

Understanding the Cost of Adult Social Care in Care at Home / Housing Support Settings – Template

The Scottish Government and Local Government, jointly committed to enabling the Living Wage to be paid to all adult social care workers. Scottish Government and COSLA, work jointly with CCPS, Scottish Care and Unison through a National Living Wage Partners Group which meets regularly to support and assist implementation at a national level, where appropriate.

Following the announcement to implement the Living Wage in Adult Care from October 2016 the National Living Wage Partners Group developed and agreed national guidance to inform local implementation. Following the delivery of this in 2016/17 and the subsequent announcement to uprate to the new Living Wage rate from May 2017 we have sought to produce a tool to further support delivery partners locally to have a shared understanding of the local cost of care as part of their negotiation process where this is helpful and appropriate.

The National Living Wage Partners Group has jointly developed a template which builds on work by Dr Alastair Rutherford of the University of Stirling and CCPS, to look at the components of an hourly rate for care and support that can be used to facilitate local negotiations on establishing an hourly rate if this is helpful.

This is designed to support local partners to establish an affordable and sustainable rate for packages of care where local partners agree it is helpful and appropriate.

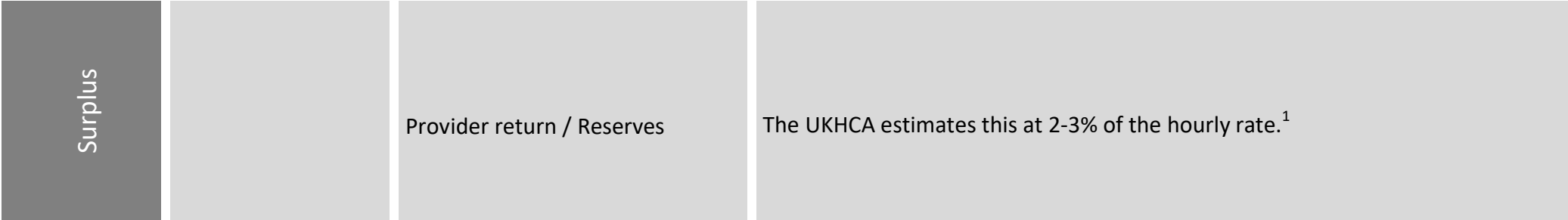
Given that this is a tool to aid discussions, no attempt has been made to populate the calculator with specific figures and any figures referenced below are for information and by way of example only – this reflects the variability in cost components in different localities and for different types and complexity of care. There are also other considerations such as volume of contracts and local business configuration which may ultimately impact upon a final hourly rate. As such, even where used, its application may need to be flexible to the local market.

We recognise that due to timescales this tool may have a limited influence in negotiations for implementation of the Living Wage commitment from May. However, whether this tool is used locally or not for this year, we would welcome and value council and provider input as to how helpful and usable it is and also how it could potentially be developed.

Category	Sub-Category	Cost Component	Commentary
Staff costs	Compensation	Pay*	The rate needs to be sufficient to enable the payment of the Living Wage. http://scottishlivingwage.org/what_is_the_living_wage
		Leave	Minimum paid holiday entitlement is 28 days/year (including bank holidays.) This category also includes sick leave, parental and maternity leave, compassionate leave and leave for civic duties (e.g. jury duty.) https://www.gov.uk/holiday-entitlement-rights/entitlement
		Pension*	
		NI*	This is a statutory requirement- revised each year. More detail is available here. https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2017-to-2018
		Other (please specify)	
	Other staff time	Travel time	
		Travel expenses	
		Training	The SSSC code of practice for Employers requires providers to: 3.1 provide induction, and learning and development opportunities 3.3. Support registered staff to meet their conditions for registration and requirement for CPD
		Other (please specify)	

Infrastructure, equipment and consumables	Buildings	Buildings costs	
		Office costs	
		Rates	
		Utilities	
		Other (please specify)	
	Equipment	IT, telephony telecare	
		Equipment and consumables	
		Vehicles	
Other (please specify)			
Communications, planning and reporting	Development	Planning and reviewing	Staff are required to participate in reviews and statutory meetings (e.g. Adult Support and Protection. 6 monthly reviews.) and this should be resourced accordingly.
		Monitoring and Evaluation	
		Development and innovation	
		Other maintaining records.	SSSC code of practice- 6.2 (maintaining records)
	Communications	Marketing and communications	
		Recruitment	

Support functions	Organisational	Finance	The ability to demonstrate robust finance practice and process is a requirement in procurement processes and provider financial stability is a matter of concern for some local authorities.
		Administration	
		Management	SSSC code of practice 2.2 (effective management) Care Inspectorate requirements related to registered manager levels in specific services.
		HR	This will vary according to provider business model- for some this function will be provided in-house and for smaller orgs it may be outsourced.
		IT support	This will vary according to provider business model- for some this function will be provided in-house and for smaller orgs it may be outsourced.
	Expenses	Volunteer expenses	Volunteer management, Investing In Volunteers (IIV), travel and subsistence, training and supervision.
		Other (please specify)	
Regulation and insurance	Registration	Registration (SSSC)*	The majority of social services workers are required to be registered with the SSSC. http://www.sssc.uk.com/about-the-sssc/multimedia-library/publications/55-registration/parts-of-register-and-regd-dates
		Registration(CI)*	Any provider delivering services that are regulated is required to register with the Care Inspectorate. Providers that have more than one service (e.g. a care home and housing support) are required to have separate registrations for each service http://www.careinspectorate.com/index.php/fees
		Insurance	



¹ UKHCA (2015) " A Minimum Price for Homecare" <https://www.ukhca.co.uk/downloads.aspx?ID=434#bk1>