

CAPITAL INVESTMENT BUSINESS CASE

DOUGLAS HOUSE SITE DEVELOPMENT



EXECUTIVE SUMMARY

The Executive Summary is a short summary of the Business Case and should be the last section you complete, this will enable you to extract or only the key facts from relevant sections i.e. 'project on a page'. The summary is a 'snapshot' of the business case which will need to tell the story and sell the proposal.

Plymouth City Council has successfully bid for funding to increase its respite provision for disabled adults in the city.

Plymouth City Council has allocated the undeveloped grassed area land (0.25 ac) adjacent to Douglas House. The project is being funded by the NHS bid for the provision of 2 new build bungalows which are fully wheelchair accessible. Both bungalows will incorporate a range of adaptations with their construction and design to ensure that the needs of people with learning and physical disabilities.

SECTION I: PROJECT DETAIL

Programme	Transforming Council Services	Directorate	People
Address and Post Code	Land at Douglas House (PCC owned) PL3 6NP	Ward	Efford and Lipson

Current Situation: *(Provide a brief, concise paragraph outlining the current situation and explain the current business need, problem, opportunity or change of circumstances that needs to be resolved)*

The proposal and subsequent NHSE bid has been in development for nearly 2 years and was drawn from task and finish groups of clinicians and commissioners. It will address the issues of capacity in Plymouth to deliver respite for people with learning disabilities and or autism in a more effective and person centred way in the city.

Proposal: *(Provide a brief, concise paragraph outlining your scheme and explain how the business proposal will address the current situation above or take advantage of the business opportunity) and (What would happen if we didn't proceed with this scheme?)*

The project is being funded by the NHS bid and gives us an opportunity to provide much needed discreet, specialist support in a safe environment for people with learning disabilities in Plymouth.

Plymouth City Council has allocated the undeveloped grassed area land (0.25 ac) adjacent to Douglas House for the provision of 2 new build bungalows which are fully wheelchair accessible in order to satisfy the bid for NHSE funding. The plot is an undeveloped, once the two bungalows have been developed and built PCC will own the freehold to both properties. The two properties will be managed as part of the Council services and the standard maintenance will be covered by the Council's process.

Both bungalows will incorporate a range of adaptations with their construction and design to ensure that they meet the needs of a wide range of people. The accommodation will provide respite accommodation for (unplanned days or weeks) and medium term accommodation; usually planned and up to 6 months. The service will be registered under the existing respite registration under the CQC, as part of the Colwill Lodge service and will be managed as a satellite unit, where staff will deliver support for individuals requiring it. There will also be an expectation for registered care providers in the city to be able to support people there as well, as and when required. The plan is to deliver the project as PCC direct delivery

Strategic Case:

Which Corporate Plan priorities does this project deliver?	keep young people, children and adults protected
	focus on prevention and early intervention
	people feel safe in Plymouth
Explain how the project delivers or supports delivery of Joint Local Plan/Plymouth Plan Policies (include policy references)	JLP Policy PLY58.7

Project Scope: *(To avoid scope creep and cost escalation it is important to have an agreed scope of what the project will and will not deliver. List below what is included and not included in the project 'budget'. Projects should be delivered within scope and budget, but should project change happen then the business case requires revisiting, updating and re-approval)*

In Scope	Out of Scope
Build 2 bungalows External work Fittings and Fixtures External Project Manager Fees Furniture and Equipment	Capacity to fund internal project management

Milestones and Date:

Contract Award Date	Start On Site Date	Completion Date
December / January 2020/21	June/July 2021	July 2022

Who are the key customers and Stakeholders	People with learning disabilities Families and relatives Care companies Retained client function – Colwill Lodge PCC Community Learning Disability Team	Which Partners are you working with	NHS England NHS Devon CCG Livewell Housing Delivery Team PCC CQC Devon Transforming Care Partnership
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Have you engaged with Procurement Service?	Yes
Procurement route options considered for goods, services or works	<p>In line with the Council's Contract Standing Orders, one of the following procurement route options will be used to develop the 2 bungalows on the Douglass House site:</p> <p>Option 1 – Request for Quotation The Procurement Service will seek at least 3 written quotations, 2 of which shall be from local suppliers where possible. The suppliers invited to quote will be selected by the Council. This is a one stage process which comprises suitability assessment criteria and contract award criteria. The contract will be awarded to the most economically advantageous tender (MEAT).</p> <p>Option 2 - Undertake a Further Competition under Devon County Council's Standing List of Approved Contractors (SLOAC) The Procurement Service will seek at least 3 written quotations from suppliers named on SLoAC, two of which shall be local suppliers where possible.</p>

	<p>This is a one stage process which comprises contract award criteria only, suitability assessment criteria has already been evaluated by Devon County Council. The contract will be awarded to MEAT evaluation criteria.</p> <p>Upon commencement of the project a subsequent procurement route options analysis will be undertaken between the department and the Council's procurement function to determine the route which will represent best value for the Council, in line with the Council's Contract Standing Orders and Procurement Law</p> <ul style="list-style-type: none"> • Consultation time • Decision making and political approval time • Likely commencement and completion of project delivery
Procurements Recommended route.	Either Option 1 or 2 please see above for detail

Which Members have you engaged with and how have they been consulted <i>(including the Leader, Portfolio Holders and Ward Members)</i>	PFH – Chris Penberthy and Kate Taylor
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Equalities Impact Assessment completed <i>(This is a working document which should inform the project throughout its development. The final version will need to be submitted with your Executive Decision)</i>	Yes
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SECTION 4: FINANCIAL ASSESSMENT

FINANCIAL ASSESSMENT: *In this section the robustness of the proposals should be set out in financial terms. The Project Manager will need to work closely with the capital and revenue finance teams to ensure that these sections demonstrate the affordability of the proposals to the Council as a whole.*

Ongoing Revenue Implications for Service Area

Has the revenue cost been budgeted for or would this make a revenue pressure	The bungalows will be registered as part of the city council's respite offer. A charge will be levied for people using the bungalows as per PCC fairer charging. This revenue collected will go into respite cost centre
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SECTION 6: RECOMMENDATION AND ENDORSEMENT

Recommended Decision

It is recommended that the Leader of the Council:

- Approves the Business Case
- Allocates funding for the project into the Capital Programme funded by Transforming Care Capital NHS grant
- Authorises a virement from the Disabled Facilities Grant budget to this project code to finance purchase of specialised equipment
- Authorises the procurement process
- Delegates the award of the contract to Service Director for People

[Name, Portfolio] Cllr Kate Taylor	Service Director: Craig McArdle
Either email dated: 23.3.21	Either email dated: 23.3.21
Or signed:	Signed:

Date:	Date:
	Service Director
	<i>[Name, department]</i>
	Either email dated: <i>date</i>
	Signed:
	Date: