

Targeted Short Breaks Commissioning Plan

July 2018

**Bristol City Council
&**

NHS Bristol, North Somerset & South Gloucestershire CCG

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1 Background

Short Breaks are preventative, family support services that provide a child or young person with a break. They can be at any time ranging from an hour to a day, evening, overnight, weekend or holiday, depending on the needs of the family. The short break may take place in a community activity setting, a child/young person's home or other residential setting. It allows parents and carers to have a break from their caring responsibilities and gives children and young people the opportunity for a positive experience.

Short Breaks are categorised as Specialist, Targeted or Mainstream. Specialist (higher level, residential services and direct payments) are accessed following a social worker assessment and referral. Targeted short breaks are open access and do not require a social worker assessment for families to access.

This Commissioning Plan outlines the commissioning model for Targeted Short Breaks, Specialist Short Breaks are not within the scope of this Commissioning Plan. The aim of this process has been to ensure that Short Breaks are available for disabled children and families when they need them – providing breaks and support early, preventing and managing crises to help keep families together. The purpose of this process is not to make savings. Instead we aim to make changes so that targeted short breaks are available to those who most need them, and that children, young people and their families have a choice of flexible and cost effective services to meet their needs, avoiding future more costly provision.

Bristol City Council will be the lead commissioner for these services, alongside our health partner- NHS Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group, from a Section 75 pooled budget agreement of Council and health funding. While the geographical remit of the Clinical Commissioning Group is broader, these services will cover Bristol Local Authority Area only.

2 Legal and Policy Context

2.1 Duty to provide short breaks

Children Act 1989

Short breaks can be provided by local authorities through the use of their powers under:

- Section 17(6) of the 1989 Act which gives local authorities the power to provide a range of services, including accommodation, in order to discharge their general duty to safeguard and promote the welfare of children in need;
- Section 20(4) of the 1989 Act which gives local authorities the power to provide accommodation “for any child within their area (even though a person who has parental responsibility for him is able to provide him with accommodation) if they consider that to do so would safeguard or promote the child’s welfare.”

Paragraph 6 of Schedule 2 to the 1989 Act (amended by s.25 of the Children and Young Persons Act 2008) provides that local authorities must provide services designed –

- a) to minimise the effect on disabled children within their area of their disabilities;
- b) to give such children the opportunity to lead lives which are as normal as possible; and
- c) to assist individuals who provide care for such children to continue to do so, or to do so more effectively, by giving them breaks from caring.

The Breaks for Carers of Disabled Children Regulations 2011

These Regulations describe how local authorities must perform the Schedule 2 duty above.

Regulation 3 says local authorities must –

- Have regard to the needs of those carers who would be unable to continue to provide care unless breaks from caring were given to them; and
- Have regard to the needs of those carers who would be able to provide care for their disabled child more effectively if breaks from caring were given to them to allow them to –
 - Undertake education, training or regular leisure activity,
 - Meet the needs of other children in the family more effectively, or
 - Carry out day to day tasks which they must perform in order to run their household.

Regulation 4 provides that local authorities must provide, so far as is reasonably practicable, a range of services which is sufficient to help carers to continue to provide care or to do so more effectively. In particular the local authority must provide, as appropriate, a range of –

- Day-time care in the homes of disabled children or elsewhere,
- Overnight care in the homes of disabled children or elsewhere,
- Educational or leisure activities for disabled children outside their homes, and
- Services available to help carers in the evenings, at weekends and during the school holidays.

Regulation 5 requires that local authorities prepare a short breaks statement for carers in their area setting out –

- Details of the range of services provided,
- Eligibility criteria for those services, and
- How the services are designed to meet the needs of carers.

Children and Families Act 2014

Section 27 of the Children and Families Act 2014 requires local authorities to

- Keep the social care provision made inside and outside its area for disabled children and young people under review (sub-section 1); and
- Consider the extent to which this provision is sufficient to meet the needs of these children and young people (sub-section 2).

The 2014 Act also requires that:

A local authority in England and its partner commissioning bodies must make arrangements (“joint commissioning arrangements”) about the education, health and care provision to be secured for—

- a) children and young people for whom the authority is responsible who have special educational needs, and
- b) children and young people in the authority's area who have a disability.

2.2 Policy context

Bristol Corporate Strategy¹

The Bristol Corporate Strategy sets out our contribution to the city and is the Council's main strategic document.

This commissioning plan contributes to all four key commitments:

- Empowering and caring
- Fair and inclusive
- Well connected
- Wellbeing

Children, Young People and Families strategy²

The Children, Young People and Families strategy sets out the priorities that the Children and Families Partnership has agreed as the focus of their joint work. The priorities identified by this strategy are:

1. Emotional Health and Wellbeing
2. Safe and Inclusive Communities
3. Education, Employment and Skills
4. Housing

This Strategy places poverty and inequality as a key theme throughout these priorities.

Bristol SEND Strategic Vision³

The SEND (Special Educational Needs and Disabilities) Strategic Vision outlines how services will work together to help achieve the outcomes set out in the Children, Young People and Families Strategy. The vision looks at our values, strategic priorities and broad outcomes for children and young people with SEND, and their families.

The principles that guide how services, children, young people and families work together are:

- Inclusion
- Respect
- Care

1

<https://www.bristol.gov.uk/documents/20182/239309/Bristol+City+Council+Corporate+Strategy+2018+to+2023/3e7d7377-ed1f-5d67-c6ab-af49b7159a5e>

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<https://www.bristol.gov.uk/documents/20182/1309383/Bristol%27s+strategy+for+children+young+people+and+families/e4b7cbbd-3c6e-4527-8bb2-9a0094ef5b7f>

³ <https://www.bristol.gov.uk/documents/20182/0/SEND+strategic+vision/e1c9c654-0f78-e888-d456-9af20def7c3d>

- Equality

Our Strategic Priorities are:

- How we focus the delivery of our services and work together to support children and young people with SEND.
- Improving outcomes for CYP with SEND
- Preparing for Adulthood
- Person Centred Planning
- A seamless multiagency offer

A SEND Strategy is currently under development.

Bristol City Council’s Three Tier Model for Care and Support

Bristol City Council has adopted a three tier model for service provision which we are applying across our work. It is important to note that a child or young person could access all three levels at once for different issues.

We aim to build resilience in our citizens through the services we provide. We believe a resilient city is one where people are able to help themselves, and help one another. However we also recognise that people need extra help from time to time (help when you need it) and this is where we see Targeted Short Breaks operating.



3 Current Services

Bristol City Council currently commissions the following range of Targeted Short Breaks:

Service	Provider organisation
Out of school and holiday Short Breaks	Consortium of providers led by WECIL (Comprised of WECIL, National Autistic Society, Playbus, Khass, Time2Share)

Overnight residential holidays	Action for Children
School holiday Short Breaks in special schools	Barnardo's
Transport for Short Breaks	Bristol Parent Carers
Youth service for young people with disabilities	WECIL
Activities for deaf and hard of hearing children and young people	Bristol Deaf Youth Club
Bristol Autism Project	Bristol City Council

Contracts are in place for these services until 31st March 2019. On the whole, current commissioned services are performing well.

Across our commissioned services (Action for Children, WECIL Consortium & Barnardo's)

- 346 parents and carers provided feedback and 91% said that the service had "made things a lot better"
- 97% of children who provided feedback said that they had enjoyed the short break
- 97% of parents who gave feedback on behalf of their children said that they had enjoyed the short break

4 Needs and Demand Analysis

The full Targeted Short Breaks Needs Analysis can be found at Appendix 1. In summary, this analysis has told us:

- The population of Bristol is growing, and is increasingly diverse. It is projected that the child population will continue to grow in line with the total population, which suggests that demand for services will rise accordingly
- Nationally, around 6% of children are disabled. In Bristol, we estimate that there are around 3,206 disabled children and young people aged between 5 and 18, this represents 4.7% of the total child population
- A substantially higher proportion of individuals who live in families with disabled members live in poverty, compared to individuals who live in families where no one is disabled
- Caring for a disabled child can have a significant impact on the emotional health and wellbeing of other family members
- In 2017-18, 488 individual children accessed a targeted short break in Bristol.
- The total Bristol child population is split roughly 50% male: 50% female. Amongst the disabled child population the percentage of boys is significantly higher which reflects national trends. Boys are over-represented within the cohort of children accessing Targeted Short Breaks
- Most of the children and young people living in Bristol are from White British backgrounds. The Black African group, the majority of whom are Somali, is the largest BME group in the city. 2017-18 service usage data shows that a higher than representative proportion of the children accessing Targeted Short Breaks identify as Black or Asian with a slightly under-

representative proportion identifying as White and Somali in particular. This suggests that the BME specific service commissioned in 2014 has successfully increased the proportion of BME children and young people accessing services

- The age profile of children accessing targeted short breaks does not reflect the age profile of Bristol as a whole which has a higher proportion of 5-8 year olds. This may be because younger children may not yet have been diagnosed with a disability, or may not yet have high enough needs to require a short break. Feedback we have received from families of younger children suggests that parents and carers do not want to drop their children at activities, and would prefer family activities which do not meet the criteria for a short break
- The highest area of need amongst those children and young people accessing Targeted Short Breaks is Autism Spectrum Disorders, followed by moderate to severe learning disabilities. This reflects national trends – the national School Census 2017 found that Autism Spectrum Disorders remains the most prevalent primary need type amongst those children and young people with an Education, Health and Care Plan
- There is a fairly even geographical spread across the city of children accessing Targeted Short Breaks, although this data suggests that there is some under-representation in children from Filwood, Lawrence Hill and Southmead. As some of the most deprived wards in the city, this is an area that should be addressed

5 Engagement and Consultation

A 12 week engagement and consultation period was held between the 20th April and 18th July 2018. This was broken down into two six-week periods consisting of six weeks of engagement and consultation on proposals to gather opinions and ideas, followed by six weeks of consultation on the proposals resulting from this engagement.

The approach to our engagement and consultation was to engage as many people as possible online. We had in the region of 80 respondents to our online surveys mainly completed by parents and carers. Our survey monkey questionnaire for young people was completed by 25 young people.

We also arranged to visit as many services as possible seeing children, young people, parents and carers in groups or one-to-one, following the advice of our external providers to ensure that our engagement methods were as accessible to as many people as possible. We paid particular attention to engaging groups who find it harder to access services.

Face-to-face consultation events included visiting our short breaks services to observe the sessions and listen to children and young people's ideas for services thus reaching in the region of 60 young people in addition to our survey.

We also held a variety of consultation events for parents and carers including:

- telephoning parents at home
- attending "at home" events with Bristol Parent Carers resulting in the coproduction of our options paper
- attending a number of coffee mornings and parent and carers' get-togethers
- visiting drop – in play sessions
- co-producing an engagement event with Autism Independence (a Somali community led organisation for families with children with autism) and engaging with upwards of 50 Somali parents

- reaching out to specific equalities groups to understand the issues affecting communities to find it hard to reach services
- running consultation workshops at Bristol Parent Carers participation event in June 2018

As a result of our consultation outreach we estimate to have had contact with at least an additional 60 children and in the region of 200 adults.

5.1 Consultation findings

The full consultation report can be found at Appendix B.

The main themes among the findings were:

Information - One of the strongest themes from the consultation was a lack of information and awareness about targeted short breaks. Parents and carers whose children were not currently using targeted short breaks almost universally said they did not know what they were. This lack of knowledge cut across geographical areas and socio-economic groups. For example, a parent who describes themselves as knowledgeable and well connected to services for disabled children, whose child was in receipt of a direct payment and was involved in an inclusion campaign group was not aware of Bristol's targeted short breaks offer. We also found that professionals who are often the first port of call for parents in a crisis and for their ongoing support were unaware, or had incomplete knowledge of the targeted short breaks services commissioned by Bristol City Council.

Geography - Another strong theme from the consultation was the feedback that services were not fairly distributed through the city. Transport is a big issue for a lot of families who struggle or find it impossible to use public transport.

The feedback we received on the specific proposals made as part of the consultation was mixed, but the general consensus was:

- Where demand outstrips the level of services our funding can provide, the preference for managing this is a mix of waiting list and prioritisation on the basis of need
- The preference is to use bridging workers to support Short Breaks services to provide more one-to-one support to enable more children with higher levels of need to access Targeted Short Breaks
- Most respondents agreed that if it becomes necessary to prioritise the time of delivery, weekends and school holidays should be prioritised over evening provision which many families struggle to access
- Most respondents are in favour of investing in additional support to help parents find a personal assistant
- As part of the consultation we proposed reducing the short breaks transport funding from £25,200 a year to a £2,000 travel hardship fund in order to enable us to redistribute funding to other Short Break services. The proposal had strong feedback from parents who said that without the transport scheme they would not be able to cope. Parents said that using public transport was not an option as transport in the city is so limited and the needs of their children were so complex and provided such a challenge for services that public transport was not an option for them. Parents with multiple disabled children would be particularly affected by this change.

- Our consultation proposed piloting a targeted support service for children with complex ADHD. 60% of people agreed or strongly agreed with this proposal
- We proposed opening up the short breaks service for deaf and hard of hearing children to children with multi-sensory impairments. We explained that this could result in more children using the service, and some activities being oversubscribed. The feedback from the survey and conversations with parents, carers and young people who use this service was overwhelmingly positive with almost 80% either agreeing or strongly agreeing
- The consultation proposed continuing to provide the Bristol Autism Project services and asked participants to provide comments on this proposal. The feedback was largely positive, and areas for development were identified.

6 Commissioning Plan

6.1 Context

- Since 2014 when the entire Short Breaks system in Bristol was reviewed, significant improvements have been made and we are now able to offer a short break to considerably more children. This process is therefore only focusing on Targeted Short Breaks, within the context of the wider system
- We know that the number of children and young people with disabilities is increasing, including those with the most complex needs
- We also know that the pressures on families are increasing within the context of decreasing public spending, which can mean that the implications of raising a disabled child are more acute
- Bristol City Council, NHS Bristol, North Somerset and South Gloucestershire Clinical Commissioning Group, and partners are facing significant budget pressures and growing demand for services across the board
- Feedback through engagement and consultation has told us that we have a short breaks offer that is highly valued by many children, young people and families, but there are gaps in provision and improvements that need to be made
- Parent Carers have strongly expressed that there is a need for more support with sourcing personal assistants (PAs). Parents have reported specific difficulties in recruiting PAs for young people with personal care or medical needs and have also reported they find it hard to find PAs who have specific skills such as manual handling or administering emergency medication.
- We need to continue to raise families' aspirations and increase community inclusion. We therefore need to build on what works well and refocus our resources on the things that children and young people with disabilities and their families have told us are most important.

6.2 Objectives

We aim to commission services that are good quality, fun and provide positive activities for those disabled children and young people who are unable to access mainstream activities.

The aim of a short break is:

- to provide children and young people with enjoyable experiences that help them with their personal, social and educational development
- to provide children and young people with valuable experiences that increase their skills and independence
- to give parents and carers a valuable break, allowing them to rest, pursue other interests or spend time with other family members
- to prevent family breakdown by providing the most vulnerable parents and carers with a break from caring

6.3 Outcomes

The services will work towards the overarching outcomes and priorities from Bristol’s Strategy for Children, Young People and Families⁴ as well as the following specific Targeted Short Breaks outcomes:

Safe & Nurtured	Bristol’s Strategy for Children, Young People and Families Outcomes:	<ul style="list-style-type: none"> - Have the best possible start in life; protected from abuse, neglect or harm, at home, at school and in the community, with a secure and supportive network of family or carers and friends - Live in a nurturing home, in a family setting, with additional help or adaptations if needed, or, where necessary, in a suitable care setting - Live in safe and stable accommodation, free from financial exclusion and fear, indoors and out; giving the permanence and security upon which they can build
	Targeted Short Breaks Outcomes:	<ul style="list-style-type: none"> - Disabled children and young people to have safe and stable home lives - Family environment is less chaotic and more sustainable - Fewer disabled children become looked after either permanently or part-time because of their disability - Reduction in need for unplanned placements in residential units
Healthy & Active	Bristol’s Strategy for Children, Young People and Families Outcomes:	<ul style="list-style-type: none"> - Have the best physical and mental health possible, access to suitable health care and support in learning to make healthy, safe choices from the outset - Engage in opportunities to have fun and take part in activities, such as play, recreation and sport, which build independence and contribute to healthy growth and development at home, in education and in the community
	Targeted Short Breaks Outcomes:	<ul style="list-style-type: none"> - Children and young people have improved physical health through physical activities - Children and young people have improved emotional health and wellbeing - Parents/carers have improved emotional health and wellbeing - Improved quality of life for parent/carer and wider family

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<https://www.bristol.gov.uk/documents/20182/1309383/Bristol%27s+strategy+for+children+young+people+and+families/e4b7cbbd-3c6e-4527-8bb2-9a0094ef5b7f>

Respected & Involved	Bristol's Strategy for Children, Young People and Families Outcomes:	<ul style="list-style-type: none"> - Are heard and have control in decisions that affect them and the communities in which they live and learn - Aware of how their views, opinions and experiences have helped shape Bristol; the opportunities and services available to them and the physical environment - Show respect, care and pride for other faiths, communities, cultures, identities, abilities, backgrounds and experiences, and feel that their own identity is valued by other people
	Targeted Short Breaks Outcomes:	<ul style="list-style-type: none"> - Parents/carers have more time to do other things (e.g. leisure, work, study, spend time with other children) - Families are able to lead a more ordinary life - Families have increased choice and greater control over the short breaks services they receive
Responsible & Achieving	Bristol's Strategy for Children, Young People and Families Outcomes:	<ul style="list-style-type: none"> - Supported and inspired in lifelong learning and in the development of skills, confidence, individuality and aspirations at home, in education, in work, in the community and beyond - Engage in positive opportunities and are encouraged to play active and responsible roles at home, in education and in the community - Benefit from fair access in education, in the community to experience of work, to employment and independence or supported living
	Targeted Short Breaks Outcomes:	<ul style="list-style-type: none"> - Children and young people try doing new things - Children and young people are less dependent on their parents and carers - Children and young people learn and develop new skills and abilities - Children and young people develop skills that help towards independence in adulthood

6.4 Strategy

Our strategic intentions for targeted short breaks are to:

1. *Commission targeted services that provide 'help when you need it' (see three tier model) and prevent family breakdown*

In order to achieve this, we will:

- commission a range of services that build on what we know is working well (see section 8.7)

2. *Ensure that all families of disabled children and young people know about the range of targeted short breaks available*

In order to achieve this, we will:

- ensure that all providers work together to raise awareness of the available services, drawing on the learning from the Targeted Short Breaks consultation

- improve the information available on Findability (the Bristol Local Offer website)
- ensure that Special Educational Needs Coordinators (SENCOs) in schools and other family liaison roles know about the range of targeted Short Breaks available and pass that information on to families
- ensure that online information is complimented by information available in other formats for those families who do not have access to the internet

3. Ensure that access to services is straightforward and equitable, while ensuring that the most vulnerable families can access a Short Break

In order to achieve this, we will:

- establish a balance between ensuring that as many disabled children and young people as possible can access a short break, and ensuring that services are able to meet the needs of those children and young people with particularly complex needs (who do not meet the threshold for specialist services)
- continue to provide Targeted Short Breaks that are not subject to strict thresholds or gatekeeping. Where demand outstrips the level of services our funding can provide, we will review this and pursue the preferred option in our consultation – a mix of waiting lists and prioritisation of those families with the greatest need⁵
- specify that services are provided in accessible venues throughout the city as much as possible so that families can access them, and that provision is accessible to families from particularly deprived wards
- ensure that where children have 1:1 support needs, this is managed according to an agreed process. In some instances this will mean accessing additional funding so that services can increase staffing levels and receiving appropriate training, and providing direct payments for personal assistants where this is part of a child's care plan

4. Respond to identified gaps in provision and changing demand

Based on feedback we have received, we will:

- pilot a targeted short breaks service specifically for children with Attention Deficit Hyperactivity Disorder (ADHD)
- establish a Personal Assistant finding support service
- expand the short breaks provision specifically for deaf children to include children who have multi-sensory impairments

5. Respond to feedback from children, young people, families and other stakeholders

Based on feedback we have received, we will:

⁵ 'Need' in this instance does not solely mean severity of disability, but would draw on wider vulnerabilities within the family

- continue to provide funding for Short Breaks Transport, at a reduced level, so that those families in financial hardship who would otherwise not be able to access short breaks can do so
- implement a service development plan for the Bristol Autism Project which will raise the profile of the service, expand access to children and young people with social, communication and interaction needs, and host specific introductory sessions for under-represented groups such as Somali families
- where demand outstrips the level of services our funding can provide, prioritise weekend and school holiday short breaks provision over evening provision

7 Purchasing plan

7.1 Investment

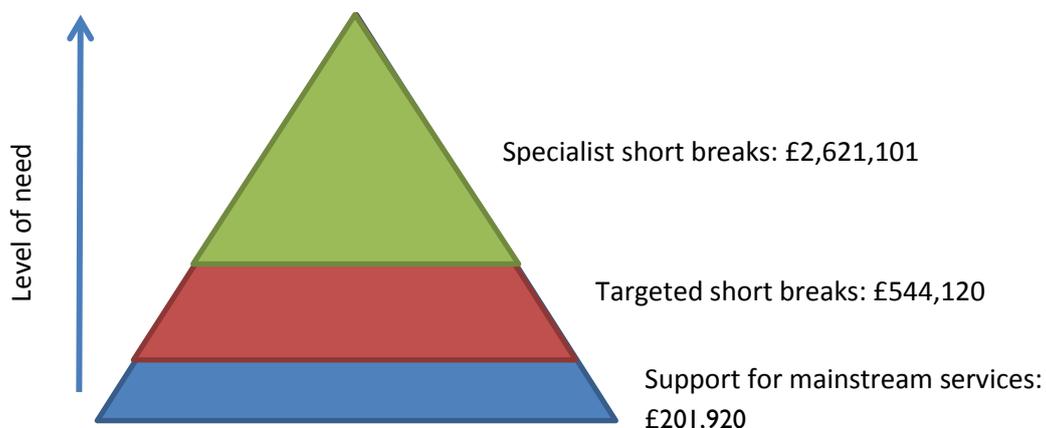
£555,000 per annum over a maximum of 5 years

7.2 In scope and out of scope

The full range of short breaks support available to disabled children is categorised as Mainstream, Targeted, and Specialist services. Mainstream services and Specialist Short Breaks are out of scope of this Commissioning Plan.

Specialist short breaks are accessed following a social worker assessment and referral. They include overnight residential short breaks in residential homes managed by Bristol City Council, overnight short breaks in the homes of specialist foster carers, and direct payments made to parent carers in order to allow them to arrange their own care and support.

The total short breaks budget in 2018-19 is £3,367,141. This is a pooled budget made up of contributions from Bristol City Council and NHS Bristol, North Somerset, and South Gloucestershire Clinical Commissioning Group. This budget is allocated as follows in 2018-19:



7.3 Procurement

Based on our strategic intentions in sections 6.4, we intend to ensure that the following services are in place to commence on the 1st April 2019:

		£ per annum	Procurement method
1	Out of school and holiday targeted Short Breaks	£275,000	Tender
2	Overnight residential holiday Short Breaks	£72,000	Tender
3	School holiday Short Breaks in Special Schools	£95,000	Tender
4	Transport for Short Breaks	£10,000*	Grant – directly awarded to Bristol Parent Carers
5	Bristol Autism Project	£68,000	Bristol City Council to continue to provide
6	ADHD pilot	£15,000*	Tender
7	Personal Assistant Support Service	£20,000	Explore options for brokerage

*If additional funds become available and there is evidence of increasing/unmet need then we may increase the contract value by up to 50%.

1) Out of school and holiday targeted Short Breaks, £275,000 per annum

These services are currently provided by a group of providers awarded through a competitive tender process with one provider acting as the lead contractor.

How we will secure the service: Open Procedure. We would welcome collaborative bids from providers proposing to work together to deliver this and to offer variety and choice to children and their families.

Length of Contract: 3 years, with an option to extend for 1 + 1 years

- User group: disabled children and young people aged 5-18 living in Bristol
- No assessment is required to access these services
- Key requirements: play, leisure and sports activities for a minimum of 350 individual disabled children and young people, to take place after-school, on weekends and during school holidays in a variety of indoor and outdoor venues across Bristol
- Specialist and personal care to be provided as and when required. Staff must have sufficient expertise and experience to work with disabled children with complex needs
- Specific requirements:
 - a befriending service to provide an on-going, supportive and fun one-to-one relationship that enables a child or young person to regularly access a range of activities and/or play
 - BME targeted service to provide a specific service for disabled children, young people and families from those ethnic groups who are over-represented among families with disabled children and/or face additional barriers accessing short breaks services as a result of language or cultural barriers
 - specific provision for children with autism

- specific provision for children and young people with hearing impairments and/or multi-sensory impairments
- specific sessions for the 13-18 year old age group to include activities aimed at improving skills and independence
- to work closely with the 'school holiday short breaks in Special Schools service' in order to allow assessment of young people and ensure that individual children are accessing the most appropriate service to meet their needs

2) Overnight residential holiday Short Breaks, £72,000 per annum

The service is currently provided by one provider under one contract awarded through a competitive tender process.

How we will secure the service: Open Procedure.

Length of Contract: 3 years, with an option to extend for 1 + 1 years

- User group: disabled children and young people aged 5-18 living in Bristol
- Eligibility for the service will be determined by the provider in accordance with criteria agreed by commissioners
- Key requirements: Ofsted registered residential holidays during Easter and Summer holidays for a minimum of 50 children per year
- Holidays to be provided to children of a range of different ages and with different impairments, with age and impairment appropriate activities

3) School holiday Short Breaks in Special Schools, £95,000 per annum

The service is currently provided by one provider under one contract through a direct award.

How we will secure the service: Open Procedure.

Length of Contract: 3 years, with an option to extend for 1 + 1 years

- User group: disabled children and young people aged 5-18 living in Bristol who either attend a special school or have a SEN statement or EHCP
- key requirements: Play, leisure and sports activities to take place during Easter and Summer school holidays for school-aged children with medium to complex needs, delivered from Bristol Special Schools: Briarwood School, Claremont School, Kingsweston School, and New Fosseway School and in the community
- to work closely with the 'Out of school and holiday targeted short breaks service' in order to allow assessment of young people and ensure that individual children are accessing the most appropriate service to meet their needs
- the special schools have confirmed that their preferred option is to continue to have school holiday play schemes provided within their schools by a commissioned provider.

4) Transport for Short Breaks, £10,000 per annum

This service is currently provided through a directly awarded grant.

How we will secure the service: directly awarded grant

Length of grant: 18 months

- User group: disabled children and young people aged 5-18 living in Bristol
- Eligibility for the service will be determined by the provider in accordance with criteria agreed by commissioner
- Key requirements: To support disabled children and their families, to access short breaks opportunities by facilitating transport to attend

5) Bristol Autism Project, £68,000 per annum

This service is currently provided by Bristol City Council and we propose that this arrangement continues.

- User group: disabled children and young people aged 5-18 living in Bristol who have autism spectrum disorders or social communication and interaction needs, and their families
- Family school holiday activities for children and young people with autistic spectrum conditions and social communication and interaction needs
- Service development plan to be implemented by April 2019 which addresses the following:
 - Establishing a database of current members with contact details, ensuring it is GDPR compliant
 - increasing outreach work in order to increase membership and raise BAP's profile
 - expanding membership to children and young people with social communication and interaction needs
 - a commitment to facilitate introductory sessions for any under-represented groups, for example the Somali community
 - regular consultation with parents as part of continual improvement of service
 - developing a knowledge management system to ensure the smooth-running and sustainability of the service

6) ADHD pilot, £15,000 per annum

This is a new service, there is no current provision.

How we will secure the service: Open Procedure.

Length of Contract: 1 year pilot, with an option to extend for 1 + 1 years

- User group: children and young people with complex ADHD aged 5-18 living in Bristol
- Eligibility for the service will be determined by the provider in accordance with criteria agreed by commissioner
- Key requirements: To provide a short break for children with complex ADHD and their families who's needs are a challenge to manage and are vulnerable to family breakdown

7) Personal Assistant finding service, £20,000 per annum

This is a new service, there is no current provision. As such, we will be developing the scope of this service and analysing the provider market in order to identify the most appropriate method of securing this support.

- User group: disabled children and young people aged 5-18 living in Bristol who's care plan has identified a need for a personal assistant
- All children and young people who fall in to this user group will be offered this service, but it is their choice whether they decide to use it or source their own personal assistant
- Key requirements:
 - To support disabled children and their families to source a suitable, trained personal assistant
 - To provide training, DBS checks, and supervision to personal assistants

8 Timetable

The following is an indicative timetable and is subject to change:

Activity	Date
Advertise tender	3 rd October 2018
Tender deadline	14 th November 2018
Award contracts	21 st December 2018
Implement contracts	January-March 2019
New services commence	April 1st 2019

9 The Transfer of Undertakings (Protection of Employment Regulations)

– TUPE

Current and potential providers will need to be aware of the implications of the Transfer of Undertakings (Protection of Employment) Regulations 2006. As this Commissioning Plan outlines, the intention is to commission services that are largely similar to existing services, it therefore likely that TUPE will apply. Therefore, the Council will obtain basic TUPE information prior to the tender process to assist potential bidders in determining if this is applicable. If it does apply, sufficient time will be given to ensure a smooth transfer of staff through a 12 week implementation period.

Bidders must seek their own legal and employment advice on TUPE. It is the responsibility of bidders to satisfy themselves regarding TUPE.

10 Social Value

While these services provide intrinsic social value we expect the successful provider to be able to create added social value which could include but is not limited to:

- providing volunteering opportunities for young people both within the service and externally

- in addition to volunteering, supporting young people to access employment, education and training opportunities
- supporting young people to travel independently to their sessions, thereby creating social value for the young people as they develop their confidence on public transport and having a positive environmental impact as there will be fewer car and taxi journeys
- providing social value by giving children and young people with the opportunity to learn and talk about a range of issues such as disability and race equality, LGBTQ+ issues and issues affecting young people

11 Contract Management

Ongoing contract management will be provided within existing resources by the Children's Commissioning Team, under the Principal Commissioning Manager.