

14th December 2022

New Contract - Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay), (Version 1.0)

Dear Colleague,

Please share this email, letter and attachments with the most appropriate person who has the authority to legally enter into this contract on behalf of your organisation.

I refer to the above contract:

You will be aware that the current contracting arrangements are due to expire on 31 March 2023. The new Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay), (Version 1.0) will commence on 1 April 2023.

If you have existing placements under the Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay) March 2022 (Version 8.0) and do not sign up to the new contract commencing on 1 April 2023 existing terms and conditions will continue however no further placements can be made.

If you wish to continue the contractual relationship with Kirklees Council beyond 31 March 2023 you are required to sign and return the over-arching contract before **1 February 2023**. Placements from 1 April 2023 will be governed by the terms and conditions contained in the overarching contract (Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay), (Version 1.0)).

This e-mail includes attachments and links to the following:

- A copy of the Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay), (Version 1.0)

- This letter confirming receipt of the Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay), (Version 1.0) and the associated documentation detailed at the following weblink:
www.kirklees.gov.uk/socialcarecontracts
- An extract of the signatory pages from the Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay), (Version 1.0)
- A Kirklees Council Insurance Confirmation Questionnaire
- As an existing supplier to Kirklees Council, you do not need to complete a Bank Details Form however please contact the team should you wish to update your banking details as part of this process and the relevant documentation will be shared with you for this.

The procedure for the completion of the contract is as follows:

Please ensure you read the contract and the associated documentation which can be found attached to this email and will be made available in an accessible version in due course at the following weblink:

www.kirklees.gov.uk/socialcarecontracts

These documents detail your responsibilities relating to the provision of the services for placements made by the Council. Please note we will not be sending out a paper copy of the contract. A copy of the current terms and conditions and associated documentation are available for you to download at the above weblink. Please print out or save electronically a full set for your retention and to enable you to familiarise yourself with your respective rights and obligations.

You will also need to print the extract of the contract signatory pages and a copy of this letter. Please ensure you insert the name of the correct individual or organisation legally permitted to enter into this contract on the signatory page.

If you are completing these documents for more than one care home the documents must be completed for each care home separately.

Please return the following documentation signed by the duly authorised persons on behalf of your organisation to carehomecontracts@kirklees.gov.uk by **1 February 2023**.

- Signed copy of the Signatory Page Extract
- Signed copy of this letter (page 4)

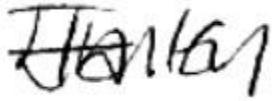
The signatory page will then be signed by the Council and a copy will be returned to you by e-mail.

The Kirklees Council Insurance Confirmation Questionnaire must be completed and returned to the Council's Risk Management and Insurance Section as instructed on page 1 on the questionnaire and carehomecontracts@kirklees.gov.uk by **1 February 2023**.

Please note for placements jointly funded with the NHS this contract will only apply to that part of the contract funded by the Council.

From 1 April 2023 the Council will be **unable** to make new placements in a care home that has not signed the Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay), (Version 1.0). It is therefore essential that if you have any queries you contact the team at carehomecontracts@kirklees.gov.uk.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Emma Hanley', written in a cursive style.

**Emma Hanley
Senior Contracting and Procurement Manager, Commissioning and Health
Partnerships
Market Development and Sufficiency**

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Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay), (Version 1.0)

On behalf of I / we confirm that I/we have received and understand the *Kirklees Council Contract for the Provision of Personal Care Services in a Care Home (Long and Short Stay) and associated documentation which I / we agree to be bound by in respect of all Service User Placements.*

Signed:

Print Name:

Duly Authorised Position:

Dated: