



QUESTIONNAIRE TO ASSIST IN THE IDENTIFICATION OF THE COST OF DOMICILIARY CARE IN DERBY December 2015

All Domiciliary Care companies with whom the Council contracts are invited to respond to this survey. Please answer questions as fully as possible, in order for the City Council to understand the cost of care that you are providing. If you need any help in answering any of the questions please contact **Leighann Woodhouse on 01332 642942**.

The closing date for responses is Monday 21 December 2015

COMPANY INFORMATION

Name of Company:	
Address of local office:	
Address of Head Office (where applicable)	
E mail address	
Are you a: (Please circle)	sole trader, partnership, limited company, public limited company or other?

WHO ACCESSES YOUR SERVICES?

This information will be used to better understand the capacity within the market and who is commissioning them.

Specify Date	
Total number of Care Packages	

COST PRESSURES

1.1 From 1st October 2015, the national minimum wage has increased by 20p per hour. Has this had an impact on any of your staffing costs?

YES/ NO

If so, please quantify/explain further:

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1.2 From April 2016, a new national living wage will be implemented for people working aged 25 or over – this will be £7.20 per hour. How many staff would this affect in your organisation?

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1.3 Have you planned for any other cost rises that you anticipate may take place following the introduction of the national living wage in April 2016?

Yes/ No

If so, please quantify/ explain further:

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1.4 What would be the additional cost of implementing the Home Care Ethical Standards - see attached (i.e. paying for travel?)

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Appendix 5

1.5 Are there any additional cost pressures (such as CQC registration) you would like to flag up to us?

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The following questions require you to provide information relating to your recorded costs; it is our preference for annual data to cover the period covered to be 1st April 2014 to 31st March 2015. Please can you identify the calendar period that this information covers.

STAFFCOSTS

Please identify the actual weekly **staff costs** against each of the staff groups shown below. This includes Employer's National Insurance costs. Please ensure that evidence is available to substantiate this information if requested. If you are unable to provide any of this information then please explain.

Grade	Total cost of staff per week £s
TOTAL COST OF FRONT LINE STAFF IE CARE ASSISTANTS	
TOTAL COST OF BACK OFFICE POSTS	
TOTAL COSTS OF MANAGEMENT POSTS	
TOTAL WEEKLY STAFF COSTS	

2.1 For the **annual period**, what were your recruitment costs? (eg Advertising and agency finder fees)

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2.2 For the **annual period**, what were your training costs? (eg provision of courses, travelling costs and staff hours)

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2.3 Where your organisation has already auto enrolled for pensions, what is the **weekly cost** of these pensions?

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****Calculate this by totalling the annual payments (Employer contribution only not the Employee element) made to the pension scheme divided by 52 weeks.**

3.ADDITIONAL COSTS

Please let us know of any other costs that you incurred in 2014 that you had not anticipated

Please indicate how much was required and whether this was a one off or new recurring cost pressure?

Please include any increases incurred such as for your running costs associated with utilities, equipment etc

Cost heading	Annual cost in 13/14	Cost in 2014/15	Reason
e.g utility bill	£15,500	£17,750	Increase in energy price and consumption levels

What other factors and costs would you like Derby City Council to consider?

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I declare and confirm that the information I have provided in this questionnaire is accurate and represents an accurate and true reflection of circumstances relating to the operation of the care home/s detailed.

SIGNATURE

Date

THANK YOU

Appendix 5

NAME

DATE

POSITION

COMPANY NAME

CONTACT DETAILS

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Please return this completed questionnaire with supporting information to:

Christine Collingwood
Acting Head of Integrated Commissioning
Adult Health and Housing
Derby City Council
Corporation Street
Derby
DE1 2FS

Domiciliary Care Ethical Standards

- Time allocated will match needs of clients
- Domiciliary workers will be paid for their travel time
- The Local authority and service providers will be transparent in their price setting
- Zero hour contracts will not be used in place of permanent contracts
- Clients will be allocated the same homecare worker wherever possible
- Visits will be scheduled so that workers are not forced to leave to get to another client
- Those homecare workers eligible must be paid statutory sick pay and will be covered by the occupational sick pay scheme
- Providers will have a clear procedure for following up concerns about clients
- Homecare workers will be trained (at no cost to themselves)
- Homecare workers will be given time to meet co-workers to share best practice