

Minutes of Meeting

RECORD OF DISCUSSION - STRATEGIC

Date: Thursday 28 February 2008

Meeting Name: Commissioning Body Strategic Meeting

Present:

Alex Bamber – Assistant Chief Probation Officer, Chair of CB

Les Billingham – Supporting People Manager

Jana Burton – Interim Head of Adult Social Care

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

Ian Rydings – Head of Housing

Colin Slasberg – Head of Business Management, Accountable Officer

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

Apologies for Absence:

Laura Mhlanga – Locality Director of Thurrock Area, South West Essex PCT

Item	Matters Discussed / Agreed
1.	<p data-bbox="252 237 655 271"><u>Minutes and Matters Arising</u></p> <p data-bbox="252 309 488 342">Minutes Agreed.</p> <p data-bbox="252 380 603 414"><u>Action's Outstanding:-</u></p> <p data-bbox="252 452 1437 598">BC reported that unfortunately no-one from Family Mosaic could attend the Multi-Cultural Group meeting on the 29th October 2007 regarding floating support for gypsies/travellers. The next meeting is scheduled for next week. BC agreed to feedback the results of this meeting via email to the CB.</p> <p data-bbox="252 636 1437 707">CS has been speaking to Mark Ansell regarding targets for health inequalities. However, there is nothing definitive to report at this time.</p> <p data-bbox="252 745 1437 817">LB has provided a report on the options for investment of the SP growth monies next year. This will be discussed as part of the Operational Agenda.</p> <p data-bbox="252 855 389 889"><u>Budget:-</u></p> <p data-bbox="252 927 1437 1037">LB informed the CB of the SP Grant for 2008/09 by email when it was announced. The CB agreed an inflationary increase of 2.7% for 2008/09. Providers have been informed of this.</p> <p data-bbox="252 1075 620 1108"><u>Local Area Agreement:-</u></p> <p data-bbox="252 1146 1437 1292">CS reported that discussions are ongoing with Selena Bolingbroke regarding how the CB will fit into the LSP. Whilst it is expected that the SP Grant will become part of the Area Based Grant from April 2009, no formal announcement of this has been made yet and it is possible that the SP Grant ring-fence may continue.</p> <p data-bbox="252 1330 1437 1440">AB queried where Probation is going to sit within the new arrangements and stated that it must be ensured that they are represented on the appropriate groups.</p> <p data-bbox="252 1478 1437 1550">JB also asked for the 35 outcome indicators agreed for the Local Area Agreement to be circulated with the minutes of the meeting.</p> <p data-bbox="252 1588 552 1621"><u>Regional Strategy:-</u></p> <p data-bbox="252 1659 1437 1805">LB prepared a response to the SPERG regarding the Regional Strategy on behalf of the CB and this was submitted to the regional co-ordinator by the deadline. LB stated that he has received other anecdotal evidence that other Authorities have raised similar questions/concerns regarding the Strategy.</p>

	<p>Programme Risk – Quarter 2 2007/08:-</p> <p>AL updated the risk log with the changes agreed at the last meeting.</p> <p>Quality Assessment Framework – Proposed Changes:-</p> <p>AL circulated by email a copy of the Single Homeless Outcomes Framework to the CB on the 21 December 2007, as requested.</p> <p>Diversity:-</p> <p>See Agenda Item 8.</p>
2.	<p><u>Budget Update</u></p> <p>An updated Budget Report was provided. There is only one payment left for the financial year 2007/08. Currently, there is an under spend of £73,560. However, it is predicted that by Year End there will be an under spend of approximately £70,000.</p>
3.	<p><u>Service Evaluation Update</u></p> <p>LB confirmed that all ESE's planned for this year have been completed. There are three ESE's planned for next year. LB explained that Sue Wellard, Service Review Officer, has agreed to carry out some of the needs analysis through the Service Reviews, for example, obtaining statistics on waiting lists, numbers of referrals etc. It will also provide an opportunity for providers and service users to discuss what changes they want to see in the services in the future. This information can then be fed back to other stakeholders as part of the standard ESE group meetings that take place to write the Commissioning Plans.</p> <p>This change will not only allow more information to be collated for use in the Commissioning Plan, but it will also make the Service Reviews far more dynamic in that they are looking at the future of the services as well as quality. In the past it has been difficult to get some providers and especially service users to attend the ESE group meetings to consult with them on the plans; therefore using the service reviews will allow far greater provider and service user input.</p> <p>The CB agreed with this way forward.</p>

4.	<p><u>Contract Rationalisation Update</u></p> <p>The two-day regional collaborative was held last week for the contract rationalisation project. The aim of the two days was to get agreement by all Local Authorities in the East Region on the terms and conditions of a regional contract covering both Supporting People and Adult Social Care. This was very successful; approximately 90% of the terms and conditions of the contract were agreed, with only minor disagreement over the remaining clauses. Sarah Carter, the Project Manager, is carrying out additional work to re-word/amend the clauses that weren't agreed at the time.</p> <p>It was far more difficult to agree the schedules that accompany the contract (e.g. pricing schedules, outcome schedules etc), and the processes involved with contract management as every LA are in different positions regarding this. However, all LA's were keen to move this forward to achieve collaborative schedules/processes.</p> <p>LB advised that the next steps are to finalise the terms and conditions and then these will form the basis of a 3-month consultation period with providers/stakeholders etc.</p> <p>The next ADAS meeting is at the end of May, whereby the agreed contract will be presented to all directors of the Councils for formal agreement. A report on the project is also scheduled to go to Cabinet and the agenda setting meeting is at 4pm today.</p> <p>CS asked for a copy of the terms and conditions to be circulated to the CB when it is finalised so the CB can be assured that they are in agreement with the contract as well. AB added that it would be useful to be sent the original contracts for SP and Adult Social Care as well so a comparison can be made.</p>
5.	<p><u>Programme Risk – Quarter 3 2007/08</u></p> <p>AL advised the CB that one risk has become manifest:</p> <ul style="list-style-type: none"> • Non-compliance of contract by provider <p>The CB were notified at the last meeting that a Default Notice was issued to one provider for not complying with the terms and conditions of their contract. Therefore, it is proposed that the current risk scores be amended to reflect that the risk has become manifest.</p> <p>Current Risk Scores = Probability 3 (medium), Impact 4 (high) = 7 (high) Proposed Risk Scores = Probability 4 (high), Impact 5 (very high) = 9 (critical)</p> <p>The CB agreed these changes to the risk log.</p>

6.	<p><u>Overall Performance – Quarter 3 2007/08</u></p> <p>AL provided an overall performance report for Quarter 3 2007/08. This shows that currently, SP are under performing on six performance indicators. These were:</p> <ul style="list-style-type: none"> • Move On – 0.38% under target • Percentage Male/Female – Male = 5.65% under target, Female = 5.65% over target • Percentage Non-Host – 0.38% over target • Single Homeless – Average Length of Stay – 40 days over target • Single Homeless – People in Employment/Education/Training – 7.14% under target • Percentage Contract Compliance – 16.7% under target. <p>BME figures were also provided for the Quarter. As these are compared to the 2003 population figures, CS asked AL to check with Keith Fenton if there are any up-to-date figures.</p> <p><i>Benchmarking Report:-</i></p> <p>AL also provided a benchmarking report, detailing Thurrock’s current performance compared to national and regional averages across the two Key Performance Indicators.</p> <p>The CB noted that in most cases, Thurrock services are performing as well as or better than similar services both nationally and regionally. It was especially noted that the service for Women Escaping Domestic Violence has achieved 100% successful move on from the service this year (37 service users). The regional and national average for these services is 80-85%.</p>
7.	<p><u>Memorandum of Understandings (MOU) Review</u></p> <p>The Memorandum of Understandings (MOU) for the CB is due to be reviewed.</p> <p>The CB agreed that as Supporting People has been moved from Housing to Social Care, it would be more appropriate for CS to become the Accountable Officer instead of IR. As such, CS will no longer be able to be the chair of the CB.</p> <p>Therefore, it was agreed that AB will become the new Chair of the CB.</p> <p>LB agreed to check the rest of the MOU for any changes and email these to the CB for agreement.</p>
8.	<p><u>Diversity</u></p> <p>LB stated that unfortunately, the EIA’s have not been signed off yet by the Diversity Team, and LB is yet to make contact with Ruth from TRUST regarding the BME Commissioning Plan. These actions will be carried forward to the next meeting.</p>

9.	<p><u>Provider Issues</u></p> <p>BC informed the CB that the Provider Forum has not been operational for some time due to lack of commitment from providers. Few of the providers attended the meetings, causing the meetings to be focussed on only a couple of issues pertinent to those attending, making the meeting unrepresentative.</p> <p>As such, BC met with Eoin Keogh from Look Ahead Housing and Care, who has agreed to help BC re-launch the provider forum. The proposal is to have meetings focussing on specific issues and split discussions between strategic and operational agendas. SP will be invited to these meetings when necessary and it is hoped that there will be more interest and commitment to the group.</p> <p>Decisions taken by the CB will be relayed to providers through this group and similarly BC will discuss any issues raised by providers with the CB.</p>
10.	<p><u>AOB</u></p> <p><i>Supporting People KLOE:-</i></p> <p>LB explained that the Audit Commission have issued a new Supporting People KLOE for SP inspections. This was circulated to the CB when the announcement was made. There has been some concern regarding this as the National Strategy for SP from the DCLG stated that SP will be inspected as part of the CPA in the future and there will be no specific SP inspections.</p> <p>However, subsequent to this announcement, it has been confirmed that the new KLOE has been issued for those Local Authorities who have not yet passed their initial Audit Commission Inspection. Therefore, the new KLOE will not affect Thurrock.</p>

11.	<u>Agreed Actions</u>	<u>Action By</u>	<u>Completed By</u>
	<u>Minutes and Matters Arising:-</u>		
	BC to report back the outcome of the Multi-Cultural Group meeting regarding the floating support service for gypsies / travellers.	BC	As soon as possible
	CS to continue discussions with Mark Ansell regarding targets for health inequalities.	CS	Ongoing
	CS to continue discussions with Selena Bolingbroke regarding how the CB will fit into the LSP.	CS	Ongoing
	AL to circulate to the CB the 35 outcome indicators for the Local Area Agreement.	AL	As soon as possible
	<u>Contract Rationalisation Update:-</u>		
	Sarah Carter, Project Manager for the Contract Rationalisation Project to circulate to the CB a copy of the Terms and Conditions of the new Contract when finalised, and include copies of the original contracts used by SP and Adult Social Care.	SC	When Available
	<u>Programme Risk – Quarter 3 2007/08:-</u>		
	AL to amend the risk log in accordance with the report provided.	AL	As soon as possible
	<u>Overall Performance Report – Quarter 3 2007/08:-</u>		
	AL to contact Keith Fenton to obtain more up-to-date BME population figures.	AL	03/06/08
	<u>Memorandum of Understandings (MOU) Review:-</u>		
	LB to highlight recommended changes to the MOU and circulate to the CB for approval.	LB	As soon as possible
	<u>Diversity:-</u>		
	LB to ensure all EIA's 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
12.	<p><u>Future Meetings</u></p> <p>19 June 2008 - 2pm – 4pm 28 August 2008 - 10am – 12pm 25 November 2008 - 2pm – 4pm</p> <p>Venue: Colin Slasberg's Office CO1 – First Floor Civic Offices New Road Grays Essex</p>		