

Minutes of Meeting

RECORD OF DISCUSSION

Date: 27th November 2007

Meeting Name: Commissioning Body Strategic Minutes

Present:

Alex Bamber – Assistant Chief Probation Officer

Les Billingham – Supporting People Manager

Ian Rydings – Head of Housing, Accountable Officer

Colin Slasberg – Head of Business Management. Chair of CB

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

Apologies for Absence:

Jana Burton – Interim Head of Adult Social Care

Bridget Cooper – Head of Operations East, Family Mosaic HA, Provider Representative

Item	Matters Discussed / Agreed
1.	<p><u>Minutes and Matters Arising</u></p> <p>Minutes Agreed.</p> <p><u>Action's Outstanding:-</u></p> <p><u>Budget:-</u></p> <p>Options Report detailing investment opportunities produced. See Agenda Item 2.</p> <p><u>Enhanced Service Evaluations:-</u></p> <p>As BC could not attend this meeting, no feedback could be provided regarding the Multi-Cultural Group meeting that took place on the 29th October. Action to be carried forward to next meeting.</p> <p>LB has met with Sarah Gardiner and BC regarding plans to widen the scope of the support being provided at Charles Street Homeless Families Hostel to a floating support service delivered in the community. This will be a preventative / early intervention service.</p> <p>IR added that there is funding available from the HRA for floating support in the community, but this funding can only be used for council tenants.</p>

As such, if Supporting People funding can be added to this the scope of the service can be made much wider. There is a meeting on the 13th December regarding this.

Regional Strategy:-

LB informed the Supporting People East Region Group (SPERG) that the CB approved the proposal to have a Regional Strategy. A consultation draft has now been produced. See Agenda Item 4.

Contract Rationalisation:-

See Agenda Item 7.

Programme Risk:-

AL amended the Risk Log with the changes agreed at the last CB meeting.

Performance:-

AL expanded the report on the Health Care Standards as agreed at the last meeting. This was circulated via email. However, CS asked for a similar analysis of the SP contribution to reducing health inequalities. This is more difficult as there are no actual targets for the PCT in relation to this. CS emailed Mark Ansell to provide further information but there has been no response to date. CS agreed to contact Mark Ansell regarding this.

AL confirmed that the Thurrock Profile used in the Performance Reports are from 2003. This is the most up to date information available.

Diversity:-

See Agenda Item 11.

2.	<p><u>Budget</u></p> <p><i>Budget Update:-</i></p> <p>An updated Budget Report was provided. This shows there is currently a £56k under spend of the SP Grant. LB explained that SP is currently negotiating with one provider to significantly reduce funding for the next year until the service goes out to tender. This will lead to more savings.</p> <p><i>Options Report:-</i></p> <p>LB has produced an options report for possible investment options of the under spend. These are:</p> <ul style="list-style-type: none">• Revenue funding for Elizabeth House• Extension of Charles Street for a floating support service delivered into the community• Mental health floating support service• Funding a member of staff to work in the local communities to develop solutions for older people.• New services for client groups with no current service. <p>The CB considered the report and agreed that all options are equally valid. There needs to be a consistent way of determining the priority of the projects.</p> <p>It was agreed that a decision of the priorities will be delayed until February 2008. At this meeting, the CB will require detailed information about each option, including costs and what impact each option will have. By this time, there will also be a greater idea of what savings there will be by Year End.</p> <p>The CB approved the decision to roll over the under spend into the next financial year and keep the funding in the SP budget for service development.</p> <p><i>Inflationary Increase:-</i></p> <p>LB explained that providers have begun to enquire as to whether there will be an inflationary increase for 2008/09. Whilst the funding allocation has not been announced by Communities and Local Government (CLG) yet, it is important that the CB agree the inflationary increase as soon as possible so providers can be informed. The announcement should be made in December, so LB asked if the CB would agree the inflationary increase by email rather than it waiting until the next meeting in February. This was agreed by the CB.</p>
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3.	<p><u>Local Area Agreement (LAA)</u></p> <p>LB stated that the SP programme needs to be represented in the LAA for Thurrock. The way to ensure this is through links to the performance indicators in the LAA.</p> <p>There is also the uncertainty of how the CB will fit into the new Local Strategic Partnership (LSP) framework. In some Local Authorities (LA's) the CB is an extension of the LSP, in others it is a separate body that feeds into the LSP. However, the model used in Thurrock is still unknown.</p> <p>CS confirmed that links to the LSP by the CB have not been made yet. There is the argument that the CB should be one of the delivery groups of the LSP. However, AB stated that the CB still needs to be seen as a separate group in it's own right and still be able to make decisions regarding the SP programme, whilst ensuring at the same time that it is aligned with the LSP and LAA.</p> <p>CS stated that he is meeting with Selena Bolingbroke, LSP Partnership Director on Thursday regarding the LAA. As such, CS will add SP to the Agenda to discuss.</p>
4.	<p><u>Regional Strategy</u></p> <p>The Supporting People East Region Group (SPERG) have produced a consultation draft of the Regional Strategy. Comments are to be returned by 15th February 2008.</p> <p>IR commented that it is unclear what purpose the Regional Strategy will serve as the priorities for the SP Programme are largely determined locally. CS agreed but stated he thought the strategy was less about setting priorities and more about sharing good practice and disseminating information. However, CS thought the strategy should do more to firm up regional governance arrangements. It was also agreed that there should be a regional proposal for ex-offenders.</p> <p>AB stated that in particular, the strategy should address issues with MAPPA arrangements as most authorities have difficulty with this.</p> <p>The CB agreed that a response should be formulated by LB on behalf of the CB (to be signed off by CS) highlighting the following:</p> <ul style="list-style-type: none"> • That the strategy should do more to locate SP in increasing emerging regional governance; • That the strategy should identify specific services with the potential to be developed regionally; • That the strategy should propose a plan for MAPPA arrangements

5.	<p><u>Outcome of Homeless Families Tender</u></p> <p>LB confirmed that Family Mosaic Housing Association won the homeless families tender.</p> <p>There were five applications for the service, three of which did not pass the Invitation to Tender (ITT) stage. Two of these failed due to the amount of funding requested, and one failed due to the quality of the service design proposed. The two remaining providers progressed to the interview stage and it was very close between the two.</p> <p>In general terms, it was surprising how poor the quality of the tenders were, both at PQQ and ITT stages, and at interview stage. LB has fed this back to providers and suggested that if providers wish to succeed in the current market, they will need to get better at tendering for services and should have a dedicated member of staff to undertake this work.</p>
6.	<p><u>Service Evaluation Update</u></p> <p>LB confirmed that all Enhanced Service Evaluation's (ESE's) due for this financial year have been completed. There is a need to start progress on the BME and Women-only ESE's as these are the first ESE's for next year.</p>
7.	<p><u>Contract Rationalisation Project Update</u></p> <p>A Project Status Report was provided regarding the Contract Rationalisation Project. This has now been linked to Sarah Pickup's project, producing a regional Social Care Contract with a single contract management process that can be linked with SP's. Additional funding for this work has been provided (£40k).</p> <p>LB explained that originally it was thought that the project would deliver 10 different solutions to each LA, but the project is now much bigger in that there will be one service solution and one contract for all LA's. The project will also be expanded to include older people as well as learning disabilities and mental health. There will be a two-day residential in February, which will have the mandate to agree the Contract.</p> <p>CS asked for clarification on what the 5% projected efficiencies mean. Are they transaction (contract administration) costs, or service costs? LB confirmed that they are service costs but it will be difficult to determine how much savings will be made by the end of the project as a lot of the savings will be long-term. There will however be significant reductions in bureaucracy (through rationalising performance measures etc) and reduced costs to providers in tendering for services.</p> <p>LB also informed the CB that the final report on the first Value Improvement Projects (VIP's) has been published and is available on the www.spkweb.co.uk website.</p>

8.	<p><u>Programme Risk – Quarter 2 2007/08</u></p> <p>AL provided an updated Programme Risk Report for Quarter 2. There have been 4 risks that have become manifest in the quarter. These are:</p> <ul style="list-style-type: none"> • Ineffective monitoring of contracts – as the Contract Manager post is currently vacant, there is no staff member to carry out contract management meetings. At present the meetings are being carried out by LB, but if the Contract Rationalisation Project is extended beyond July 2008, further consideration will need to be given to this position. • Lack of capacity within the existing staff team to meet increased work demands – again as the Contract Manager post is currently vacant, the existing SP team are carrying out the functions of the post between them. As with above, further consideration will need to be given to this position if the Contract Rationalisation Project is extended beyond July. • Commissioning Body poorly attended – due to a current change in the members of the CB, two members have been unable to attend the past few CB meetings. As meetings were set before the two new members joined the CB, they have been unable to attend. It is hoped that this situation will be resolved when next year's meetings are arranged, as this will be done in conjunction with all members. • Lack of appropriate representation of Health, Social Care, Housing and Probation on Commissioning Body – see above. <p>The CB agreed the Programme Risk Report.</p>
9.	<p><u>Overall Performance – Quarter 2 2007/08</u></p> <p>AL provided a report on the overall performance of the SP programme for Quarter 2 2007/08. This report shows that SP performed well in 10 out of the 16 performance indicators. The 6 indicators that under performed are as follows:</p> <ul style="list-style-type: none"> • Percentage Male – 46.1% (Target 50%) • Percentage Female – 53.9% (Target 50%) • Percentage Non-Host – 11.03% (Target under 10%) • Single Homeless Accommodation Based – Average Length of Stay of Service Users – 69.23 Days (Target 35 days) • Single Homeless Floating Support Service – Percentage of People in Employment / Education / Training – 38.46% (Target 50%) • Percentage Contract Compliance Meetings Undertaken – 0% (Target 25%) <p>Reasons for this under performance were discussed as part of the Operational Agenda.</p>

10.	<p><u>Quality Assessment Framework (QAF) – Proposed Changes</u></p> <p>Service Reviews are undertaken annually to check the quality of the services being provided. The mechanism used to check quality is the QAF. Sue Wellard, Service Review Officer has prepared a report to the CB detailing proposed changes to the QAF for the 2008/09 Service Reviews. The Thurrock QAF reflects the most important aspects of the core and supplementary objectives from the original QAF produced by the CLG.</p> <p>The CB considered the report and approved the proposed changes.</p> <p>However, where outcomes have been put in place for services, the QAF is not used and an individual outcomes framework is devised. Only one outcomes review has taken place so far, for the Single Homeless services. The CB asked for a copy of the Single Homeless Outcomes Framework.</p>		
11.	<p><u>Diversity</u></p> <p>LB confirmed that all Equality Impact Assessments (EIA's) have been completed. However, these have not been forwarded to the Diversity team yet to be officially signed off.</p> <p>LB has had difficulties in contacting TRUST regarding the BME Commissioning Plan. IR suggested LB contact Ruth from TRUST.</p>		
12.	<p><u>Provider Issues</u></p> <p>As BC could not attend the meeting, there were no provider issues to discuss.</p>		
13.	<p><u>Actions Agreed</u></p> <p><u>Minutes and Matters Arising:-</u></p> <p>BC to report back the outcome of the Multi-Cultural Group meeting on the 29th October regarding the floating support service for gypsies / travellers.</p> <p>IR and LB to provide feedback regarding the meeting being held on the 13th December regarding using HRA (and possibly SP) funding to provide a floating support service to the community for the purpose of preventing homelessness.</p> <p>CS to contact Mark Ansell regarding targets for health inequalities.</p>	<p><u>Action By</u></p> <p>BC</p> <p>IR & LB</p> <p>CS</p>	<p><u>Completed By</u></p> <p>28th February</p> <p>28th February</p> <p>28th February</p>

<u>Budget:-</u>		
LB to provide detailed information regarding the options for investment of the SP under spend by the next meeting for prioritisation.	LB	28 th February
LB to inform the CB of the 2008/09 Grant announcement as soon as possible by email for the CB to agree the inflationary increase.	LB	December
<u>Local Area Agreement:-</u>		
CS to feedback to members on the outcome of meeting with Selena Bolingbroke regarding how the CB will fit into the LSP.	CS	28 th February
<u>Regional Strategy:-</u>		
LB to prepare a response to the SPERG regarding the Regional Strategy and forward to CS for approval.	LB	15 th February 2008
<u>Programme Risk – Quarter 2 2007/08:-</u>		
AL to update risk log with changes agreed by CB.	AL	As soon as possible
<u>Quality Assessment Framework – Proposed Changes:-</u>		
AL to forward a copy of the Single Homeless Outcomes Framework to CB.	AL	As soon as possible
<u>Diversity:-</u>		
LB to ensure all EIA's are completed and are signed off by the Diversity Team.	LB	As soon as possible
LB to contact Ruth from TRUST regarding the BME Commissioning Plan.	LB	As soon as possible

14.

Future Meetings28th February 2008: 2pm – 4pm3rd June 2008: 10am – 12pm28th August 2008: 2pm – 4pm25th November 2008: 2pm – 4pm**Venue:**

Colin Slasberg's Office

CO1 – First Floor

Civic Offices

New Road

Grays

Essex