

## Supporting People

### Minutes of the Bradford Supporting People Commissioning Body Meeting 1-3pm on Monday, 27 July 2009 Hawthorne Room, St Peter's House

#### Present:

#### CB Members:

Neil Moloney                      Assistant Chief Officer – West Yorkshire Probation  
(Chair)

#### CB Officers in attendance:

Guy Van Dichele                  Assistant Director Commissioning, Performance &  
Business Support, City of Bradford Metropolitan  
District Council (Accountable Officer)

Jayne Hellowell                  SP Lead Officer City of Bradford Metropolitan  
District Council

Wendy Hall                          Programme Manager Partnerships      City of  
Bradford Metropolitan District Council

EW                                      Supporting People Service User

JB                                        Supporting People Service User

AK                                        Supporting People Service User

Katie Nutman                      SP Service User Involvement Officer

Councillor Dale Smith          Executive Member of BMDC

Farah Mahmood                    SP Minute taker

#### 1. Apologies:

David Shepherd                  Assistant Director Housing Service, City of  
Bradford Metropolitan District Council, Chair of the  
SCG

Neal Heard                          Service User Support

Pam James                          Service User Advocate Representative

## **2. Declarations of interest**

JB – Service user representative as a board member of Horton HA.

Cllr Dale Smith – Abbeyfield Menston, older persons contract end date

EW - Item 4 Cyrenians

## **3. Minutes and matters arising from the meeting held on 1 June 2009**

### **Matters arising**

Page 2 – Bradford Supported Housing – An update is in the Lead Officer's report.

Page 4 – QAF Standards - Jayne has brought a progress report on QAF standards to this meeting to update the members. This report will go back to the SCG on 18<sup>th</sup> August.

Page 3 – Strategic review on young people – Not sure if Richard Tipping has been contacted about confirmation of the review.

**Action:** Jayne to follow this up and report back to the next CB meeting.

The minutes were then accepted as an accurate record.

The Service User update will be presented after the Lead Officer Update

## **4. Lead Officer Update**

### **Strategic Housing Market Assessment (SHMA)**

Jayne gave some background information on the Strategic Housing Assessment. The following key points from the report were discussed.

- Supply of 1 bed stock in Bradford
- Stock conditions for older people in Bradford
- The links to the move on target
- The links to a regional strategy for Supporting People
- SU involvement – money from CLG for SU involvement
- Stock conditions for LD client group
- 

Being a member of the Housing Partnership Board, Jayne has been contributing to the research and has made a strong case to support more specialist research into the housing needs of vulnerable people. Jayne informed members that the final report on this will be available early September and will be brought to the next CB meeting. She added that this SHMA report should be seen as a positive tool rather than one that

might adversely affect the ability to develop housing for vulnerable people.

### **Raising the QAF standards**

Jayne circulated around the table a progress report on older person, homeless and generic annual reviews. Members went through the report and concern was noted about the lack of improvement in the review of older person's service and even though the final assessments are not completed for the homeless reviews, both these review are showing that many services are not attaining a level b.

Discussion took place about the reasons to why providers are not reaching a level b and it was noted that there is no common theme coming through.

Both Trudi and Jayne explained the communication & training sessions with providers & contract management timetable they have in place re submission of evidence.

Dale provided the members with background information on Abbeyfield Menston/Ilkley and explained that the staffs just do not understand SP. Wendy commented the main paperwork sits with the managers and is probably not filtered down to the front line staff. Jayne agreed with this comment and stated that SP encourage providers to ensure that the QAF runs through the heart of the organisation because it is difficult to do a support plan and navigate around a support plan with out understanding that it relates to the QAF.

Jayne informed members that SP are looking at this issue and the current working systems and good practices. For the new QAF SP have employed Support Solutions to come and train providers. This should take place in Oct/Nov. Equality Works will be working with providers on the equality & diversity objective.

Guy suggested maybe we should make a "Mock Pack" of what should be a level b. It may help providers that they have something that they can actually look at instead of reading guidance notes etc.

All welcomed this idea.

**Action:-** Jayne & Guy to meet and discuss the "Level B Mock Pack".

### **Attendance Monitoring**

Statistics have been compiled from the previous meetings and assessed at the point of take up.

Dale noted that his name is not on the list. Jayne explained that this is because the CB sees him as attending as and when he can. She added

that if he would like to become a formal member then there is an expectation that he turns up all the time.

Dale responded that he would like to become a member of the CB as it is important that indication is given that members do support and understand SP. At this moment in time with the issues with some providers it is absolutely crucial that he understands and supports the reasons at a formal level like here at the CB meeting instead of reading about it in the Telegraph & Argus.

Dale also raised concerns about having a substitute in Moira's absence. Guy commented that he does sometimes act on her behalf, but as an accountable officer he needs to be clear around the different role of accountable officer and advising the commissioners.

Neil added we do need to reflect on the fact that the CB is unable to make decisions in commissioner's absence.

**Action:** Jayne to add Dale as a member of the Commissioning Body

### **Bradford Supporting People Service User Involvement Group.**

A report was circulated to members around the table. The report showed some of the activities that the SU group has been involved in during June–July. EW went through the report.

JB asked if this report should go to the next SCG meeting. Jayne responded yes. The next meeting is on 18<sup>th</sup> August.

A discussion took place about the format of the report and it was noted that the outcomes of the activities should also be noted in the report i.e. the result, the impact of being involved, what was achieved and how does that affect what SP do.

**Action:** Future reports to show the outcomes as well as the activities.

## **5. Finance Report**

Jayne summarized the circulated finance report asking the members to note the information contained in this paper.

The following key points were highlighted:-

- Financial results for SP main grant and SP administration grant to march 2009.
- Projected spend for 2009-10
- Actual spend in 2008-09 of the SP main grant: £17.1m, compared to grant income of £19.2m
- Actual admin grant for 2008-09: £636,000, compared to grant income of £316,700.

## **6. Outcomes Report**

Jayne summarised the report on the Outcomes for financial year 2007-08. She reported that the Communities and Local Government (CLG) introduced a national framework for outcomes monitoring during 2007. Outcome monitoring forms were developed for short term and long term services to capture actual outcomes achieved for SP services users on a range of indicators which contribute towards 5 high level outcome areas:

- Achieve Economic well being
- Enjoy & Achieve
- Be Healthy
- Stay Safe
- Make a positive Contribution

Members looked at the results obtained from both long terms and short term services and the key questions raised from the data received.

Jayne informed members that SP will now be working on taking these outcomes and start understanding what is happening with each service. SP will also be looking at whether or not benchmarks can be applied to these services so that there are expectations that services are reaching the targets e.g. to get people into paid employment etc. She stressed that setting the benchmarks is quite a big piece of work as this is all brand new stuff. She also pointed out that across the region, Bradford & Calderdale are the only 2 authority's that have started to analyse this.

## **7. Delivery Plan**

Jayne referred to the Delivery Plan June 2009. She informed members that this is a high level delivery plan which sets out the key priorities from the 5 yr strategy. This moves away from the service plan. The service plan is a tool that will be used by Jayne to manage the SP programme whereas the high level decision makers will be using the delivery plan. The 8 key priorities from the 5 yr strategy have been taken out and linked to the corporate plan.

This plan is for the CB members to keep an eye on and making sure that the programme is being delivered.

## **8. Any Other Business**

8.1 JB requested for the print on the minutes to be made bigger.

**Action:-** Jayne to do.

8.2 EW asked what the SP Policy is on Swine Flu. Jayne responded that she is on the swine flu working group for Adult Services. Jayne has informed providers that they have to ring the help line number or go on internet and get the ref no and have a flu buddy etc. The national guidance is that it is treated and not contained. The flu should be treated as any other flu however if services get to the point where staff are off ill then they need to have emergency planning/contingency plan in place which they should have anyway should any emergency occur so that the service continues.

8.3 Guy reported that Bradford have been chosen to pilot a scheme called "Total Places" which is looking at total service delivery amongst partners to three clients groups which are offenders leaving prison, young care leavers and hospital discharge for older people. This will look at the money that is in the system across the district across the different organisations i.e. Council, NHS, Probation, Police etc. Guy suggested that Supporting People can also be linked into this. Jayne responded that she has had a briefing on this and will be speaking with Becky Hellard.

**Date, time, venue for next meeting: 21<sup>st</sup> September, 2009, 1-3 pm 5<sup>th</sup> Floor Olicana House.**