

## Supporting People

### Minutes of the Supporting People Strategic Core Group meeting held on Tuesday, 2<sup>nd</sup> February 2010 2 - 4pm, Lockwood Room, Design Exchange

**Present:**

David Shepherd (Chair)	Assistant Director Housing Service, CBMDC
Jayne Hellowell	Supporting People Lead Officer
Sheila Bamford	Executive Director-Horton HA (Provider Rep)
Rachel Lorimer	SP Service Development & Research Manager
Mike Harney	City Homes in Mind (Provider Rep)
John Hill	Foundation Housing (Provider Rep)
Harry Whittle	Incommunities (Provider Rep)
JB	SP Service User
EW	SP Service User
Ian Bird	Access to Housing, CBMDC (on behalf of Sarah Possingham)
Jennifer Moran- Whitehead	Bradford District Care Trust (Provider Rep)
Neal Heard	Service User Involvement Worker – Bradford Alliance on Community Care)
Guy Van Dichele	SP Accountable Officer and Assistant Director Commissioning
Pam James	Service User Advocate
Mubarak Darbar	Commissioning Manager for LD
Brenda Peacock	Childrens Services (on behalf of Denis Gale)
Dave Coe	Youth Offending Team Manager
Mark Gillen	SP Contracts Commissioning Officer
Farah Mahmood	SP – Minute Taker

**1. Apologies / Introductions**

Pip Tibbetts	West Yorkshire Probation (Replaces Peter Hart)
John Howarth	Principle Commissioner Older people's Service, Adult & Community Services BMDC
Val Balding	Safer Communities, CBMDC

Welcome & introductions were made around the table

Jayne informed members who are substituting today, that they have to be able to vote on behalf of their colleagues to cast around any decision making that may take place.

**2. Declaration of Conflicts of Interest**

JB – Item 6  
SB – Item 6

**3. Minutes and matters arising from the meeting held on 8<sup>th</sup> December 2009**

Both Harry & John are still working on this. A draft paper has been produced but would like to bring the full report back to this meeting. They will work with Jayne to identify a suitable plan to put this on the agenda and forward plan.

**Action:-** John Hill & Harry Whittle to liaise with Jayne when the report is ready to be presented to the SCG.

#### *Page 4 – Item 5 Appeals Procedure*

Jayne is meeting with legal services this week to look at this procedure. The legal team have recommended that the procedure is separated which is what SP Team have done.

#### *Pg 6 – Item 9.2 – Terms of reference*

Jayne informed the group that this will be on the next meeting's agenda. This item has been discussed at the last provider forum and it was decided that should a person declare a "declaration of interest" on an item then they will still be able to correct anything that is factually inaccurate or misrepresented whether it is a paper or a discussion taking place at the time.

The provider meeting also discussed allowing the right person to attend the meeting on the day as it was noted that even though provider reps attend this meeting they may not know the "ins" and "outs" of a certain item.

David asked Jayne to clarify the TOR's for the purpose of today's meeting. Jayne reported that any misrepresentation or inaccuracies can be clarified by the person who has declared an interest.

David summarized that this is a pragmatic arrangement for this meeting but the TOR's on Declaration of Interest will be in place for future meetings.

The minutes were then agreed as a true and accurate record.

## **4. Lead Officer Update – Jayne Hellowell**

### **4.1 Contract Extensions**

Jayne raised attention to the fact that all contracts are currently set to allow them to expire by primary client group i.e domestic violence, MH etc. It is noted that a number of contract are due to expire and in order to align them up with their sector review as in accordance with the contract management timetable it is recommended that they are extended.

Moira Wilson – Director of Adult & Community Services has delegated authority via procurement to make this decision.

### **4.2 Unallocated funding**

Jayne reported that an assessment has been made on all the bids that has been received from the 2009/10 unallocated funding round. In total £2,976,870 was applied for and £474,371 is likely to be allocated. Jayne went through the categorized list and commented that there were a lot of reasons as to why providers were or were not successful. Providers will be contacted with this information. Jayne stressed that any unsuccessful bids is not a reflection on the bid or the provider as an organisation. Jayne added that should anyone require feedback to contact Tyler Moore.

David spoke about the unsuccessful bids around training and life skills. He mentioned that the council is looking to put forward a programme re worklessness called the "Generate Project". This is to target specific funding that is coming through the council for service agreement reward monies. He asked whether his team can have a look at the unsuccessful bids as they may be suitable for this project

### **4.3 Update Young people who are carers specification**

Jayne referred to the tender for the "Young people who are Carers" Scheme. SP have been in talks with their commissioning partners in Childrens Services and it was noted that most young carers are under the age of 16 – the average age being 12 therefore this means that this service would be ineligible for SP grant as SP only funds adults therefore SP have withdrawn from that tender.

Guy informed members that some of this grant money has been used to increase the grant for children's services.

### **4.4 Attendance Monitoring**

As per the information in the lead officer's update.

### **5. Physical/sensory disability final sector review report.**

Rachel summarised this report which gives the final proposal for future contracting with providers of physical disabilities and sensory need services and proposals for future commissioning of further services. The report focussed on details of each of the existing service provision within the sector and also future commissioning priorities.

**Decision:-** Members agreed to the following recommendations as outlined in the report:-

- Extend the Habinteg contract to the 30<sup>th</sup> September 2010 to allow for the appropriate improvements to be made to the quality of service provision.
- Decommission ASBAH, and recommission via the tender process.
- Decommission provision by the City of Bradford Metropolitan District Council and recommission jointly with adult services via the tender process.
- Commission the following services with a total investment value of £135k.
  - Long term low level (4 hours per week) floating support service for people living with HIV/Aids. 12 units
  - Long term low level (4 hours per week) floating support service for people living with acquired brain injuries living in the community. 8 units
  - Long term (4 hours per week) floating support service for people living with sight loss. 12 units

### **6. Substance misuse and complex needs final sector review report.**

Rachel summarised this report which gives the final proposal for awarding three year steady state contracts to providers of substance misuse and complex needs services and proposals for future commissioning of further services.

The focuses on:-

- Details of each of the existing service provision within the sector and the proposals attached to each.
- Evaluation of the pilot services for complex needs and substance misuse.
- Future commissioning priorities.

**Decision:-** Members agreed to the following recommendations as outlined in the report:-

- Members accept the recommendation made regarding the award of a three year steady state contract to the four existing service for complex needs and substance misuse and make recommendations to the CB in line with the table in appendix B. The overall aim is to sign providers up to a steady state contract after the CB meeting to be held on the 8<sup>th</sup> March 2010 and align this with the contract management timetable.
- Members recommend to the CB the forward planning of commissioning of the following SP services. These would be in addition to what is listed within the SP commissioning plan and therefore it is recommended these be added to the plan for 2011/12 and will need to be considered along with other commissioning priorities and available funding identified via further sector reviews during 2010/11.
  - 30 units of short term floating support service for vulnerable adults with complex needs, this service will provide high level support around 10/12 hours per week and links will be made with other commissioners to provide additional service composite with the complex nature of the service users needs  
Estimated annual contract value £354k
  - 30 units of short term floating support service for vulnerable adults with substance misuse needs, this service will provide high medium level support around six to eight hours per week and SP will endeavour to joint commission with the PCT to provide support for addiction issues.  
Estimated annual contract value £220k

A brief discussion took place about the differences in result between the 2 reviews (physical sensory disability & substance misuse) It was noted that there is a market that is able to deliver high quality

services and market that does not deliver high quality services. This is quite worrying and something that needs to be looked at.

## 7. Performance Report

Jayne went through the Performance Report which sets out the following:-

- Overall performance against both KPI1, KPI2, SPI2 and SPI4 (long term services) remains good but with marginal lower than expected performance for SPI1 and SPI4 (short term services).
- Quarter three 2009-10 performance for QAFs shows 44% against an annual target of 66%.
- Updates on complaints/compliments, adult protection and fairer charging applications.

Jayne went through the report and brief discussion took place on the following points:-

- Breakdown required of how many providers are on level b and the length of time they have been on level b & why those that have been on level b for a length of time are not at level a. It was requested for this debate and question to be asked at the next provider meeting. It is quite worrying that 12 months on nobody is on level a.
- The transition of implementing the new QAF from the old. The SCG members spoke about the difficulties providers may face sliding to the new from the old. Rachel informed members that the SP Service Development Officers (SDO's) will be attending an away day to look at the QAF guidance so that the SP team can finalise to providers what the expectations are on the different levels.
- Members were pleased to see the number of increase in both complaints & compliments. These have been incorporated into the SP team's ongoing performance reviews.
- People's knowledge of the Fairer Charging Applications. There has been an increase in applications and outcomes.

## 8. Bradford City Centre Project – Increase in funding request

Rachel went through the proposal which was submitted by BCCP as part of their sector review to increase their annual price.

Members were made aware of errors in the report. The correct information is as follows :-

	<b>Current</b>	<b>Increase of</b>
Tessa Accommodation	41,579.95	5,454.80
Resettlement	26,167.92	24,833.79
Shiplely	88,881.84	10,492.96
Hostel	126,776.55	32,728.91+Hostel additional staff cover 44,920.70

**Provider has requested an overall increase of:- £73,510.46 (the report showed £52,524.54)**

**Overall Increase including the staff cover :- £118,431.16 (the report showed £97,445.24)**

Rachel went through the recommendation asking SCG members not to recommend that the contract value is increased as this would take the service outside 2010 benchmarks.

**Decision :-** SCG members accepted this recommendation.

## 9. Any other business

### 9.1 See Part 2