

# Minutes of Meeting

## RECORD OF DISCUSSION

**Date:** 15 September 2008

**Meeting Name:** Commissioning Body Strategic Meeting

**Present:**

Les Billingham – Supporting People Manager

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

Billy Rae – Interim Head of Housing

Peter Woollard – Partnership Manager, Essex Probation

Ann Laing – Supporting People Performance Co-ordinator, Minutes

**Apologies for Absence:**

Alex Bamber – Assistant Chief Probation Officer, Chair of CB

Roger Harris – Head of Strategic Commissioning and Resources, Accountable Officer

Item	Matters Discussed / Agreed
1.	<p><u>Minutes and Matters Arising</u></p> <p>Minutes Agreed.</p> <p><b><u>Action/s Outstanding:-</u></b></p> <p><b><i>Minutes and Matters Arising:-</i></b></p> <p>BC confirmed that the Multi-Cultural Group has disbanded so there is no forum to discuss future services for gypsies/travellers. BC will be informed if the group reforms. BC confirmed though that generic floating support is in place for those gypsies/travellers who want to move into mainstream housing.</p> <p>LB confirmed that the Commissioning Plan for Gypsies/Travellers identified that this was the largest gap in service provision for this group so it was felt that the floating support would be adequate provision at the moment. BC agreed to arrange for Family Mosaic to meet with the warden of the sites on a monthly basis to identify those who may require support.</p> <p><b><i>Budget Update:-</i></b></p> <p>An options investment report has been provided. This was discussed as part of the Operational Agenda.</p> <p>Whilst it was originally agreed that the HRA would part fund a couple of new services (to the sum of £22,000) it was subsequently agreed that Supporting People would fund the whole services as the funds were not available from the HRA.</p> <p><b><i>Programme Risk:-</i></b></p>

	<p>AL amended the risk log with the changes agreed at the last meeting. AL also emailed the Commissioning Body the high level risks from the risk log. No comments were received.</p> <p><b>Memorandum of Understandings Review:-</b> See Agenda Item 7.</p> <p><b>Diversity:-</b> See Agenda Item 8.</p>
2.	<p><u>Budget Update</u></p> <p>A report showing the Budget to date for the Supporting People Grant was tabled.</p> <p>LB explained that there is a predicted under spend and LB has prepared an options report for investment, to be discussed in the operational meeting. There is also funding allocated for the Elizabeth House development, but as this service will not come online until at least 2010, there will be additional funding available for the short term.</p> <p>All new services have commenced with the exception of the High Need Offenders Pilot, which is currently being set up. The new Mental Health Service will commence as scheduled on the 01 October.</p>
3.	<p><u>Service Evaluation Update</u></p> <p>LB updated the CB on the progress of the Enhanced Service Evaluations (ESE's). The Teenage Parent ESE is due to start this week, with a meeting scheduled for tomorrow. This will need to be completed quickly and a Commissioning Plan agreed as the tender for teenage parents is due to start in the next month for contract award on the 01 April 2009. LB explained that there has been difficulty getting stakeholders to attend the meeting tomorrow and there is a chance that the meeting will not go ahead. In this case, LB may need to write a draft Commissioning Plan and send it to stakeholders by email for comments. The CB agreed this approach.</p> <p>LB told BR that there has been some anecdotal evidence from the Homeless Department that the level of teenage parents in Thurrock has dropped. We will need so further evidence of what the numbers are to ascertain demand. BR agreed to speak to Sarah Gardiner, Housing Needs Manager regarding this.</p> <p>The other Commissioning Plans to be written are Women-only services and BME services.</p>
4.	<p><u>Contract Rationalisation</u></p> <p>LB confirmed that agreement has been achieved on the Contract Rationalisation project and a final report is being prepared for formal sign off. There will be common Contract Terms and Conditions, Service Specifications and Quality Specifications for the East of England region. Local Authorities in the region will</p>

	<p>bring the new Contract into place at different times depending on when contracts come up for renewal, but it is hoped that there will be some 'early adopters' to see how it works in practice. Thurrock and Essex in particular will be early adopters and it is hoped to get Southend on board as well to make it sub-regional.</p> <p>There has been a lot of national interest in the programme, and LB, Sarah Carter - Project Manager and Christopher Smith – Independent Consultant have been invited to showcase the programme at two national conferences run by CSED in Leeds and London.</p> <p>An additional piece of work has also been commissioned to look at a regional standard for quality and outcomes frameworks for the East of England.</p> <p>The CB congratulated LB, Sarah Carter, and Christopher Smith for all the hard work in completing this project and in raising the profile of Thurrock nationally.</p>
5.	<p><u>Programme Risk</u></p> <p>AL explained that as there is still no Health/PCT representative on the Commissioning Body, the risk of lack of appropriate representation on the CB that was identified on 27/11/07 is still manifest.</p> <p>LB stated that there is also the bigger decision to be made regarding the future of the Commissioning Body. If the SP funding moves into the Area Based Grant in April 2009, it will no longer be mandatory for Local Authorities to have a Commissioning Body. Therefore, the CB will need to decide if meetings will continue. LB stated that other LA's have decided to keep the CB, who will have a link into the Local Strategic Partnership.</p> <p>This discussion will be put onto the Agenda for the next meeting in January.</p>
6.	<p><u>Performance of Services</u></p> <p><b>Overall Performance:-</b></p> <p>AL went through the overall performance of services for the last four quarters. The main areas of under performance were as follows:-</p> <ul style="list-style-type: none"> <li>• <b>Move On</b> – Two out of four quarters showed under performance in this area. However, the under performance was not significant, with the largest under performance being only 6.43%.</li> <li>• <b>Percentage Non-Host</b> – Two out of four quarters under performed. However, again this was not significant, with largest under performance being only 1.03%</li> <li>• <b>Single Homeless Outcomes – Average Length of Stay</b> – This service has failed to meet the target for this indicator. However, there has been improvement in the last two quarters. The main reasons for under performance are lack of move on accommodation and an influx of 16/17 year olds who cannot hold their own tenancy. There will be a review of the target of this indicator to take into account these difficulties.</li> <li>• <b>Single Homeless Outcomes – Meaningful Occupation</b> – This service</li> </ul>

	<p>failed to meet the target for this indicator. Performance has also reduced in the last two quarters. Whilst the number of people in meaningful occupation has remained consistent, the total number of people supported as raised, reducing the percentage.</p> <ul style="list-style-type: none"> <li>• <b>Homeless Families Outcomes – Percentage Registered with a GP –</b> This is the first quarter this indicator has been reported and although the service did not meet the target, it was only 1.32% under.</li> </ul> <p><b>Benchmarking – Quarter 4 2007/08:-</b></p> <p>The benchmarking report for Quarter 4 2008/09 shows that Thurrock’s long-term services are performing too a good standard, in line with other services regionally and nationally in terms of maintained independence. Over the past year, long-term services reached 99% maintained independence.</p> <p>Several of Thurrock’s short-term services have under performed this quarter against the national and regional averages in terms of planned move on, however overall, short-term services have performed approximately 10% higher than other services. Over the past year, short-term services have performed 15% higher than the regional and national averages.</p>
7.	<p><u>Memorandum of Understandings Review</u></p> <p>The Memorandum of Understandings (MoU) has been reviewed and updated. The main changes are around the Chair of the CB and the Accountable Officer as membership has recently changed.</p> <p>The MoU will need to be updated again at a later date in line with new arrangements if the Supporting People Grant moves into the Area Based Grant.</p> <p>As not all members of the CB were present at the meeting, it was agreed to give all members until Friday 19 September to identify any issues. If no comments are received by this date, approval will be assumed and the MoU will be changed.</p>
8.	<p><u>Diversity</u></p> <p>LB confirmed that the Equality Impact Assessments (EIA’s) for SP policies/procedures have not been signed off by the Diversity Team yet. However, the process for completing EIA’s has been changed recently. LB agreed to contact Samson DeAlyn to obtain further information.</p>
9.	<p><u>Provider Issues</u></p> <p>BC informed the CB that the Provider Forum has now been re-launched and a successful first meeting has taken place. There were 12 attendees, with representation from most of the providers in Thurrock.</p> <p>The meeting will be in two parts, strategic and operational, and the SP team, and other stakeholders, will be invited to attend certain parts of the meetings for specific agenda items.</p>

	<p>The providers would like to see the Forum as a vehicle to:</p> <ul style="list-style-type: none"> <li>• Share good practice and gain advice</li> <li>• Larger organisations to provide support to smaller organisations</li> <li>• Raise the profile of providers in Thurrock – in particular inviting Counsellors and stakeholders to attend meetings</li> <li>• Gain information on changes – e.g. from Supporting People, Housing Benefits, Housing Department etc</li> <li>• More partnership working with Stakeholders</li> </ul> <p>Other Items discussed included:</p> <ul style="list-style-type: none"> <li>• Recruitment Fair's – to share costs of recruitment drives</li> <li>• Shared training events</li> <li>• Housing issues</li> <li>• Environmental changes – e.g. Olympics and Thames Gateway etc</li> </ul> <p>Meetings will be every two months initially to ensure momentum is kept, with a view to moving to quarterly.</p> <p>The CB thanked BC for her hard work to re-launch this Forum.</p>		
10.	<p><u>AOB</u></p> <p>None.</p>		
11.	<p><b><u>Agreed Actions</u></b></p> <p><b><u>Actions from Last Meeting:-</u></b></p> <p><b>RH to contact the appropriate Health representative to join the CB.</b></p> <p><b><u>Service Evaluation Update:-</u></b></p> <p><b>BR to contact Sarah Gardiner, Housing Needs Manager re statistics for demand for Teenage Parent Accommodation.</b></p> <p><b><u>Programme Risk:-</u></b></p> <p><b>AL to put on Agenda for next meeting for the CB to discuss the Future of the CB.</b></p> <p><b><u>Memorandum of Understandings(MoU):-</u></b></p> <p><b>ALL to check changes identified in the MoU and email any objections to AL by Friday 19 September.</b></p> <p><b>If no feedback received by deadline, AL to</b></p>	<p><b><u>Action By</u></b></p> <p>RH</p> <p>BR</p> <p>AL</p> <p>ALL</p> <p>AL</p>	<p><b><u>Completed By</u></b></p> <p>As soon as possible</p> <p>As soon as possible</p> <p>16 January 2009</p> <p>Friday 19 September</p> <p>As soon as</p>

	<p><b>amend MoU and circulate to members.</b></p> <p><b><u>Diversity:-</u></b></p> <p><b>LB to contact Samson DeAlyn regarding the EIA's requiring sign-off.</b></p>	<p><b>LB</b></p>	<p><b>possible</b></p> <p><b>As soon as possible</b></p>
<p>12.</p>	<p><b><u>Future Meetings</u></b></p> <p><b>Friday 16 January 2009 – 2.00pm – 4.00pm</b></p> <p><b>Venue:</b>  Roger Harris' Office  CO1 – First Floor  Civic Offices  Grays  Essex</p>		