

**TAFLEN BENDERFYNIAD AELOD CABINET
CABINET MEMBER'S DECISION NOTICE**

PWNC / SUBJECT

Cost Uned Gofal Cartref 2016/17 / *Home Care Unit Cost 2016/17*

AELOD CABINET / CABINET MEMBER

Y Cyngorydd / *Councillor* - Gareth William Roberts

PENDERFYNIAD / DECISION

Cymeradwyo cost uned Gofal Cartref safonol o £16.00 yr awr ar gyfer 2016/17

To approve the standard Home Care unit cost of £16.00 per hour for 2016/17

RHESYMAU DROS Y PENDERFYNIAD / REASONS FOR THE DECISION

Byddai'r penderfyniad yma yn sicrhau ein bod ni fel Cyngor yn cefnogi'r farchnad gofal cartref yng Ngwynedd i ddelio gyda'r costau uwch o ddarparu gofal cartref yn y sir.

This decision would ensure that we as a Council can support the homecare market in Gwynedd to deal with the increased costs of providing homecare in the county.

YSTYRIAETHAU PERTHNASOL / RELEVANT CONSIDERATIONS

Mae'n holl bwysig bod sector gofal cartref rheoledig hyfyw ar gael yng Ngwynedd i gefnogi pobl hŷn ac anabl i barhau i fyw gartref os mai hyn yw eu dymuniad. Golyga hyn bod rhaid i'r pris a delir am ofal¹:

- Cyfarch cost y gweithlu, gan gynnwys – fel isafswm – cydymffurfiad llawn gyda'r Cyflog Gofynnol Cenedlaethol a (phan ddaw yn weithredol yn Ebrill 2016) y Cyflog Byw Gwladol. Bydd pwysau ychwanegol ar bawb gyda chyflwyniad y Cyflog Byw Gwladol o £7.20 yr awr i weithwyr 25 mlwydd oed a hŷn;

¹ UKHCA (Tachwedd 2015) 'A Minimum Price for Homecare', Fersiwn 3.1

- Cydnabod bod y farchnad lafur leol yn aml angen cyfraddau cyflogau uwch na'r cyflog gofynnol cenedlaethol i recriwtio a chadw gweithlu medrus, profiadol a sefydlog;
- Cydnabod cost o reoliadau statudol ar y lefel o oruchwyliaeth reolaethol, trefniadaethau, hyfforddiant a datblygu sydd ei angen i gyfarch ein disgwiliadau fel comisiynwyr o ran ansawdd a diogelwch;
- Alluogi darparwyr i adennill eu costau o ran costau rhedeg y busnes a maint yr elw / ffioedd rheoli sydd eu hangen.

Ym mis Hydref 2015, cynhaliwyd gwaith ymchwil gyda darparwyr gofal cartref y Sir er mwyn hel data a thystiolaeth fyddai'n helpu'r Cyngor a darparwyr gofal cartref i gyfrifo pris teg a digonol ar gyfer ymdrin â'r gwir gost o ddarparu gofal cartref yng Ngwynedd.

Defnyddiwyd model costau yn seiliedig ar fodel costio'r UKHCA i hel tystiolaeth fyddai'n ein cynorthwyo i gyfrifo pris teg a chynaliadwy ar gyfer gofal cartref mewn fformat agored a tryloyw.

Cafodd pob darparwr gofal cartref cyfredol y cyfle i gymryd rhan yn yr ymchwil. Cafwyd ymateb yn ôl gan 7 darparwr, gyda 5 ohonynt yn darparu gwasanaethau gofal cartref wedi'i gomisiynu gan Gyngor Gwynedd ar hyn o bryd a'r 2 arall ddim.

Wrth ystyried yr holl wybodaeth adnabuwyd £16.00 yr awr fel cost uned ar gyfer gofal cartref yn 2016/17. Mae'r cost uned yma yn gynydd ar y costau uned trefol (£14.50 yr awr) a gwledig (£15.65 yr awr) a dalwyd yn 2015/16 gan fod angen cyfarch:

- y gyfartaledd gost yn seiliedig ar y wybodaeth gan y 5 darparwr gofal cartref sydd yn gweithredu yng Ngwynedd,
- y cynnydd mewn costau drwy gyflwyniad y Cyflog Byw Gwladol,
- newid mewn cyfraith cyflogaeth megis yr angen i dalu am amser teithio ac yn y blaen.

Roedd rhaid ystyried a fyddai'r gost uned o £16.00 yr awr yn fforddiadwy o ystyried y nifer tebygol o oriau y byddem yn debygol o'u comisiynu mewn blwyddyn. Yn seiliedig ar gyllideb 2015/16 ni fyddai'r gost uned yma wedi bod yn fforddiadwy - ond oherwydd bod y Cyngor wedi neilltuo swm o arian yng nghyllideb 2016/17 ar gyfer cyfarch y cynnydd mewn costau cyflogaeth mae'r gost uned o £16.00 yr awr yn fforddiadwy.

Bydd y gost uned o £16.00 yr awr yn daladwy am wasanaeth fesul awr, yn ystod y dydd a'r nos, yn cynnwys unrhyw wasanaeth 'cysgu i mewn'. Bydd yr gost uned safonol yma yn cymryd lle y costau uned trefol a gwledig er mwyn cydweddu a gweddill awdurdodau Cymru a symleiddio'r broses comisiynu, broceriaeth a thaliadau i bawb.

Rydym yn hyderus y bydd y gost uned o £16.00 yr awr ar gyfer gofal cartref yn 2016/17 yn sicrhau ein bod ni fel Cyngor yn cefnogi'r farchnad gofal cartref leol i ddelio gyda'r costau uwch o ddarparu gofal cartref yn y sir. Costau uwch sydd yn deillio o nifer o ffactorau gwahanol, gan gynnwys:

- Cyflwyno'r Cyflog Byw Gwladol yn Ebrill 2016
- Dyfarniad ar drefniadau cysgu mewn (gofal wedi'i ddarparu dros nos)
- Newidiadau pensiwn
- Costau teithio
- Effaith newidiadau 'HMRC'
- Osgoi contractau 'zero hours'

Bydd disgwyl i'r darparwyr gofal cartref gyfarch eu holl gostau (gan gynnwys talu am gostau teithio i staff rhwng galwadau) allan o'r un gost uned safonol a gynigir. Golyga hyn na fydd y Cyngor yn talu unrhyw gostau ychwanegol. Daw'r Cyngor i'r penderfyniad yma gan fod yr holl ffactorau yn Atodiad 1 wedi eu hadeiladu i mewn i'r model costau a ddefnyddiwyd ar gyfer yr ymarferiad ymchwil gyda darparwyr.

Mewn partneriaeth gyda darparwyr lleol, byddwn fel Cyngor yn adolygu'r gost uned gofal cartref yn flynyddol, gan ystyried y sefyllfa economaidd a ffactorau lleol, er mwyn sicrhau pris teg a digonol ar gyfer ymdrin â'r gwir gost o ddarparu gofal cartref yng Ngwynedd ar gyfer y dyfodol.

It is vitally important that a viable regulated homecare sector is available in Gwynedd to support older and disabled people to continue to live at home if this is their desire. This means that the price paid for care must²:

- *Cover the costs of the workforce, including – as a minimum – full-compliance with the National Minimum Wage and (when it becomes effective in April 2016) the National Living Wage. There will be additional pressures on everyone with the introduction of the National Living Wage to £7.20 per hour to workers aged 25 years old and over;*

² UKHCA (November 2015) A Minimum Price for Homecare, Version 3.1

- *Recognise that local labour markets often require wages rates above the national minimum wage to recruit and retain a skilled, experienced and stable workforce;*
- *Recognise the costs of statutory regulation and the levels of management supervision, organisation, training and development necessary to meet our expectations of quality and safety;*
- *Enable providers to cover their costs in terms of the costs of running the business and profit margins / management fees needed.*

In October 2015, research was conducted with the counties homecare providers to collect data and evidence that would aid the Council and homecare providers to calculate a fair and sufficient price to cover the true cost of providing home care in Gwynedd.

A costing model, based on the UKHCA model, was used to collect evidence that would assist us in calculating a fair and sustainable cost for homecare in an open and transparent format.

All of the current homecare providers were given the opportunity to participate in the research. A response was received back by 7 providers, 5 of which currently provide homecare services commissioned by Gwynedd Council and 2 who do not.

Through considering all information a unit cost of £16.00 per hour was identified for homecare in 2016/17. This unit cost is an increase on the urban (£14.50 per hour) and rural (£15.65 per hour) unit costs paid in 2015/16 as there is a need to meet:

- *the average cost based on the response from the 5 homecare providers who currently operate in Gwynedd,*
- *the increased costs through the introduction of the National Living Wage,*
- *changes in employment law such as the need to pay for travel time and so forth.*

The affordability of this unit cost of £16.00 per hour had to be considered in relation to the likely number of hours that we would probably commission within a year. Based on the 2015/16 budget this unit cost would have been unaffordable - but as the Council has set aside a sum of money in the 2016/17 budget to deal with the increase in employment costs the unit cost of £16.00 per hour is affordable.

The unit cost of £16.00 per hour will be paid for services per hour, during the day and night, including any sleep-in services. This standard unit cost will replace the urban and rural unit costs in order to match the rest of the authorities in Wales and simplify the commissioning, brokerage and payment processes for everyone.

We are confident that the standard unit cost of £16.00 per hour for homecare in 2016/17 will ensure that we as a Council are supporting the local homecare market to deal with the increased cost of providing homecare in the county. Increased costs which arise from a number of differing factors, which include:

- *Introduction of the National Living Wage in April 2016*
- *Sleeping in judgement (care provided overnight)*
- *Pension changes*
- *Travel costs*
- *Impact of HMRC changes*
- *Avoidance of zero hour contracts*

Homecare providers will be expected to meet all of their costs (including the cost of paying travel costs to staff in-between calls) out of this standard unit cost offered. This means that the Council would not pay any additional costs. The Council has come to this decision as all of the factors in Appendix 1 have been built into the costing model used for the research exercise conducted with providers.

In partnership with local homecare providers, we as a Council will be reviewing the homecare unit cost annually, by considering the economic situation and local factors, to ensure a fair and sufficient price to cover the true cost of providing home care in Gwynedd for the future.

BARN Y SWYDDOGION STATUDOL / VIEWS OF STATUTORY OFFICERS

1. Y Prif Weithredwr / Chief Executive:-

Yn amlwg, mae tipyn waith meddwl a pharatoi wedi digwydd cyn dod i'r argymhelliad hwn gan ystyried yr hyn sydd ei angen i gynnal y gwasanaeth ac mae hynny wedi arwain at ddarpariaeth gyllidol ar gyfer gwireddu hwn. Rwy'n cymeradwyo'r argymhelliad.

Clearly, much thought and preparation has taken place prior to this recommendation by considering what is needed to maintain the service and that has led to a budgetary provision for its implementation. I approve the recommendation.

2. Swyddog Monitro / *Monitoring Officer*:-

Mae'r adolygiad o strwythur ffioedd a'r ffi ddiwigiedig yn cynnig ymateb priodol i ystod o newidiadau yn bennaf ym maes amodau gwaith a chyflogaeth. Dim sylwadau pellach o safbwynt priodoldeb.

The review of fees and fee structures offer an appropriate response to a range of changes mainly in areas regarding working conditions and employment. No further comments regarding propriety.

3. Prif Swyddog Cyllid / *Chief Finance Officer*:-

Rwy'n cefnogi'r ffi safonol o £16 yr awr ar gyfer Gofal Cartref yn 2016/17, ymhellach i ymgynghori priodol ac ystyriaeth o chwyddiant, cyflog byw, a phwysedd arall yn y maes.

Byddwn yn darparu cyllideb ddigonol i'r Adran fedru cwrdd â'r cynnydd mewn cost i'r Cyngor.

I support the standard fee of £16 per hour for Home Care in 2016-2017, further to appropriate consultation and consideration of inflation, the living wage and other pressures in this field.

We will provide an adequate budget for the Department to meet the increased cost to the Council.

BARN YR AELOD LLEOL / VIEW OF LOCAL MEMBER

Dim yn berthnasol/Not relevant

LLOFNOD / SIGNED

DYDDIAD / DATE-

11-03-2016

W Garrett Ruel

ATODIAD 1 – Ffactorau sydd wedi eu cynnwys yn y model costio

APPENDIX 1 – Factors included in the costing model

<u>Costau o redeg y busnes (Ffiniau Gros) (y flwyddyn)</u>	<u>Costs of running the business (Gross Margins) (per annum)</u>
<ul style="list-style-type: none"> • Staff y gangen <ul style="list-style-type: none"> ○ Rheolwyr ○ Rheolwyr cynorthwyol / goruchwylwyr ○ Cyd-drefnwyr ○ Staff cyllid & gweinyddiaeth ○ Costau eraill • Teithio Busnes <ul style="list-style-type: none"> ○ Costau tanwydd cerbyd busnes ○ Costau treth cerbyd busnes ○ Costau yswiriant cerbyd busnes ○ Costau llesu cerbyd busnes ○ Costau atgyweirio cerbyd busnes ○ Costau milltiroedd busnes ○ Llety ○ Cynhaliaeth ○ Arall • Costau Swyddfa <ul style="list-style-type: none"> ○ Morgais/Rhent ○ Trethi busnes ○ Costau cynnal a chadw ○ Gwasanaethau – Dŵr, Golau a gwres ○ Yswiriant ○ Glanhau ○ Offer e.e. cadeiriau a desgiau ○ Arall • TG & Offer Swyddfa <ul style="list-style-type: none"> ○ Rhent llinell ffon & ffonau ○ Ffonau symudol ○ Band llydan ○ Llungopiwr ○ Caledwedd a meddalwedd cyfrifiadurol ○ System Monitro Galwadau Electroneg ○ Systemau Rota ○ Arall • Recriwtio <ul style="list-style-type: none"> ○ Hysbysebu ar gyfer recriwtio ○ ‘Criminal Record Disclosures’ ○ Arall • Hysbysebu & Marchnata • Defnyddiau Traul <ul style="list-style-type: none"> ○ Offer lechyd a Diogelwch ○ Offer Amddiffynnol Personol ○ Iwniform ○ Arall • Cyllid 	<ul style="list-style-type: none"> • Branch staff <ul style="list-style-type: none"> ○ Managers ○ Managers/supervisors ○ Co-ordinators ○ Finance & admin staff costs ○ Other costs • Business Travel <ul style="list-style-type: none"> ○ Business vehicle fuel costs ○ Business vehicle taxing costs ○ Business vehicle insurance costs ○ Business vehicle leasing costs ○ Business vehicle repair costs ○ Business mileage costs ○ Accommodation ○ Subsistence ○ Other • Office costs <ul style="list-style-type: none"> ○ Mortgage/Rent ○ Business rates ○ Maintenance costs ○ Utilities – water, lighting and heating ○ Insurance ○ Cleaning ○ Equipment e.g. chairs and desks ○ Other • IT & Office Equipment <ul style="list-style-type: none"> ○ Phone line rental & phones ○ Mobile phone/s ○ Broadband ○ Photocopier ○ Computer hardware and software ○ Electronic Call Monitoring system ○ Rota system ○ Other • Recruitment <ul style="list-style-type: none"> ○ Recruitment advertising ○ Criminal Record Disclosures ○ Other • Advertising and Marketing • Consumables <ul style="list-style-type: none"> ○ Health and Safety Equipment ○ Personal Protective Equipment ○ Uniforms ○ Other • Finance <ul style="list-style-type: none"> ○ Bank Charges ○ Interest ○ Deprecations

<ul style="list-style-type: none"> ○ Treuliau Banc ○ Llog ○ Dibrisiad ○ Arall ● Offer Swyddfa <ul style="list-style-type: none"> ○ Deunydd swyddfa ○ Costau printio ○ Postio ○ Arall ● Cyfreithiol / Proffesiynol <ul style="list-style-type: none"> ○ Cyfreithiol ○ Cyfrifeg ○ Tal cofrestru CGC ○ Taliadau cofrestru eraill ○ Cyflogres ○ Arall ● Yswiriant <ul style="list-style-type: none"> ○ Cyhoeddus ○ Cyflogwr & Proffesiynol ○ Yswiriant Cyfreithiol ac Adnoddau Dynol ○ Arall ● Hyfforddiant (holl staff) <ul style="list-style-type: none"> ○ Hyfforddiant anwytho ○ Hyfforddiant a chymwysterau allanol ○ Arall ● Unrhyw gostau eraill 	<ul style="list-style-type: none"> ○ Other ● Stationery <ul style="list-style-type: none"> ○ Stationery supplies ○ Printing costs ○ Posting ○ Other ● Legal / Professional <ul style="list-style-type: none"> ○ Legal ○ Accountancy ○ CCfW Registration fee ○ Other Registration fees ○ Payroll ○ Other ● Insurance <ul style="list-style-type: none"> ○ Public ○ Employers & professional ○ HR & Legal insurance ○ Other ● Training (all staff) <ul style="list-style-type: none"> ○ Induction training ○ External training and qualifications ○ Other ● Any other costs
<p><u>Costau staff qofal (yr awr)</u></p> <ul style="list-style-type: none"> ● Cyfradd sylfaenol yr awr ar gyfer “amser cyswllt” ● Codiad am weithio ar y penwythnos & gŵyl y banc ● Amser teithio wedi'i dalu ● Cyfraniad y cyflogwr i Yswiriant Gwladol ● Tâl Gwyliau ● Hyfforddiant ● Cyfraniad y cyflogwr i bensiwn ● Milltiroedd a deithir ● Lwfans teithio (y filltir) ● Arall 	<p><u>Care staff costs (per hour)</u></p> <ul style="list-style-type: none"> ● Basic hourly rate for “contact time” ● Enhancements for working weekend & bank holiday ● Paid travel time ● Employers' National Insurance ● Holiday pay ● Training ● Pension contributions ● Miles travelled ● Mileage rate (per mile) ● Other
<p>Maint yr elwr a/neu ffoedd rheoli sydd eu hangen (%)</p>	<p>Required profit margin and/or management fee (%)</p>