**Children and Young People Short Breaks: Soft Market Consultation – Nottingham City Council**

1. **Overview**

Nottingham City Council are seeking to better understand the current availability of providers who seek to deliver short breaks and to gain an understanding of capacity, staffing resources, skills, and qualifications in order that we can better commission future services.

This soft market consultation contains statements which set out Nottingham City Council’s requirements and poses questions to the providers around capability and capacity and the Council’s requirements.

A short break is a time away from parent/carers when a child or young person with a disability and/or complex health need may enjoy time to play and spend time doing activities whilst their parent/carers enjoy respite from their responsibilities. A short break may be a group activity at the weekend, after school or within holidays such as a youth group, swimming class or theatre workshop. Alternatively, individuals may be supported to go cycling, do arts and crafts or visit a museum.

Short breaks sessions must be staffed in accordance with the support needs of individuals in mind. Providers should therefore consider pricing per child per hour and highlight charges if 1:1 support is required.

Please complete the form at the end of this document with your response.

1. **Current Volumes**

What short breaks do you currently provide for children/young people with disabilities and complex health needs? This includes home based breaks as well as ones in the community.

Response

Please complete the table in the response form.

1. **Systems and Processes**

NCC Requirements

NCC requires the provider to have access to: Email, Microsoft software (or software which can be used by the Council’s Microsoft based systems – word, excel, outlook), Performance Management/MI reporting systems, Teams, Telephone.

Response

Please confirm your access to the following working software, systems, and processes i.e., dashboards, emails communications, software systems.

1. **Staffing and Pricing**

NCC Requirements

NCC require all providers to staff sessions accordingly to allow children with a disability to be referred and to be able to access the short break.

Response

Please describe your pricing structure in terms of staff (i.e., 1:1 and group support etc). Are you considering having a core price per place/per hour or a sliding scale based on staffing level needed?

Are there extras that would need agreement such as transport, activity costs or meals? How would these be charged i.e., per journey, per event or added into an all-inclusive core price?

What price control mechanisms would you consider appropriate for the on-going management of prices throughout a contract?

1. **Training**

NCC Requirements

Nottingham City expect all staff to be DBS checked and to have successfully completed all mandated training. All staff should be familiar with the care plans provided for each child.

Do you anticipate any challenge in meeting the needs of children with a medical need and what support would you want from the Council/ICB?

Would you seek to limit access to potential types of clients based on any of these issues?

1. **Management**

NCC Requirements

The Council would require a consistent service lead manager to oversee the mobilisation and provide effective management of the day-to-day running of the service to ensure delays are mitigated. They would also be required to attend regular quality monitoring meetings and be responsive to information requests or meetings outside of monitoring meetings as required.

Response

Suggestions and comments are welcome on the Council above expectations.

1. **Quality**

NCC requirements

The Council requires reporting on the time taken to correctly complete assessments. There needs to be a commitment to complete assessments on time and in accordance with the quality criteria for assessments. The provider will need to take ownership of the quality management to ensure that good quality assessments are returned with a low amendment rate.

The Council’s preference would be for a quality assurance/manager/team to be in place to meet the above requirements.

Response

Suggestions and comments are welcome on the Council above expectations, particularly in relation to any challenges you would face regarding this and what you consider an acceptable % figure for assessments requiring amendments per month.

1. **Mobilisation**

NCC requirements

Based on your anticipated service how long do you think it would take to mobilise from award of placement on the list and would a block of funding speed this up?

Response

Please provide an answer in the response form.

1. **Contract Opportunity**

Is this an Accreditation List that you would be interested in responding to should this be required by NCC? If not, why would you not be interested?

(An accreditation List is a list of providers are eligible to provide services to citizens and the Council after a call-off process)

**Comments and Confidentiality**

The information you provide will be treated in the strictest confidence. It will not be made available to future potential bidders for the new service in the event of a tendering process taking place, though feedback will be used to help the Council design its service requirements. This is in line with Section 43 of the Freedom of Information Act i.e. a qualified exemption in relation to ‘Commercial Interests’.

Please submit comments on the form below by email, quoting “Children and Young People Short Breaks *Response*” to: [scandmd@nottinghamcity.gov.uk](mailto:scandmd@nottinghamcity.gov.uk) by 12.00 noon on the 21 June 2024.

Thank you for your time in completing this consultation.

**Please note we will not be responding to queries or clarifications for this consultation.**

**Short Breaks Soft Market Consultation Response**

Expand the boxes to suit your response.

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| --- |
| **Organisation Name:** |
| **Contact Name and Email Address:** |
| **2. Current Volumes**  Exemplars return in red.   |  |  |  |  | | --- | --- | --- | --- | | Current services that can support children with a disability | Regularity of session | Total number of individual spaces per session | Total number of spaces available as a short break funding by Nottingham City | | Gymnastics club | Weekly term time (39) | 20 | 6 | | Youth group | Weekly -all year | 20 | 20 | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **3. Systems and Process - Suggestions and Comment:** |
| **4. Staffing and Pricing - Suggestions and Comment:** |
| **5. Training - Suggestions and Comment:** |
| **6. Management - Suggestions and Comment:** |
| **7. Quality - Suggestions and Comment:** |
| **8. Mobilisation - Suggestions and Comment:** |
| **9. Contract Opportunity – We would be interested in a future contract opportunity (Yes or No). If no, why not.** |