



T: 0141 [REDACTED]

E: [REDACTED]

[REDACTED]

Social Care Commissioning and Consultancy Services Ltd

[REDACTED]

[REDACTED]

[REDACTED]

By Email: [REDACTED]

Our ref: CASE/TBC

8th December 2020

CONTRACT AWARD LETTER – ADULT CARE HOME CONSULTANCY

Dear [REDACTED],

For and on behalf of the Scottish Ministers, please accept this letter as an offer of contract to provide the service outlined in Annex A.

The documents listed below shall be deemed to form part of the Contract:

- This Contract Award letter;
- The Scottish Ministers Specification of Requirements attached at Annex A;
- The Scottish Government Terms and Conditions for the Provision of Consultancy Services attached at Annex B.

The contract will commence on 1st December 2020 and end on 26th June 2021 unless the contract is terminated in accordance with the Terms and Conditions.

The daily rate of £400 will remain fixed for the duration of the contract, the total value of the contract shall not exceed £50,000 (exclusive of VAT).

Invoices shall be submitted as agreed with the Scottish Government contract manager and payment shall be made within 30 days of a valid invoice being received.

The Contract Manager is [REDACTED] who can be contacted by email at [REDACTED]

Please do not hesitate to contact me directly should you have any questions about the content of this letter. Please acknowledge receipt of this Contract Award letter by signing at

the dedicated section below and returning for my attention. Given the current situation relating to the Covid pandemic, electronic signatures are acceptable.

Yours Sincerely,

[Redacted Signature]

[Redacted Name]

Senior Portfolio Specialist

ADULT CARE HOME CONSULTANCY

I/We acknowledge receipt of this contract award letter for the above-mentioned contract on behalf of Social Care Commissioning and Consultancy Services Ltd (the Contractor) and agree to provide the services in accordance with all of the provisions therein.

Name	<u>[Redacted]</u>	Signature	<u>[Redacted]</u>
	(Block Capitals)		
Designation	<u>[Redacted]</u>	Date	<u>9th December 2020</u>

Annex A – Scottish Government’s Specification of Requirements

Background

1. The Government’s Chief Social Work Adviser (CSWA) is an internal source of professional advice for Ministers and officials on policy related to social work/care services and provides advice to Ministers and officials in regard to particular cases and performance issues. The CSWA is a focal point internally and externally for professional leadership in the field and is assisted by Professional Social Work Advisers. The OCSWA Unit supports the CSWA role, provision of advice on social-work/care related matters across SG and has policy responsibility for SG policy on development and regulation of the social services workforce.

2. Given the continuing and changing nature of the pandemic it remains vital to OCSWA to have professional social work/care input on current, and potential future, issues affecting adult care home provision as a consequence of COVID-19, particularly into the first 6 months of 2021. Parallel to this is the critical and extremely high priority Programme For Government commitment made by the Cabinet Secretary for Health on 1 September 2020 to deliver a Review of Adult Social Care (including adult care homes) by the end of January 2021. The Review, its response/implementation and the COVID future sustainability work are significantly interlinked as the future sustainability of the care home sector is a significant aspect of the Review. For example, both need to take full and proper account of all aspects of the existing, complex arrangements for commissioning and procuring care home services across the public, third and independent sectors.

3. This contract continues critical activity that is already underway on the issues set out in Paragraph 2 of this Annex. The consultancy work requirement, in this contract is based on 5 days a week commencing on 7 December 2020 and ending on 30 June 2021. Two days a week will be spent supporting the Scottish Government’s Chief Social Work Adviser (CSWA) on supporting adult care home provision as a consequence of COVID-19 with 3 days a week supporting the Adult Social Care Review. The nature of the work is such that it may require occasional flexibility on working days. For example, there may be an occasional requirement to do 3 days a week on the COVID care home work and 2 on the Review in order to progress urgent priorities. We do not expect there to be a requirement to undertake work at the weekend, though there may be the very odd occasion when this is required in a limited way. Wherever possible the working pattern will be agreed with the Scottish Government contract manager two weeks in advance.

Requirement

4. The Contractor will have significant management experience in and a solid understanding of the social care delivery sector and its key stakeholders as well as a proven track record in working in partnership with a wide range of stakeholders to collectively and effectively implement change and improvement.

5. They will be required to attend on-line meetings using appropriate IT platforms, to liaise with key stakeholders, including Local Authority Chief Social Work Officers, key national stakeholders, Scottish Government policy leads and other professional advisers to Scottish Government. Working will be done remotely and requires the consultant to use Scottish Government provided IT equipment, platforms and telephone and to use their own Wi-Fi. All written correspondence must be compatible with Microsoft word.

The Contractor will be expected to:

1. Support the Scottish Government's Chief Social Work Adviser and SG Policy Leads in their responsibility for providing well-informed, high quality and timely professional advice to Scottish Ministers and the Scottish Government during the Covid-19 pandemic with a particular focus on the current care homes system in Scotland and linked to that to advise and support the current Review of Adult Social Care.
2. Provide leadership across the Scottish Government in developing:
 - (i) a suitable, well informed response to the Adult Social Care Review and its recommendations and supporting implementation of that response: and
 - (ii) a way forward to address the impact Covid-19 has had on the care home sector and its workforce, with a focus on the future sustainability of the sector.
3. Work with Scottish Government policy colleagues to provide professional social work input on the current issues affecting care home provision in Scotland as a consequence of Covid-19, including advising on all aspects of governance and service delivery.
4. Work closely with Social Work Scotland to ensure that any policy response is directly influenced by the experience of Chief Social Work Officers in terms of their role and remit in local authorities and health and social care partnerships.
5. Establish and maintain excellent working relationships with external stakeholders to support improvements in the delivery of care home services as well as other areas of older peoples policy such as care at home services.
6. Participate in a number of high level strategic leadership groups across the Scottish Government focused on:
 - (i) improving the quality of care home provision during the Covid-19 pandemic, offering professional social work advice and leadership in addressing current issues.
 - (ii) delivering improvement in the way that adult social care services are delivered in Scotland as a result of the Adult Social Care Review
7. Work collaboratively with the CSWA, the Deputy CSWA, Adult Social Care Policy Teams, Ministers, Adult Social Care Review Group members and other professional social work secondees in the Scottish Government to ensure the delivery of high quality advice on the issues covered in this contract.
8. Promote the role of social work and social care in protecting vulnerable individuals and groups, helping to maintain the confidence of the public and stakeholders in the quality of care and social work services particularly those focused on older people.

Annex B – The Scottish Government Terms and Conditions



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