

Supporting People

Minutes of the Bradford Supporting People Commissioning Body Meeting 1-3pm on Monday, 10th May 2010 5th floor meeting Room, Olicana House

Present:

CB Members:

Moira Wilson	Strategic Director Adult and Community Services, City of Bradford Metropolitan District Council (Chair)
Maggie Smallridge	West Yorkshire Probation Service
Matt Neligan	Bradford & Airedale PCT

CB Officers in attendance:

Guy Van Dichele	Assistant Director Commissioning, Performance & Business Support, City of Bradford Metropolitan District Council (Accountable Officer)
David Shepherd	Assistant Director Housing Service, City of Bradford Metropolitan District Council, Chair of the SCG
Jayne Hellowell EW	SP Lead Officer City of Bradford Metropolitan District Council Supporting People Service User
Pam James	Service User Advocate Representative
Katie Nutman	SP Service user Involvement Officer
Cllr Dale Smith	Portfolio Holder

1. Apologies:

Rachel Lorimer	SP Service Development and Research Manager
JB	Supporting People Service User

2. Declarations of interest

None

3. Minutes & matters arising from the meeting held on 8 March 2010

David mentioned that Sheena McDonald has contacted him re a CAA assessment 2010 for Housing. She will no doubt be in touch with SP CB therefore small things like attendance at this meeting is a really important factor.

For Maggie's benefit Jayne explained the roles of CB members and CB officers in attendance.

Item 3 - Diagnostic Visit report - Jayne informed the group that she is in receipt of the final report from CLG. It came through yesterday therefore she has not had time to look or circulate it. Jayne is meeting with corporate service improvement this Thursday where she will ask them to put together an action plan around the PSA16 findings.
Action: - Jayne to circulate the report to members.

Item 3 - Transformational Board – 1st meeting has taken place. The 2nd meeting will focus on Total Place.

Item 7 - Action – Implemented

Item 8 - Action - Implemented

4. Lead Officer Update

1. Appeal policy and procedure

Jayne gave a brief reminder of the situation with the appeals process. It had been updated and split between the accreditation and review process. It then went to legal who strongly recommended that SP have a 2 stage appeal process. The CB thought this was unnecessary and asked for this to be taken back to legal to discuss again.

The outcome of that discussion is that SP have gently persuaded legal that SP are on good footing to have a 1 stage appeals process, so should somebody appeal it will go straight through to the appeals panel and the basis for that is because the lead officer is already involved in the process anyway so there's no need to put in an extra part of coming back to the lead officer for the lead officer to confirm what they already know.

Decision: - CB members to adopt the one stage process and for the appeals process to become live.

Action:- Jayne to circulate the final version to CB members so they all know what the final version is.
SP Team to put this on the Council website.

2. Service User Outcomes

Jayne informed members that the outcomes have now been placed in the attached appendix. This is logged and will be kept updated.

EW updated the members on the following:

- SU's have been involved in the new outreach service interview and the results showed that DISC scored the highest overall and have been selected to provide the contract.
- The percentage weighting of service user decision has increased from 20-25%. The SU are very pleased about this as this means that SU have more influence with any decisions being made.
- Sarah Holmes from Bradford Housing Partnerships did a presentation at the SU involvement committee. 2 SU reps now sit on the housing partnership board.

3. Integration of the Supporting People Team into the wider Adult and Community Services Structure.

Jayne informed members that negotiations are taking place about the integration of SP Team into the wider Adult & Community services structure.

Jayne went through the benefits of the integration and stressed that the necessity of making people aware that an SP programme will still exist and will continue to be managed as it is. The only difference is that we will now be sitting in the wider unit as opposed to being a separate team.

A brief discussion took place about funding of sp services contracts and it was noted that the majority of contracts are jointly funded but there are some that are uniquely funded by SP, but this depends on the client group. A lot of joint monitoring work is done with other teams within adult & community services therefore it makes sense that SP joins with adults to continue this joint working relationship.

4. Changing Lives

Jayne went through the key areas on the lead officer report of the Changing Lives Programme. She informed members that the LD housing strategy is going through the consultation process at the moment. A lot of consultation has taken place with SU and carers and now wider consultation is taking place with stakeholders and partners.

Final work is being carried out with housing options through the Valuing People Programme to give some clear options to people into housing. They are looking at home ownership, Private Sector Housing etc.

Jayne stressed that this is a major piece of work going on with LD services as the SP programme invest around 6-7 million on LD services.

5. Bradford Supported Housing

Jayne informed members that a comprehensive action plan has been developed with BSH. The lead officer reports lists the key objectives that BSH are expected to deliver on in order to make them a fit for purpose service provider.

Huge concern was expressed by all members about the provider meeting the objectives, the service users and whether a contingency plan is in place should the provider fail to meet the objectives.

It was noted that SP are meeting with BSH every 3 weeks and the timescale to complete this action plan is 6 months. The 6 months has started from March 2010.

Moira summarised that there are clear objectives that the provider need to meet in the given timescale. CB would like a report back in 6 months but in the mean time should any issues arise with BSH, she requested for this to be brought back to CB members.

Moira also requested for BSH to be informed of the expectations required within the given timescales.

Action: - SP team to inform BSH of the expectations required in order to meet the objectives.

5. Fixed Capacity Contracts

Jayne went through the report which contains a proposal and detail of the introduction of fixed capacity contracts.

The following key points were highlighted from the report

- The difference between the 2 contracts
- The reduction of administration costs fro both the SP Team and Providers
- Provides the authority and providers with better ways of forecasting spend
- The way in which payment will be made to providers

David pointed out that this was raised at the last SCG meeting and the provider reps at the SCG are all very much in favour of this contract.

Jayne mentioned that if CB members are happy with this concept and it is approved today, then the next step is to agree with each of the providers the fixed payment of their contract and to put that in place.

Decision:- All members agreed to the adoption of fixed capacity contracts on all long term block subsidy contracts.

6. Domestic Violence Sector Review

Jayne summarised the circulated report which gives the final proposal for future contracting with providers of domestic violence services and recommendations for future commissioning of further services.

Decision:- All members agreed to all the recommendations as set out in the report.

Action:- The group requested for further action as per the following

- Anah Guy to find out more about the pension contribution
- BWA – The requested uplift to start from November 2010
- Invite Val to the next CB to give a summary of the new strategy
- Item 3.3 in the report. The funding for some of these services may come to an end in March 2011. Jayne to meet with the Domestic Abuse Partnership to discuss the different funding streams and the exit strategies aligned for them and whether they can deliver against the SP framework.

7. **Mental Health Annual Review**

Jayne referred to the report which provides members with details of the current position with MH providers in the district as at the 2010 annual review before a full sector review is undertaken early 2011.

The following key points were highlighted from the report

- 2 providers have achieved level C of the revised QAF (2009)
- Two providers have achieved level B of the existing QAF
- One provider has failed to engage with the SP programme and be assessed under the QAF

A brief discussion took place about the failed provider Airedale Homes and it was noted that this provider had failed to submit any appropriate evidence towards the QAF, poor performance around utilisation and throughput,. The service is short term however it has a number of service users in situ who have been there through the life of the programme.

It has been decided not to renew the contract for this service. SP team will work in partnership with the provider in order to undertake an impact assessment and commission an alternative support provider.

Decision: - CB members agreed to accept the recommendations as set out in the report.

8. **Safe haven – Transfer of Provider**

Jayne explained that Yorkshire Housing (YH) who currently has the overall group responsibility for Safe haven Yorkshire (SHY) have made a strategic decision to concentrate on core business and no longer recognise the work undertaken by SHY as being part of the core business for their organisation. Therefore YH have approached SP to request approval to transfer the service provided by SHY to Metropolitan Support Trust (MST).

MST is an accredited organisation and is currently on the approved list of contactors for Bradford SP; however they do not hold any SP contracts in Bradford although they do hold contracts with other SP teams nationally.

Decision:- CB agree to approve the transfer of SHY to MST for the interim period until the refugee sector review has been complete.

9. **Vulnerable persons housing strategy**

Jayne explained that the report sets out the rationale for completing a housing strategy & investment plan for vulnerable sections of the population and seeks Supporting People grants towards the costs of the project.

Brief discussion took place on:-

- The stock conditions within the Bradford district
- Project Management – SCG will be the steering group
- The link to the overall housing strategy
- The involvement of different agencies where investments can be secured

A timetable will be brought to the CB meeting once the steering group has met.

Decision:- CB members agree to fund this project as per the caveats outlined in the report.

10. **Older persons housing Strategy & Investment Plan**

CB members went through the report that sets out the rationale for completing a housing strategy for older people and requires a financial contribution from Supporting People grant towards the costs of the project. The majority of the work has already been carried out in house by the Housing Strategy & Research Team but there remains a small element which needs to be commissioned.

A discussion took place about the huge range of interest and the importance of this from other partners, the linkage with the care strategy and the total place programme. It was also noted that the reporting of this should be on a fairly senior level i.e. older people's partnership board as well as the Health & well being partnership board.

Decision:- CB agreed to approve this recommendation as per the report.

11. Any other Business

None

Date, time, venue for next meeting

28 June 2010, 1-3pm, Olicana House, 5th Floor Meeting Room