

	Action/Date
Title/Status	Call Off Procedure
New document or revised	Revised
Date approved SMT	Review July 2020
Responsible Head of Service	Liz Perfect
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### Call Off Procedure

When the Council wishes to purchase services via the DPS it will do so by conducting a call off process by the Placements Team in a relatively quick and simple manner without further recourse to advertisement. As per PCR 2015 regulations, all applicants who have successfully been admitted onto the DPS and meet the selection requirements will be invited to submit an offer. The call off will usually be conducted electronically, i.e. with notifications and referrals sent via email, or other electronic methods.

The aim of the Council will always be to source a placement that best meets the individual needs of the Child / Young Person and, where appropriate, for this to be in their own local area. The ways in which the Council will source Services through the DPS, will be based on one of the following procedures:

Please note these procedures may be adapted from time to time. LCC will keep all Providers informed of any changes in processes and procedures.

The Council will apply the following filters to the list of Providers on the DPS, in order to select a sub-group of Providers to which the Council will issue a G2R Resource Request:

#### Categories (Lots)

Type of service required as per Categories described in the Specification;

- o Category 1: Residential Children's Homes
- o Category 2: Fostering Services

#### Tiers

Providers will be tiered as follows;

<b>Tier 1 - Local</b>	Placement availability <u>within</u> the Leicestershire County borders
<b>Tier 2 – Out of County</b>	Placement availability <u>outside</u> the Leicestershire County borders

G2R Resource Request ('Getting to Know me Gateway Pack') will in the first instance be sent to providers in Tier 1. If no suitable placement can be sourced in Tier 1 the G2R Resource Request will be sent to Tier 2 providers. Where a local placement (Tier 1) is not deemed to be in the best

interests of the child G2R Resource Request will be sent to Tier 2 providers in the first instance.

If a suitable placement cannot be sourced from either Tier 1 or Tier 2 the Council will seek to find provision outside of the G2R DPS.

OFSTED Registration Placement Types

Once the appropriate Tier has been established the Council, where required, will apply further filters to the provider list in relation to the services that providers can offer to meet the assessed needs of the child.

Providers are required to stipulate at the time of tendering what types of placement they can offer as outlined in their OFSTED Registration and the scope of their Statement of Purpose. The types of placements for each Category are as follows, definitions of which can be found in the Specification;

<p><b>Foster Care Registration Types of placements:</b>          Emergency/Out of Hours          Short term          Long term          SOLO (Sole)          Short breaks          Parent and Child          Remand          Respite          Complex needs (Disability)</p>	<p><b>Residential Care Registration Types of placements:</b>          Emotional and Behavioural Difficulties (EBD)          Learning Disability (LD)          Physical Disability (PD)          SOLO          Parent and Child          Short Breaks          Emergency (Same day)  <u>Other specific characteristics</u>          Crisis Intervention          Dual Registration          Age          Gender</p>
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Once the Provider List has been filtered, as described above, a sub-group of providers will be established. Each provider in the sub-group will receive a G2R Resource Request via email and a follow up telephone call by the placement commissioning team to ensure receipt and ascertain early vacancies.

The G2R Resource Request will set out details on the needs of the child / young person and their expected outcomes. Providers who can offer a placement will need to respond to the G2R Resource Request, using the Resource Offer Form, with details on how they can support each of the child’s / young person’s identified needs and evidence how they will achieve positive outcomes for the child / young person. The Resource Offer should include any additional services the Provider is proposing in order to support the Child’s / Young Person’s needs and achieve outcomes.

All costs and timeframes of the services being offered must be clearly outlined in the Resource Offer Form including any additional services proposed and a breakdown of direct / indirect support. In respect of the collaborative approach taken in the procurement of the G2R DPS it is requested that all G2R Providers commit to considering all Leicestershire County Council’s G2R Resource Requests.

The Council would ask that all Resource Offers are returned within the timescales set out in each G2R Resource Request. The Council would ask that Providers also respond, within the same timescales, where an offer cannot be made outlining the reasons for this.

The Council will ensure, within reason, that the Child’s Social Worker (CSW) or relevant other

professional is available for clarity around the Resource Request.

From the Resource Offers received the CSW will select the offer that best meets the needs of the child/young person based on their knowledge of the child/young person and their professional judgement. A Resource Requirement Contract (RRC) will then be finalised and issued via the Placements Commissioning Team. Where more than one Service Provider meets all the placement requirements, the Council will offer the work to the Service Provider who can provide the Service at the lowest price.

The Placements Commissioning Team will provide feedback on request, on the rationale for non-acceptance, to those providers whose offers were not selected.

The Council reserves the right to take a decision at its absolute discretion, in the best interests of the Young Person when electing to issue an RRC to a Provider. The Council reserves the right to liaise with any other Provider on the DPS regardless of any of the above filters chosen, in order to issue an RRC.

All requests for a placement will be managed through the Placements Commissioning Team during core office hours (Monday – Thursday 9.00am – 5.00pm and Friday 9.00am – 4.30pm). Referrals outside of core office hours will be accepted from the First Response Out of Hours Service. This Team provides social care advice and support in emergency situations outside office hours and can be contacted on 0116 305 0005 or by email at [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk).