

## Notice of Non-Key Executive Decision

|  |   |
|--|---|
| <b>Subject Heading:</b>                                | Permission to award the Occupational Therapy Assessments contract to SHA Disability.  |
| <b>Decision Maker:</b>                                 | Barbara Nicholls, Strategic Director, People  |
| <b>Cabinet Member:</b>                                 | Councillor Gillian Ford, Cabinet Member for Adults and Health   |
| <b>ELT Lead:</b>                                       | Barbara Nicholls, Strategic Director People   |
| <b>Report Author and contact details:</b>              | Michelle Purcell<br><a href="mailto:Michelle.purcell@havering.gov.uk">Michelle.purcell@havering.gov.uk</a>  |
| <b>Policy context:</b>                                 | The Adult Social Care and Support Planning Policy states that Havering's vision is:<br><br>'Supporting excellent outcomes for the people of Havering by helping communities to help themselves and targeting resources and interventions to encourage independence'                                   |
| <b>Financial summary:</b>                              | Payments will be made based on assessments completed with a maximum value of £90,000 per year and £450,000 over the possible full 5-year contract term.<br><br>The Occupational Therapy Assessments contract is funded by the Havering Occupational Therapy Team budget and is budgeted for annually. |
| <b>Relevant Overview &amp; Scrutiny Sub Committee:</b> | People's Overview and Scrutiny Sub Committee.   |
| <b>Is this decision exempt from being called-in?</b>   | <i>The decision will be exempt from call in as it is a Non key Decision</i>   |

**Non-key Executive Decision**

**The subject matter of this report deals with the following Council Objectives**

People - Supporting our residents to stay safe and well

X

Place - A great place to live, work and enjoy

Resources - Enabling a resident-focused and resilient Council

## Part A – Report seeking decision

### DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

This report is seeking the approval of the Strategic Director of People to award the Occupational Therapy Assessment contract to SHA Disability following a competitive procurement process, at an estimated total cost of £450,000 (£90,000 per annum).

The contract will start on 1<sup>st</sup> October 2025 and will end on the 30<sup>th</sup> September 2026, with the option to extend for a further four years on a year to year basis, dependent on demand and budget availability.

### AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 of the Council's Constitution:

#### **Scheme 3.3.3 Powers common to all Strategic Directors**

##### **1. General**

1.1 To take any steps, and take any decisions, necessary for the proper management and administration of their allocated directorate, in accordance with applicable Council policies and procedures.

##### **4. Contracts**

4.2. To award all contracts with a total contract value of below £1,000,000 other than contracts covered by Contract Procedure Rule 16.3. This delegation shall include the ability to extend or vary a contract up to and including a value of £1,000,000 (provided that the extension is in line with the existing contractual provisions).

### STATEMENT OF THE REASONS FOR THE DECISION

The current Occupational Therapy Assessments contract provided by All Therapy Solutions ends on 30<sup>th</sup> September 2025.

A competitive procurement took place between the 16<sup>th</sup> April 2025 and 19<sup>th</sup> May 2025 in accordance with the Provider Selection Regime (PSR). 7 bids were received and 5 had their method statements evaluated and 4 went on to have their price evaluated.

Following evaluation and moderation, the winning provider was SHA Disability who scored 18.6 on quality, 5 on social value and scored 70.00 for price, with an overall score of 93.60.

This proposal seeks the approval of the Strategic Director of People to award the Occupational Therapy (OT) Assessments contract to SHA Disability, who emerged as the successful provider following a competitive procurement process. The contract is scheduled to commence on 1st October 2025 and will initially run until 30th September 2026. There is provision to extend the contract for up to four additional years, on a year-by-year basis, dependent on future demand and budget availability, giving a potential total contract term of five years.

SHA Disability are not guaranteed work, as this is an additional service to support the Council's Occupational Therapy team in order to manage demand and prevent long waiting lists.

## Non-key Executive Decision

Payments will be made based once assessments are completed, with a maximum value of £90,000 per year.

### **Why SHA Disability?**

SHA Disability has been selected as the preferred provider through a rigorous and competitive procurement process, having demonstrated expertise in delivering client-focused OT assessments and working in partnership with local authorities to achieve positive outcomes. Approving this contract will ensure continuity of service, reduce waiting times, and provide necessary support during periods of high demand or staff shortages within our in-house teams. SHA Disability has a proven ability to meet contractual quality standards, as every assessment will be reviewed by our Professional Practice Lead for Occupational Therapy. Their record of compliance, effective case management, and commitment to best practice further substantiates their suitability for this contract.

### **What Will the New Contract Deliver?**

The new contract will deliver a robust, demand-led OT assessment service for adult residents of Havering, specifically focused on providing **basic** and **moderate** assessments only. Each assessment type will have a set rate assigned to it, ensuring transparency and value for money. It is important to note that SHA Disability are not guaranteed any work under this arrangement; instead, the service is designed as additional support to the Council's Occupational Therapy team to help manage demand and prevent excessive waiting lists. Payments will only be made for assessments actually completed. The contract value is capped at £90,000 per year, with a maximum of £450,000 should the contract be extended for the full five-year term.

- **Timely Assessments:** Initial assessment dates arranged within five working days of referral, with confirmation provided to clients or their representatives.
- **Comprehensive and Holistic Approach:** Proportionate OT assessments in line with the Care Act, considering the full scope of client needs and carer involvement, within the framework of basic and moderate assessment types.
- **Quality Assurance:** All assessments will be reviewed against agreed quality criteria, with feedback and improvement measures as appropriate.
- **Efficient Service Delivery:** Recommendations and interventions—including equipment provision, minor and major adaptations, onward referrals, and risk assessments—will be efficiently actioned and carefully documented.
- **Clear Communication:** Accessible assessment summaries and closure letters/support plans provided to clients, capturing needs, interventions, and recommendations.
- **Governance and Accountability:** All activity will follow clear processes for authorisation, case closure, audit, and supervision, ensuring rigorous standards and continuous improvement.

### **Service Impact**

Awarding this contract to SHA Disability, following their success in the competitive procurement process, will help to ensure that all adult residents identified as needing OT support receive a prompt, person-centred service that maximises independence, safety, and wellbeing. The contractual structure allows the Council to flexibly allocate cases and maintain high standards of care across the borough, with the additional assurance that expenditure is directly linked to completed assessments and capped to ensure budget control. By approving this award, the Council enables the continued delivery of a vital, responsive OT service that meets the evolving needs of the community.

**OTHER OPTIONS CONSIDERED AND REJECTED**

## Non-key Executive Decision

### **Option 1 - Take no action**

As the current contract is due to end on 30th September 2025, taking no further action would result in the termination of the service and a reduction in capacity within the team to undertake occupational therapy assessments. This would inevitably lead to a backlog of cases and was therefore not deemed a viable option.

### **Option 2 - Direct award to the existing supplier**

Following the publication of a market test, we received interest from 15 credible providers, making a direct award neither suitable nor appropriate. For this reason, the option was discounted.

### **Option 3 - Bring the service in-house**

Market feedback indicates that recruiting to such posts would prove difficult and time-consuming. This would adversely affect clients and could result in the development of significant waiting lists. Consequently, this option was rejected.

## **PRE-DECISION CONSULTATION**

A market test form was published on 21<sup>st</sup> November 2024 to invite expressions of interest, and as a result, 15 providers came forward indicating their willingness and capability to deliver the Occupational Therapy Assessments contract. This demonstrated both strong market interest and a competitive provider landscape, ensuring that the procurement process could identify the most suitable partner for the service requirements.

## **NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER**

Name: Michelle Purcell

Designation: Commissioner

Signature: *M. Purcell*

Date: 17th July 2025

## Part B - Assessment of implications and risks

### LEGAL IMPLICATIONS AND RISKS

The Council has the power to award the contracts under s111 of the Local Government Act 1972, which permits the Council to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions.

The Council also has a general power of competence under Section 1 of the Localism Act 2011 to do anything an individual may generally do subject to any statutory limitations. The recommendation sought within this report is in accordance with this power.

The total estimated contract value is £450,000, which is above the threshold for services under the Procurement Act 2023 (PA 2023). As such, the contracts are subject to the full implications of the PA 2023.

The Council is a Best Value authority and has a duty to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”.

As set out in this report and in accordance with the Council’s Contracts Procedure Rules for a contract of this value, officers undertook a tender process, and following evaluation of the bids received, are satisfied that awarding the contract to SHA Disability achieves Best Value.

In light of the above, the Council may proceed with awarding the contract.

### FINANCIAL IMPLICATIONS AND RISKS

This ED is to request authority to spend up to £90,000 per year, starting on 1<sup>st</sup> October 2025, with the option to extend on a year by year basis for a further 4 years. The spend is with SHA Disability to carry out Occupational Therapy basic and moderate assessments. This is on an as needed case by case basis up to the maximum contract value of £90,000. The cost per assessment are basic £112.95 and moderate £195.00.

The requirement for this contract is due to the difficulty in recruiting Occupational Therapists. The funding for this post is from two vacant OT posts, 1 in the North Locality team for £55,000 and the other in the review team for £35,000. If recruited to, the spend against the contract will reduce or stop.

Due to the nature of the contract, spend against it can stop or be reduced if one or both of the posts are recruited to or any other need. This means there is little risk to the council as budgets are available but spend is flexible.

### HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

### **Non-key Executive Decision**

The recommendations made in this report do not give rise to any identifiable Human Resources implications or risks.

### **EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS**

Havering has a diverse community made up of many different groups and individuals. The council values diversity and believes it essential to understand and include the different contributions, perspectives and experience that people from different backgrounds bring.

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the council, when exercising its functions, to have due regard to:

- i. the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- ii. the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;
- iii. Foster good relations between those who have protected characteristics and those who do not.

Note: 'protected characteristics' are: age, gender, race and disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council demonstrates its commitment to the Equality Act in its decision-making processes, the provision, procurement and commissioning of its services, and employment practices concerning its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing of all Havering residents in respect of socio-economics and health determinants.

An EqHIA (Equality and Health Impact Assessment) is usually carried out and on this occasion this isn't required.

The Council seeks to ensure equality, inclusion, and dignity for all in all situations.

There are no equalities and social inclusion implications and risks associated with this decision.

### **ENVIRONMENTAL AND CLIMATE CHANGE IMPLICATIONS AND RISKS**

The recommendations made in this report do not give rise to any identifiable environmental implications or risks.

### **BACKGROUND PAPERS**

None

Non-key Executive Decision

**Part C – Record of decision**

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

**Decision**

Proposal agreed

*Delete as applicable*

**Details of decision maker**

Signed



\_\_\_\_\_  
Name: Barbara Nicholls  
Strategic Director of People

Cabinet Portfolio held:  
CMT Member title:  
Head of Service title  
Other manager title:

Date: 22.08.25

**Lodging this notice**

The signed decision notice must be delivered to Committee Services, in the Town Hall.

**For use by Committee Administration**

This notice was lodged with me on \_\_\_\_\_

Signed \_\_\_\_\_

**Non-key Executive Decision**

|  |
|--|
|  |
|--|