

Minutes of Meeting

RECORD OF DISCUSSION - STRATEGIC

Date: 7th September 2007

Meeting Name: Commissioning Body Meeting

Present:

Colin Slasberg – Head of Business Management, Chair of CB

Zena Deayton – Head of Health and Social Care, Director of PCT

Eric Aryee – Assistant Chief Probation Officer

Les Billingham – Supporting People Manager

Ann Turner – Supporting People Performance Co-ordinator, Minute Taker

Apologies for Absence:

Ian Rydings – Head of Housing, Accountable Officer

Item	Matters Discussed / Agreed	Action By	Completed By
1.	<p><u>Minutes and Matters Arising</u></p> <p>Minutes Agreed.</p> <p><u>Actions Outstanding:-</u></p> <p><u>Voluntary Sector:-</u></p> <p>LB has produced the Future of SP Report and this was sent to all Commissioning Body (CB) members. The role of the Core Strategy Group (CSG) is discussed in Agenda Item 11.</p> <p><u>Service Evaluation Update:-</u></p> <p>LB completed the draft Commissioning Plans for Older People and Disabled Adults of Working Age and these were sent to the CB. The Older People Commissioning Plan was sent to Alan James and Liz Biebyuck.</p> <p><u>Performance Report:-</u></p> <p>AT provided the CB with a report on the outcomes of investigations into under performance for Quarter 4 2005/06.</p>		

<p>Risk Report:-</p> <p>AT amended the Risk Log in light of the changes agreed at the last meeting.</p> <p>The Future of SP:-</p> <p>LB produced the Team Performance Service Plan for 2006/07. See Agenda Item 6.</p> <p>Grant Conditions:-</p> <p>LB has identified the contributions that Supporting People services make to the BVPI and PAF indicators detailed in the Grant Conditions. See Agenda Item 6.</p> <p>An options report regarding transitional arrangements has been provided. See Agenda Item 9.</p> <p>EA approved the decision to maintain funding for current leaseholders but not accept any new leaseholders. The Leaseholder Policy has been produced. See Agenda Item 10.</p> <p>Regional Investment Framework for Supported Housing:-</p> <p>EA approved the decision to implement the new Regional Investment Framework for Supported Housing.</p> <p>Regional Accreditation:-</p> <p>EA approved the decision to implement the new Regional Accreditation Process.</p> <p>LB will feedback this decision to the SPERG the next time the group meets.</p> <p>Diversity:-</p> <p>AT has developed the new Local Performance Indicator Workbook to collect data on new service users entering services e.g. ethnic origin, gender etc. This workbook was implemented in Quarter 1 2006/07.</p> <p>IR has not provided LB with an evaluation of the Equality Impact Assessments.</p>		
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<p>The SP Team have not arranged the Diversity Day and LB has not attended a Multi-Cultural Lunch to discuss Supporting People. LB has tried to arrange to meet with the new Diversity Manager and will agree an action plan once the meeting takes place.</p> <p><u>Action/s</u></p> <p>IR to provide LB with the Equality Impact Assessments.</p> <p>LB to meet with Samson DeAlyn, Corporate Diversity Manager</p> <p><i>User Involvement Training/Costs:-</i></p> <p>EA approved the decision to set up a separate budget out of the Administration Grant specifically for service user costs. This code has now been set up.</p> <p><i>Provider/User Representation:-</i></p> <p>LB informed the CB that there are no other Local Authorities that have a provider representative on their Commissioning Body. The main reasons for this was the feeling that it may be tokenistic and not representative of all the providers; and that it was not appropriate considering the commercially sensitive nature of the discussions.</p> <p>The CB discussed this issue and felt that as there are two separate Agenda's (strategic and operational) there is no reason why a provider could not sit on the strategic part of the meeting as everything discussed on this agenda is available to the public.</p> <p>The CB agreed to invite providers to elect a representative although it was agreed that they would have not voting rights.</p> <p><u>Action/s</u></p> <p>LB to invite the providers to elect a representative to sit on the strategic part of Commissioning Body meetings.</p>	<p>IR</p> <p>LB</p> <p>LB</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
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2.	<p><u>Budget Update</u></p> <p>The CB were provided with a Year End 2005/06 Budget Report, the Predicted Spend of this year 2006/07, and the Actual Spend to date this year.</p> <p>Year End 2005/06:-</p> <p>The budget for 2005/06 balanced. There was no over/under spend to be carried forward to 2006/07. CS congratulated the team for meeting the financial requirements of 2004/05.</p> <p>Predicted Spend 2006/07:-</p> <p>There is a predicted over spend of £20,054.20 for 2006/07. This takes into account the savings that will be made as a result of the new Single Homeless Service. However, LB felt confident that savings can be made through subsidy services having voids in the year.</p> <p>Current Budget Position – 01/04/06 – 10/09/06:-</p> <p>The Budget Report shows the Supporting People Grant as underspent by £15,117.77.</p> <p>Supporting People Grant Allocation 2007/08:-</p> <p>LB confirmed that for 2007/08, Supporting People in Thurrock will receive a £102,404 increase in their Programme Grant.</p> <p>Reporting to CMT/Cabinet:-</p> <p>The CB discussed whether CMT and/or Cabinet should receive Supporting People budget reports.</p> <p>The CB agreed that the Budget Report should be presented to Christine Paley, Director of Community Well-Being on a quarterly basis by the Accountable Officer, Ian Rydings. LB agreed to contact IR to put this in place.</p> <p>The CB also agreed that the Accountable Officer should provide quarterly briefings on the Supporting People Programme to the Portfolio Holders. CS agreed to contact IR to discuss this.</p>		
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	<p><u>Actions</u></p> <p>LB to speak to IR regarding presenting SP Budget Reports to Christine Paley.</p> <p>CS to speak to IR regarding briefings on SP to Portfolio Holders.</p>	<p>LB</p> <p>CS</p>	<p>ASAP</p> <p>ASAP</p>
3.	<p><u>Review of Memorandum of Understandings</u></p> <p>The CB reviewed the Memorandum of Understandings and agreed the following amendments:</p> <ul style="list-style-type: none"> • Change ODPM to DCLG. • Include that Strategic Minutes will be passed to the Core Strategy Group (CSG) / ESE Project Groups. • Include Provider Representative on membership (non-voting) for Strategic Agenda. • Include Social Care Commissioning Plan and Probation Strategy in section 4.3.3. <p>CS was voted to remain the Chair of the CB for the next year.</p> <p><u>Action/s</u></p> <p>AT to amend the Memorandum of Understanding in light of the above changes.</p>	<p>AT</p>	<p>21/11/06</p>
4.	<p><u>Strategic Links to LSP</u></p> <p>LB explained that there is a need to formally establish links to the LSP.</p> <p>CS explained that the Healthier Communities Executive agreed a revised management structure. One group will manage the mainstream business and Supporting People will need to report to this group.</p> <p>The second group will be responsible for delivering the Community Strategy and Local Area Agreement (LAA). The DCLG consider the LAA as one of the main ways to mainstream SP and so it is likely that SP will need to report into this group as well.</p> <p>The first submission of the LAA is due which will</p>		

	<p>focus on the outcomes to be achieved. Once these have been agreed, SP will need to consider which outcomes SP contribute to.</p> <p><u>Action/s</u></p> <p>LB to provide a report to the CB on which LAA outcomes SP contribute to.</p>	LB	When Outcomes are Available
5.	<p><u>Service Evaluation Update</u></p> <p>The Commissioning Plans for Older People and Disabled Adults of Working Age have been completed and have been submitted to the CB for approval. These are in draft form to be consulted on.</p> <p>LB explained that the Single Homeless Commissioning Plan is not completed yet but will be in the next few weeks.</p> <p>LB has also met with Peter Rate from Probation to discuss the Offenders Commissioning Plan.</p> <p>LB stated that the Commissioning Plans need to go through a period of consultation as soon as possible. This should be completed by January.</p> <p><i>Older People Commissioning Plan:-</i></p> <p>This plan is being linked to other Strategy's within the Council for Older People through a separate commissioning meeting.</p> <p>LB explained that the plan suggests a pilot service following the Sure Start Model, which will need to be agreed by the CB. The pilot will have a financial implication on Supporting People, and may also have an impact on Social Care as it may identify older people requiring support who were not aware they are entitled to it. LB asked that the CB approve this pilot as action will need to be taken quickly to put this in place.</p> <p>The CB approved the draft Commissioning Plan for Older People, subject to consultation.</p> <p>The CB also agreed to commit Supporting People resources to a pilot of the Sure Start Model.</p>		

	<p><i>Disabled Adults of Working Age Commissioning Plan:-</i></p> <p>The CB approved the draft Commissioning Plan for Disabled Adults of Working Age, subject to consultation.</p> <p><u>Action/s</u></p> <p>LB to complete Single Homeless Commissioning Plan and circulate to the CB.</p> <p>LB to begin preparations for the pilot of the Sure Start Model for Older People.</p>	<p>LB</p> <p>LB</p>	<p>ASAP</p> <p>ASAP</p>
6.	<p><u>Team Service Plan 2006/07</u></p> <p>The CB have been provided with the Team Performance Service Plan for 2006/07. This includes a review of the Service Plan from 2005/06, and the actions to be undertaken this year.</p> <p>The CB approved the Team Performance Service Plan 06/07.</p> <p>The Plan also includes the new Performance Framework which details the BVPI's/PAF's identified by DCLG in the new Grant Conditions and how SP contribute to these. A process has also been put in place to monitor the BVPI's/PAF's and identify issues.</p> <p>ZD raised the concern that the Health Care Standards should also be monitored by the SP team as they contribute to some of these as well.</p> <p>LB explained that whilst the DCLG have not specifically included these in the Grant Conditions, SP could still choose to monitor these. LB agreed to contact Mike Cox to get a list of the indicators to see if SP contribute to any of these as well.</p> <p><u>Action/s</u></p> <p>LB to contact Mike Cox to get a list of the Health Care Standard indicators and review what contributions SP make to these.</p>	<p>LB</p>	<p>ASAP</p>

7.	<p><u>Risk Report</u></p> <p>A Risk Report was provided to members. This included the risk scores and controls for the new risks that were identified by the CB at the last meeting (19/05/06):</p> <ul style="list-style-type: none"> • SP Programme not linked to Corporate (LSP) • Risk to the administration of the SP Programme due to the National Strategy from DCLG • Loss of staff due to flu pandemic <p>The report also included some risks to be removed from the log as they are activities no longer carried out:</p> <ul style="list-style-type: none"> • Failure to complete the Value Improvement Project • Strategic Relevance is not carried out • Value for Money is not carried out <p>The CB agreed the contents of the report. However, ZD asked that the risk of losing staff due to a flu pandemic should include the loss of staff from services and not just the SP team. It was agreed that this will be included in the Risk Log, with the control in place being the Contingency Plan.</p> <p>EA asked for clarification on one of the risks to be removed from the log. The report states that the risk of Value for Money assessment not being carried out is to be removed because all assessments have been completed. However, the report also states that there is a VFM issue still to be resolved with one service.</p> <p>AT confirmed that there is an issue with one service not providing value for money that is still to be resolved as negotiations are still taking place. However, the VFM assessments themselves have been completed and will not be an activity carried out anymore.</p> <p><u>Action/s</u></p> <p>AT to amend the Risk Log in light of changes agreed from the Risk Report.</p>		
		AT	ASAP

	AT to include in the Risk Log the loss of staff from services due to a flu pandemic and ensure that this is covered in the Contingency Plan.	AT	ASAP
8.	<p><u>Performance</u></p> <p><i>Performance Report – Quarter 1 2006/07:-</i></p> <p>The CB were provided with a Performance Report of services for Quarter 1 2006/07.</p> <p>AT highlighted the main performance concerns. These are:</p> <ul style="list-style-type: none"> • Move On – Three client groups under performed on this indicator. Some of these have continually under performed. However, it is noted that two of these services will be decommissioned in October, to be replaced by the new Single Homeless and Young People at Risk service. • Staff Levels – Four client groups under performed on this indicator, some of which have consistently under performed. This was mainly due to staff sickness in the quarter. <p>Overall, there is only one indicator that is under performing in terms of the Supporting People Programme as a whole. This is Move On, which is at 81.63%. The target level for this indicator is 85%. All other indicators have reached above the target level.</p>		
9.	<p><u>Options Report on Transitional Arrangements</u></p> <p>The new Grant Conditions 2006/07 have stated that transitional protection of service users in Supporting People services prior to April 2003 has ended. The CB are charged with deciding of whether to end or continue transitional protection.</p> <p>An options report was tabled detailing the impact of transitional protection. Whilst there is no impact on the Supporting People Grant, there will be an impact on the HRA as this is used to pay the transitional protection. However, the</p>		

	<p>financial resources required to pay the transitional protection is small and will continue to reduce as service users cease to use the service.</p> <p>The CB agreed to continue with transitional protection for those service users in receipt of SP services prior to April 2003.</p>		
10.	<p><u>Leaseholder Policy</u></p> <p>A Leaseholder Policy has been produced in line with the CB decisions at the last meeting (19/05/06) regarding Leaseholders.</p> <p>The CB approved the Leaseholder Policy.</p>		
11.	<p><u>Core Strategy Group</u></p> <p>The Core Strategy Group (CSG) has not been in operation for the past year. The Enhanced Service Evaluations (ESE's) that are currently being undertaken has called for smaller project groups to be set up in place of the CSG.</p> <p>However, the CB are required to decide on whether to reinstate the CSG.</p> <p>The CB discussed this issue and agreed that the CSG will not be reinstated until after the ESE's have been completed. However, the CB did ask that the Strategic Minutes of the CB meetings be sent to all the project groups.</p>		
12.	<p><u>Diversity</u></p> <p>LB explained that he has engaged with TRUST to become involved in the needs analysis of the BME Client Group.</p> <p>LB has also been working with Janet Davidson and SERICC to ensure the Commissioning Plans are in line with the Gender Duty and Disability Duty etc.</p>		
13.	<p><u>Access to Housing Benefit Database</u></p> <p>LB asked the CB to approve the Supporting People team to have read-only access to the Housing Benefit Database.</p>		

	<p>At present AT relies on third parties providing information, which can lead to long delays in establishing a service users eligibility and paying subsidy.</p> <p>The CB agreed this decision and ZD suggested contacting Linda Sinclair or Jackie Harding regarding this.</p> <p><u>Action/s</u></p> <p>LB to contact Linda Sinclair or Jackie Harding to obtain read-only access to the HB database.</p>	LB	ASAP
14.	<p><u>AOB</u></p> <p><i>Procurement Strategy:-</i></p> <p>LB asked the CB for an extra meeting outside of the normal CB meetings to discuss and agree the Procurement Strategy. Sarah Carter will also attend this meeting.</p> <p>The CB agreed to an extra meeting.</p> <p><u>Action/s</u></p> <p>AT to organise a separate meeting for the CB to agree the Procurement Strategy.</p>	AT	ASAP
15.	<p><u>Future Meetings</u></p> <p>Tuesday 21st November 2006 – 2pm – Colin’s Office</p>		