Individual Service Funds – Provider Profile

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| Please complete the following information. This will form the basis of the ISF Provider Register and will be shared with people who wish to take an Individual Service Fund. | | | |
| **Our Contact Details** | | | |
| Name |  | | |
| Address |  | | |
| Postcode |  | | |
| Telephone |  | | |
| Email |  | | |
| Website |  | | |
| **About our Organisation, including why we want to be an ISF Provider** | | | |
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| **We will hold an ISF for people living in these areas of Dorset** | | | |
| Christchurch  East Dorset  North Dorset | | Purbeck  West Dorset  Weymouth & Portland | |
| **What we will charge for managing an ISF** | | | |
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| **Other services we offer and what we will charge** | | | |
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| **Other Accreditations** | | | |
| Please use this section to indicate any other accreditations or best practice schemes that you are part of or have signed up to:  CQC Registration  Dorset Support with Confidence  Driving Up Quality – please provide a link to your published self-assessment  ­­­­­­­­­­­­­­  Making it Real – please provide a link to your published self-assessment against the i-statements  Real Tenancy Test - please provide a link to your published self-assessment  PBS Competence Framework – please provide a link to your published self-assessment  Hands Off It’s My Home – please provide a link to your completed checklist and action plan  NICE Guideline NG21 – please provide a link to your self-assessment against the  recommendations of this guideline  PLEASE LIST ANY OTHER ACCREDITATIONS OR BEST PRACTICE SCHEMES THAT YOU ARE SIGNED UP TO: | | | |
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| **Support Planning and Individual Service Design Experience** | | | |
| Use this section to explain your experience of working with individuals to design their support plans and services. | | | |
| **Financial Management Experience** | | | |
| Use this section to explain your experience and suitability to manage the financial aspects of an Individual Service Fund. | | | |
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| **Measuring Outcomes** | | | |
| Use this section to explain how you will measure progress in achieving individual outcomes. | | | |

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| Please complete the following questionnaire.  Individual Service Funds – Accreditation  Your application will be considered by a Quality Assurance Panel made up of Dorset County Council staff and Experts by Experience, who will decide if your organisation will be added to the ISF Provider Register. Dorset County Council reserve the right to review organisation’s position on this register at any time. | |
| **Grounds for Mandatory Rejection** | |
| Has your organisation or any directors or partner or any other person with powers of representation, decision, or control been convicted of any of the following offences? (If YES, tick the appropriate statement). | |
| Conspiracy within the meaning 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA |  |
| Corruption within the meaning of section 1 (2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption |  |
| The offence of bribery, where the offence relates to active corruption |  |
| Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:- i) the offence of cheating the Revenue, ii) the offence of conspiracy to defraud, iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969; the Theft Act 1978 or the Theft (Northern Ireland) Order 1978, iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 section 993 of the Companies Act 2006, v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994, vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993, vii) destroying, defacing of concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969, viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006 |  |
| Money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002 |  |
| An offence in connection with the proceeds of criminal conduct within the meaning of section 93A or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 |  |
| An offence in connection with the proceeds of drug trafficking within the meaning of section 48, 50 or 51 of the Drug Trafficking Act 1994 |  |
| Any other offence within the meaning of Article 45(1) of the Public Sector Directive as defined by the national law of any relevant State |  |
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| **Grounds for Discretionary Rejection** | |
| Is any of the following statements true of your organisation? (If YES, tick the appropriate statement). If any of the statements apply please attach full details of the relevant incident and any remedial action taken subsequently. | |
| Being an individual, is bankrupt or has had a debt relief order or a receiving order or administration order or bankruptcy restrictions order of a debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or appears unable to pay or have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of this estate, or is the subject of any similar procedure under the law of any other state |  |
| Being a partnership constituted under Scots law - has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate |  |
| Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2001 - has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of a similar procedures under the law of any other state? |  |
| Has your organisation or any director, partner, senior manager, or associate of your organisation ever been subject to any of the following statements? (If YES, tick the appropriate statements). If any of the statements apply please attach full details of the relevant incidents and any remedial action taken subsequently. | |
| Been convicted of a criminal offence relating to the conduct of your business or profession |  |
| Committed an act of grave misconduct in the course of your business or profession |  |
| Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established |  |
| Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established |  |
| Been guilty of serious misrepresentation in providing any information required of you under Regulation 24, 25, 26 or 27 of the Public Contracts Regulations 2006 or has not provided such information in response to a request by the contracting authority |  |

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| **Economic and Financial Standing** |
| Please attach the most recent two years Full Financial Statements including Profit & Loss Account, Balance Sheet, and all notes to the accounts. If these Full Financial Statements are not available, please supply the most up-to-date Management Accounts for the year showing actuals. We may require further information and will contact you if this is the case.  Attached (Please tick)  **Why do we need this information?** Part of our accreditation process for potential ISF Providers includes an assessment of the financial solvency and stability of the organisation. Our Corporate Finance team will examine the financial statements and assign a financial risk rating. |
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| **Insurance** |
| Please confirm that you have the appropriate levels of insurance cover as set out below (tick to confirm). Policy documentation will be required to be submitted on request.  £5 million Public Liability Insurance  £10 million Employers Liability Insurance |
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| **Staffing and Recruitment** |
| Please provide a copy of your organisation’s Staff Recruitment & Selection Policy and Procedure, including Disclosure and Barring arrangements.  Attached (Please tick) |

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| **Safeguarding Adults** | |
| Please provider a copy of your organisation’s Safeguarding Adults Policy.  Attached (Please tick) | |
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| **Confidentiality** | |
| Please provide a copy of your organisation’s Confidentiality Policy.  Attached (Please tick) | |
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| **Equality and Diversity** | |
| In the last three years has any judgement of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal or equivalent body? (If YES, please tick). If Yes, please provide details of the judgement which should include what steps you have taken as a result of that finding. |  |
| In the last three years has your organisation been subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination? (If YES, please tick). If Yes, please provide details of the investigation and any consequent judgement, which should include what steps you have taken as a result of that investigation or finding. |  |
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| **Health and Safety** | |
| In the last three years has your organisation been convicted of a criminal offence or grave misconduct regarding Health and Safety matters? (If YES, please tick). If yes, please provide full details of the judgement which should include what steps you have taken as a result of that finding. |  |
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| **Environmental Management and Sustainability** | |
| Has your organisation ever been convicted of a criminal offence or been found guilty of grave misconduct with regard to any environmental legislation? (If YES, please tick). If yes, please provide full details of the judgement which should include what steps you have taken as a result of that finding. |  |
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| **Business Continuity** | |
| Please provide a copy of your organisation’s Business Continuity Plan.  Attached (Please tick) |  |

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| **Dorset Social Care Dynamic Purchasing Systems** | |
| The Dorset Care at Home Dynamic Purchasing System and the Dorset Learning Disability and Mental Health Dynamic Purchasing System both cover all the requirements for offering Individual Service Funds in Dorset, along with commissioned services. This section is to help us understand your organisation’s business model and to help us understand the provider marketplace as part of our market-shaping duties.  Please answer the following questions as fully as you can. | |
| Has your organisation applied to join either the Dorset Care at Home Dynamic Purchasing System or the Dorset Learning Disability and Mental Health Dynamic Purchasing System? (Please delete as appropriate) | Yes/No |
| If Yes, please use this box to explain why your organisation did not join the Dynamic Purchasing Systems. **PLEASE NOTE** – if you are completing this section then you are going through full accreditation for ISFs. If you were successful in applying to join the Dynamic Purchasing System then you don’t need to be accredited to join the ISF register, you can be passported. This box is therefore intended for those providers who have applied to join but who have either been unsuccessful or have withdrawn their application to explain this position. | |
| If No, please use this box to explain why your organisation has decided not to apply to join the Dynamic Purchasing Systems. | |

NOTE: If you intend to use your own Provider-Service User Agreement instead of the template we have provided, please ensure that you also submit a copy of your proposed document.