

Guidance Notes for Providers completing the Application form to become an Approved Provider of Care for Edinburgh Health and Social Care Partnership

Section A – General Information

A1. This should detail the full name of the organisation and any parent company

A2. This should detail the primary contact (owner/director) to be involved in progressing this application

A3. This should detail the legal status and incorporation

A4. This should be specific about number of current care and non-care staff within the service to be provided. The volume of service delivery should relate to number hours where it is currently a visiting service.

A5. This should detail any specialist provision to a specific client group(s) and should relate to Adults only.

A6. This should detail geographical area (s), age group and specialism (where relevant) where you propose to provide a care service

Section B – Technical and Professional Information

B1. There is a minimum requirement to be registered with the Care Inspectorate in order for services to be considered in this application process. Current registration number and grades are required. If the service has not yet been inspected by the Care Inspectorate you must provide references that evidences the organisation's ability to provide a high quality service. These will be considered as part of the evaluation of your application. Where an Edinburgh based service has received a Grade 2 or less the application will not be progressed as it will not reach the quality standard required. If you have any queries about the Care Inspectorate registration process you should contact them directly. If the registered service relates to provision outside of Edinburgh we still require details of registration (registration number, grades, dates of most recent inspection)

Where current provision relates to England you are required to detail the Care Quality Commission rating i.e., Outstanding, Good, Requires Improvement or Inadequate.

B2. This should detail previous (if any) similar roles held by current owners/ senior staff in other organisations.

B2 (i) Where the answer is yes details should be disclosed relating to convictions in the previous five years and/or bankruptcy proceedings.

B3. This should detail level of insurance cover and should as a minimum equal the expectation detailed in terms of level of cover in place.

B4. This should detail whether all the essential policies relating to the care service detailed are currently in place. You are not required to submit these policies at this stage.

B5. This should detail what contractual options are available to care staff including whether or not there is a minimum number of contracted hours being offered in addition to what the minimum number is.

All carer staff are required to join the Protection of Vulnerable (PVG) Adults Scheme managed by Disclosure Scotland who carry out criminal record checks and share the results with individuals and organisations.

Section C - Financial Information

C1. The accounts for the last 3 years should be submitted with your application form. If these are not available an explanation should be provided and a satisfactory financial statement provided in terms of stability of the organisation. Finance staff will undertake a financial probity check as part of the assessment of the application.

C2. This should detail what you propose to charge for your hourly rate. The Partnership is required to consider best value in terms of all its contractual arrangements. If you feel there is additional rate information which may be important please detail this in the additional comments box.

C3. This should detail whether or not the organisation is a Scottish Living Wage employer

Section D - Declaration

The declaration must be signed by partner/owner/director on behalf of the organisation.

What Happens Next

We will write to you on the outcome of your application which will be based on the evaluation criteria detailed in the tables below for the respective areas of Technical/Professional and Financial information.

Section B - Technical & Professional Information Evaluation: There will be a minimum requirement for the service to be registered with the Care Inspectorate. Where a service has received a Grade 2 or less from the Care Inspectorate their application will not be progressed as they will not have reached the quality standard required. The Partnership will evaluate the details provided relating to Section B based upon the following standards:

Rating	Score	Level	Standard
Fail	0	Non-existent	Detail absent
	1	Very poor	Details contains many shortcomings and/or is inconsistent
	2	Weak	Details fall short of achieving expected standard in a number of identifiable areas
Pass	3	Adequate	Details meet the required standards in nearly all major areas but is lacking or inconsistent in some areas
	4	Very good	Details meet the required standard in all major areas
	5	Excellent	Details meet the required standards in all areas

Section C - Financial Information: There will be a minimum requirement to submit the last three years financial accounts or a statement explaining why this is not possible. Other alternative supporting financial information will be required in this case.

There will be a minimum requirement to pass a financial probity check to be undertaken by Finance staff. This will evaluate the financial stability of the organisation

Rating	Score
Fail	0
Pass	1

If the initial application stage above is successful there will be a stage 2 follow up visit undertaken by a Contracts Officer to discuss further any outstanding issues. The decision to approve any new provider will ultimately rest thereafter with the Multi Agency Quality Assurance Group.

All written applications should be submitted to the Contracts Team based within the Health and Social Care Partnership at the following email address:

Hsc.contractsteam@edinburgh.gov.uk