

Provider Bulletin

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Any comments you have about these Bulletins (good or bad!) are welcome. Please contact: Q&M, Room 234, Health & Adult Services, North Yorkshire County Council, County Hall Racecourse Lane Northallerton, DL7 8DD socialservices.contractingunit@northyorks.gov.uk
Tel: 01609 532641 or 01609 532025

[Review of the Agency Cost Element of NHS Funded Nursing Care in England](#)

The Department of Health has commissioned an independent focused study of the agency cost element of the rate of NHS-funded Nursing Care (NHS FNC) in England. This study builds on the review carried out in 2015/16 by Mazars LLP of the rate of NHS FNC which considered the costs of providing registered nursing care as part of a package of care in a nursing home.

The study is planned to take place over the period October 2016 to 25 January 2017. Mazars are an independent firm of professional advisors with specific relevant experience in the health and social care sector. Their team combines clinical, operational and stakeholder engagement experience alongside technical survey, costing and modelling expertise.

For further information please contact: FNCReview@mazars.co.uk.

[Timeframes for Assessments](#)

The Council would like to remind Care Homes that it is a contractual requirement for Providers to complete pre-admission assessments within 48 hours of receiving the request from the Council.

[Have You Had Your Flu Jab](#)

Flu can be unpleasant, but if you are otherwise healthy it will usually clear up within a week.

However, flu can be more severe in certain people and if you are in one of the risk groups you are more likely to develop potentially serious complications of flu.

If you are over 65, have a serious medical condition or are the main carer for an elderly or disabled person, you may well be eligible for a free NHS flu jab from your GP or local Pharmacy. So ask at your GP surgery or call into your local pharmacist to find out more about the free jab and see if you are eligible for one.

More information about the flu jab is available at the NHS campaign website: <http://www.nhs.uk/conditions/flu/Pages/Introduction.aspx>.

[Hospital Discharge Into The Community](#)

When a person is being discharged from Hospital and the Domiciliary Care is to be re-started and has been commissioned by North Yorkshire County Council; the request to re-start the package should be sent by the Council. A number of instances have occurred recently where the discharging Hospital has arranged the re-start of care and the Council has not been aware of the Hospital stay or the impending discharge.

[Bed Returns \(Occupancy & Activity Return Template\)](#)

It is a contractual requirement of all care homes with people placed by the Council to submit details of all changes of circumstances relating to each Person receiving the Service, using the Occupancy and Activity Return template. Can all Providers ensure that they return the Occupancy and Activity Return template when directed by the Council.

In order for the Council to meet the requirements of the Care Act 2014 in understanding the wider market the Occupancy and Activity Return contains a number of questions in relation to the breakdown of occupancy within your care home and the Council requests that this information is completed prior to return.

Care Homes and Domiciliary Care Provider Lists

The Council has been renewing its provider lists and providers were asked to complete applications to ensure that the Council can continue to make new placements. Any provider that hasn't applied to the relevant provider list and wishes to continue working with the Council can access application documentation from YORtender. Application packs are available electronically by registering at: https://www.yortender.co.uk/procontract/supplier.nsf/frm_home?openForm

Tour de Yorkshire

North Yorkshire will again play a prominent role in hosting the Tour de Yorkshire 2017, three of the six start and finish points for the international cycle race will be in North Yorkshire.

Harrogate, Scarborough and Tadcaster were named among the towns that will host either a start or finish of the race, which will be held from 28 to 30 April. The other towns are Bradford, Bridlington and Fox Valley, Sheffield.

Full route details were recently announced, along with the locations that will be a start and a finish and the routes taken between them.

Business Continuity Planning

North Yorkshire County Council would like to thank those providers who took the time to attend the Business Continuity Forums that were held throughout the County during October.

Although attendance was low providers who did attend said that they had benefitted greatly from the information and advice provided by the Emergency Planning Team, with a number following up on discussions afterwards.

In order to support providers who did not attend the forums we have attached the blank templates of the documents referred to:

- Incident Management Plan Template - this document allows you to record how your organisation will manage the initial phase of a business continuity incident.
- Business Continuity Impact Analysis Template - this document provides an overarching view on the critical functions of the unit. It will also assist in the response to a business continuity incident, to ensure those priorities and functions that require attention, at any given time of the year.

Community Emergency Planning was also discussed during the forums, detailing how providers can identify those communities where they operate, who may be able to offer alternative means of mutual aid or assistance, if required. Whether this is from like for like business/providers or from members of the public, these communities may be able to offer direct support during an incident, should you be unable to provide your normal service.

Below is the link to North Yorkshire County Council's Community Emergency Planning webpage. Here you will find more information on the scheme, as well as a link to the map that was highlighted in the forums. This map identifies those communities that currently have a Community Emergency Plan in place, communities that are in the process of developing a plan and communities where there is no plan. www.emergencynorthyorks.gov.uk/communityep

As mentioned during the forums, you may wish to contact your local community to establish whether a plan does already exist. If a plan does not exist, you may wish to consider contacting your local Parish Council and highlight to them the benefits of this scheme. If so, the Emergency Planning Team would be more than willing to come along and discuss this in more detail if required.

You may also wish to consider registering yourself as a volunteer for the community which you live in, so that you can offer your skills locally, should an emergency impact where you live and not necessarily where you operate.

As you are aware Providers are responsible for ensuring continuity of service provision when an incident occurs. Whether this is a minor disruption or if a major incident has been declared, providers are required to have a robust Business Continuity Plan in place. To continue to support providers in developing these plans the Council will arrange further Business Continuity Forums for providers, together with the Emergency Planning Team, in the New Year. The Council will also be requesting copies of some Business Continuity Plans from providers to identify any potential areas of weakness which could aid wider discussions in the forums. In the meantime, if you have any queries in relation to your existing Business Continuity Plan you can contact the Emergency Planning Team on emergency@northyorks.gov.uk

North Yorkshire County Council Approved Provider List for Non-Regulated Services

As you are aware the Council's Health and Adult Services directorate maintains a number of Approved Provider Lists in order to purchase individual services for People.

The Council is looking to renew its Approved Provider List for Non-Regulated Services in accordance with the Public Contract Regulations 2015 and the Council's Contract Procurement Rules. For the purposes of this Approved Provider List, the term 'Non-Regulated Services' refers to a range of support services that are not regulated by the Care Quality Commission (CQC) but may be accessed by children, young adults, adults and older people who are ordinarily resident in North Yorkshire and may wish to receive community based support, which may include support in their own home but not personal care.

The Approved Provider List for Non-Regulated Services is used for a wide range of services including (but not limited to):

- Collective Care Settings i.e. day time activities for groups in one venue, purchased on an individual basis;
- Collective Care Settings for employment training i.e. Sheltered workshops;
- Non Collective Care Settings i.e. day time activities for individual people;
- Non Collective Care Home Based Settings i.e. sitting services ; and
- Practical Support Services i.e. home improvements, telecare, shopping, cleaning and pet services.

It is anticipated that the new Approved Provider List for Non-Regulated Services will commence in January 2017 and will run for a maximum term of five (5) years. Applications to join the Approved Provider List may be submitted at any time during the term. Existing providers of Non-Regulated Services should note that in order to continue to receive referrals for new packages of support from the Council, you will need to submit an application to the new Approved Provider List for Non-Regulated Services.

The Council uses the electronic procurement portal, YORtender, to advertise procurement opportunities to existing and potential providers. In order to receive future notifications about this opportunity and to be able to access application packs when available, existing and potential providers should register for opportunities with North Yorkshire County Council at: <https://www.yortender.co.uk/>

If you have any problems accessing this system there is a Supplier Help Guide on the site, if this still doesn't resolve your issue then please contact the YORtender (Due North) helpdesk on 0844 5434580. Please note that if you registered on YORtender prior to August 2016 and haven't logged in since then you will be asked to supply additional information and change your password.

The application pack will be made up of two types of documents:

- Documents for information purposes which will need to be read and understood as they will form part of the final contract; and
- Documents that need to be downloaded from YORtender, completed and returned via YORtender as part of the application to join the Approved Provider List for Non-Regulated Services.

The application pack will also be available in alternative formats, on request, for example other languages, large print, Braille, etc. If you need the information in an alternative format please email:

socialservices.contractingunit@northyorks.gov.uk

Once published, applications must be completed and returned via YORtender in order to be processed and must not be returned to this email address.

In order to ensure consistency of service and enable existing providers of Non-Regulated Services to be able to continue to receive referrals for new packages of support from the Council, a grace period shall be implemented during which applications may be submitted to join the new List. During this period, the Council may source new packages of support from existing providers of Non-Regulated Services, however; if the existing provider has not submitted their application to the new Approved Provider List for Non-Regulated Services along with all the required application documents, within 8 weeks of the List being published on YORtender, the Council shall be unable to source new packages of care from the existing provider until such time as the their application is approved.

Applications from potential providers who have not previously been on the Council's Approved Provider List for Non-Regulated Services will be processed as they are received and new packages of support may be sourced once these applications have been approved by the Council.