

Contracting for Services – Guidance for Care Managers and Brokers

6. Community Meals

N.B. This guidance should be read in conjunction with Section 1. Overview.

6.1 Purchasing Arrangements

Devon County Council has in place a contract with Apetito Limited for the supply and delivery of all hot and frozen meals to DCC assisted services users.

Service users do not have the right to select any other meals provider, unless they apply for, and are assessed as eligible for, a Direct Payment.

ACS Directorate staff should not, in any circumstances, arrange for DCC-assisted service users to receive meals from any other source.

There is currently no requirement for community meals providers to be Registered under the Care Standards Act 2000.

6.2 The Block Contract

The contract between DCC and Apetito is the **Agreement for Community Meals Service**.

6.3 The FACE Care Plan

For each individual service user assessed as requiring community meals, a FACE Care Plan must be commenced by the care manager and completed by the broker.

The period of the contract should be worded “until further notice”, except where the Community meals service provision is time limited with a definite end date which should be entered.

All FACE Care Plans should be completed on a net payment basis with the service user contribution (which will be in line with the charging policy) being collected by Apetito.

Any specific service user food requirements, such as special diets, allergies or strong preferences (likes/dislikes) must be recorded in the “Needs” section of the FACE Care Plan.

Each FACE Care Plan for a community meals service must include the following wording:

“Where this FACE Care Plan form is sent to the named Service Provider for the purpose of commissioning a service, the Service shall be delivered by the Service Provider in accordance with the conditions of the Agreement for Community Meals Service and the terms are deemed to be incorporated in this FACE Care Plan”.

The FACE Care Plan does not need signatures. Authorisation to spend is in line with the scheme of delegation for the ACS Directorate and is achieved electronically.

Where there are changes to the assessed needs of a service user which result in a new care plan being written, or there is an agreed change to the contract price, a new FACE Care Plan must be completed. A cessation letter from the broker is necessary for temporary cessation of care or to record permanent cessation of service.

The broker passes the FACE Care Plan to the broker support clerk, who distributes copies of the form as follows:

- Service Provider
- Service User or their representative
- CareFirst system authorisation, then forward to office for placing on service user's file

6.4 Price

The unit prices for community meals are as set out in the contract between DCC and Apetito, adjusted for inflation each year.

Apetito collects the service user contribution direct from the service user, and invoices DCC for the balance.

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