

Minutes of Meeting

RECORD OF DISCUSSION - STRATEGIC

Date: 24th May 2007

Meeting Name: Commissioning Body Meeting

Present:

Les Billingham – Supporting People Manager

Bridget Cooper – Family Mosaic Housing Association, Provider Representative

Zena Deayton – Head of Health and Social Care

Colin Slasberg – Head of Business Management, Chair of CB

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

Apologies for Absence:

Alex Bamber – Assistant Chief Probation Officer

Ian Rydings – Head of Housing, Accountable Officer

Item	Matters Discussed / Agreed
1.	<p data-bbox="252 1055 424 1088"><u>Introduction</u></p> <p data-bbox="252 1126 1437 1196">CS opened the meeting by welcoming BC to the group as the new Provider Representative.</p> <p data-bbox="252 1234 1437 1379">It was agreed that as the meeting was not quorate, the meeting could not go ahead as planned, as key decisions would not be able to be made. As such, it was agreed to go through the main actions from the last meeting and the reports provided.</p>

2.

Minutes and Matters Arising**Amendment to Minutes:-**

The first Action documented stated LB was to continue liaising with TRUST regarding the Equality Impact Assessments. However, this should have been LB to continue to liaise with the Diversity section.

Actions Outstanding:-**Diversity:-**

LB has had two Equality Impact Assessments completed. LB has been asked to draw up a complete list of policies / procedures that require an assessment, which will then be timetabled to be under taken.

CS has not yet contacted TRUST regarding needs assessments for BME and Marginalised Groups. However, LB informed the CB that this is unnecessary, as LB has been liaising with Rosemary from TRUST. Letters were sent to individuals from BME and marginalised groups but there was very little response. LB is due to meet with TRUST again to contact forums and other groups that could be accessed.

Provider Representation:-

AT informed BC of the dates of the CB meetings, so that she can attend as the Provider Representative.

Health Care Standards:-

LB has now received the Health Care Standards from Mike Cox but still needs to identify which standards have a link to SP. LB to provide a report to the CB at the next meeting.

Service Evaluation Update:-

LB provided the CB with a draft quality assessment tool to evaluate how successful the ESE approach has been. All CB members to read and approve the process. Once approved, LB will put the evaluations into place.

LB has had some feedback on the Mental Health Commissioning Plan from ZD and Kevin Dowling. These comments have been included in the revised draft plan. No other comments have been received. The Commissioning Plan was added to the Agenda of the Partnership Board, but unfortunately this had to be cancelled. Therefore, the Plan will be put onto the Agenda of the next meeting.

LB met with BC from Family Mosaic Housing Association regarding the possibility of piloting a sub-regional floating support service for gypsies and travellers. It was agreed that this could be feasible but this had not been taken any further yet. LB and BC to arrange a meeting to discuss further.

	<p>LB completed the Offenders / Ex-Offenders Commissioning Plan and circulated to all relevant parties. There was very positive feedback from Peter Rate from Probation. AB has agreed to take the plan to the next EPA Board for approval / comments. These will be fed back to LB as soon as possible.</p> <p>Risk:-</p> <p>AT updated the Risk Log to include the changes agreed at the last Commissioning Body meeting.</p> <p>Performance:-</p> <p>A breakdown of the Ethnic Origins that make up the percentage of service users from a BME Ethnic Origin was included in the Quarter 4 Performance Report.</p> <p>Sure Start Pilot:-</p> <p>See Item 8.</p>
3.	<p><u>Budget Update:-</u></p> <p>A Budget Update Report was provided to the CB, showing that to date there is an approximate under spend of £11k.</p> <p>A report was also provided showing the final efficiency figures. Overall, approximately £67k was savings were made following contract negotiation in preparation for the Steady State Contract.</p>

4.	<p><u>Service Evaluation Update:- Mental Health Commissioning Plan</u></p> <p>CS asked whether Supporting People were involved in the work commissioned by Essex County Council regarding reassessing individuals with mental health problems currently in residential care homes / out of borough placements and, if appropriate, moving them back into general needs housing with floating support.</p> <p>LB explained that Thurrock is not currently involved with the project and felt that as Thurrock is small, we would be able to carry out the same work without going through the project. The Mental Health Commissioning Plan highlighted the need for people in out of borough placements to be assessed and showed that of the 18 current places, 6 could not be brought back into general needs housing, and 6 could definitely be moved. Of the remaining 6, a case could be made for either and it was unclear where the service users were best placed.</p> <p>LB explained that the main difficulties in undertaking this work would be to find suitable general needs housing and Supporting People would need to find the funding.</p> <p>ZD added that there is also a difficulty in terms of the staff members carrying out the assessments. Many staff members feel that residential care is the most appropriate for clients and do not see the potential benefits of moving them into general needs housing with support. The attitudes of staff would need to be changed through training.</p> <p>The CB agreed that an action plan needs to be put in place to ensure this work is undertaken. LB will manage the project. LB to contact Kevin Dowling to move this forward.</p>
5.	<p><u>Contract Rationalisation Project – Update</u></p> <p>LB informed the CB that the funding has now been agreed for the new project.</p> <p>The contributions will be as follows:</p> <ul style="list-style-type: none"> • £50k - Regional Centre of Excellence (RCE) • £50k – Local Authorities in the Region – (10 Authorities including Thurrock providing £5k each) <p>This leaves a deficit of £20k to be found but LB felt confident that the remaining funding could be found.</p>
6.	<p><u>Risk Report</u></p> <p>AT provided a Risk Report. One risk has become manifest in the quarter regarding misconduct of staff at a service. However, the report showed that the control measures in place had not failed and all appropriate action had been taken.</p> <p>AT to update Risk Log.</p>

7.	<p><u>Performance</u></p> <p>AT provided the CB with the Quarter 4 2006/07 Performance Report. AT explained that whilst there has been some underperformance in the quarter, all of these have been investigated and none are of particular concern.</p> <p>In the last quarter it was noted by the CB that the teenage parent services of one provider had consistent under performance on staffing levels. AT confirmed that these issues have now been successfully resolved.</p> <p>AT informed the CB that the local performance statistics from the Community Alarm Service have not been available for several quarters. This is due to the information not being held on the IT system. LB contacted the Manager of the service in the last quarter and made clear that it is not acceptable to not provide this information and a mechanism will need to be put in place; however no steps have been taken to resolve this issue.</p> <p>The performance report included a breakdown of BME Ethnic Origins. The CB considered this breakdown useful but asked for the reports in the future to include a comparison of these percentages against the ratios of client groups in Thurrock as stated in the Thurrock Profile. AT to make the initial comparisons based on the figures shown in the Quarter 4 Report and circulate to the CB. Future reports will include this information.</p>
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8.	<p><u>Sure Start Project Update</u></p> <p>LB stated that the results of the evaluation of the Sure Start Project are not available yet. However, LB is supervising the staff member who is carrying out the pilot because she is on a social work placement. Therefore, LB has some anecdotal results.</p> <p>The preliminary results are that the system works more efficiently and there is a greater uptake of referrals where there is a strong Community Forum. This was found in the South Ockendon area. However, where there is a strong Community Forum, the residents are very well informed about the community resources. The only help they required was with regards to finances and benefit maximisation.</p> <p>In Orsett however, it has not been possible to make effective use of the Community Forum. The support worker had to rely more on using other methods of publicising the service and there was far less uptake.</p> <p>With the above information in mind, LB suggested we use the community forums as the main mechanism to speak to residents to find out what they need help with.</p> <p>CS agreed with this approach and informed the CB that through the Local Area Agreement (LAA), there is funding for a post to support the community forums, develop community networks and provide the forums with resources. LB suggested that Supporting People could support this initiative by spot purchasing support from Family Mosaic to attend the forums and provide a set number of hours of support.</p> <p>In the meantime, it was agreed to extend the Sure Start Project for a further three months and move to two other areas to allow a larger comparative analysis to be made. CS and ZD agreed this decision and suggested LB speak to Natalie Warren to ascertain the best areas to move to.</p> <p>LB will circulate the final evaluation report to the CB when available.</p>
9.	<p><u>Provider Representative</u></p> <p>BC asked for clarification on her role as the new Provider Representative on the Commissioning Body.</p> <p>CS explained that as the Provider Representative, BC is acting on behalf of all providers, not her own organisation. The CB require BC's opinion on all decisions taken and issues raised. There will also be a standing item on the Agenda on Provider Issues, whereby anything identified at the Provider Forums can be raised with the Commissioning Body.</p> <p>BC is also required to report back decisions that have been taken by the CB to the providers. The Provider Representative is not a voting member on the CB.</p> <p>AT to add "Provider Issues" as a standing item on the agenda.</p>

10.	<u>Agreed Actions</u>	<u>Action By</u>	<u>Completed By</u>
	<i>Diversity:-</i>		
	LB to draw up a list of policies / procedures that require Equality Impact Assessments and liaise with Samson DeAlyn to have these undertaken.	LB	ASAP
	LB to continue links with TRUST to engage BME and marginalised groups.	LB	ASAP
	<i>Enhanced Service Evaluations:-</i>		
	All to approve the ESE Evaluation Tool and feedback to LB.	ALL	ASAP
	All to provide comments to LB regarding the Mental Health Commissioning Plan.	ALL	ASAP
	LB to ensure the Mental Health Commissioning Plan is taken to the next Partnership Board.	LB	ASAP
	LB to contact Kevin Dowling to agree an action plan regarding the action identified in the Mental Health Commissioning Plan concerning re-assessing individuals in Mental Health residential care and out of borough placements.	LB	ASAP
	AB to take the Offenders Commissioning Plan to the EPA Board and feedback comments to LB.	AB	ASAP
	LB and BC to meet regarding a sub-regional floating support service for gypsies and travellers.	LB & BC	ASAP
	<i>Risk:-</i>		
	AT to update the Risk Log.	AT	ASAP
	<i>Performance:-</i>		
	LB to provide a report regarding which Health Care Standards link to SP.	LB	28/08/07
	AT to compare the Quarter 4 2006/07 and Annual 2006/07 BME Ethnic Origin percentages to the ratios identified in the Thurrock Profile.	AT	ASAP
	<i>Provider Representative:-</i>		
	AT to add "Provider Issues" as a standing item	AT	28/08/07

	<p>on the Strategic Agenda.</p> <p>Sure Start Project:-</p> <p>LB to contact Natalie Warren to find out which areas are best to send move the Sure Start Project to for the final 3 months.</p> <p>LB to circulate the final evaluation report of the Sure Start Project to the CB when available.</p>	<p>LB</p> <p>LB</p>	<p>ASAP</p> <p>When Available</p>
10.	<p><u>Future Meetings</u></p> <p>28th August 2007 – 10.00am</p> <p>Venue: Colin Slasberg's Office First Floor, CO1 Civic Offices New Road <u>Grays</u> Essex</p>		