision of assessment and care management; approved mental health practitioners; deprivation of liberty functions; strategic and operational safeguarding adults policies and procedures; prevention and support services (including welfare rights, occupational therapy, financial assessments, direct payments, telecare, rapid response registered service).</p>
Ward:	Countywide
Consultation:	None
Decision made:	To award a six month contract to Access Independent Ltd, to deliver 200 occupational therapy assessments, at a cost of £75,000.
Reasons for decision:	<p>There is currently a national shortage of directly employed Occupational Therapists (OT), including in Herefordshire, which is impacting on the council's capacity to complete statutory OT assessments.</p> <p>The contract with Access Independent Ltd will support the council to meet its responsibilities under the Care Act 2014, by completing 200 OT assessments within the six month contracted period.</p> <p>The decision to award to Access Independent Ltd follows a four quote procurement process, in line with the council's Contract Procedure Rules, via the ProContract portal. The council received two submissions, both of which were deemed compliant and evaluated according to the tender documentation.</p>
Highlight any associated risks / finance / legal / equality considerations:	<p>The risk of a challenge to either the procurement process or the appointment of Access Independent Ltd is deemed to be low. The council followed a four quote process and evaluation, in line with the appropriate procurement and contract procedures.</p> <p>Failure to undertake OT assessments within a reasonable time, would mean the council is not meeting its statutory obligations under the Care Act 2014.</p>

	No other risks have been identified or are anticipated.
Details of any alternative options considered and rejected:	<p>Do nothing: This option was not recommended as there would have been a significant gap in the provision of statutory council OT assessments. This could have affected an individual's physical health and mental wellbeing with increased possibility of escalation into more formal social care services. There is a statutory function to undertake OT assessments under the Care Act 2014.</p> <p>Complete a full tender: This option was not recommended, not only because the available budget was below the appropriate UK threshold to require a full, open tender process, but also due to time constraints and the need to commence the completion of OT assessments at the earliest date possible, to provide the required support to the council.</p> <p>Employ additional Occupational Therapists to undertake the assessments: The recruitment of Occupational Therapists is challenging both locally and nationally. The council has tried to recruit additional OT's, but there are insufficient numbers to meet the current level of demand.</p> <p>There were no other financially viable options available.</p>
Details of any declarations of interest made:	None

Signed: Hilary Hall

Date: 15 January 2024