

Supporting People

Minutes of the Bradford Supporting People Commissioning Body Meeting 1-3pm on Monday, 24 November 2008 Conference room 1st floor Olicana House

Present:

CB Members:

Moira Wilson	Strategic Director Adult Services, City of Bradford Metropolitan District Council (Chair)
Neil Maloney	Assistant Chief Officer – West Yorkshire Probation
Liz Barry	Bradford and Airedale PCT

CB Officers in attendance:

Guy Van Dichele	Assistant Director Commissioning, Performance & Business Support, City of Bradford Metropolitan District Council (Accountable Officer)
Rachel Lorimer	SP Service Development & Research Manager City of Bradford Metropolitan District Council
Gary Furze	SP Finance & Systems Manager City of Bradford Metropolitan District Council
David Shepherd	Assistant Director Housing Service, City of Bradford Metropolitan District Council, Chair of the SCG
Simon Welch	Service Improvement Officer City of Bradford Metropolitan District Council
Pam James	Service User Advocate Representative
Neal Heard	Service User Advocate Representative
Emmerson Walgrove	Service User
John Brown	Service User
Anne Kaye	Service User
Melvina Black	Minute taker

Guy apologised that Moira would be late for this meeting as she was running late at another meeting.

David Shepherd also arrived late from another meeting.

Simon Welch attended to give update on item 4 on the agenda in Jayne's absence. This item was taken first as Simon had to leave for another appointment.

1. Apologies:

Jayne Hellowell	SP Lead Officer, City of Bradford Metropolitan District Council
Wendy Hall	Programme Manager - Partnerships City of Bradford Metropolitan district council

2. Declarations of interest

John Brown declare for Horton Housing – paper on steady state contract refers to this provider

Anne Kaye declare for Bradford District Care Trust – paper on steady state contract also refers to this provider

3. Minutes and matters arising from the meeting held on 22 September 2008

The minutes were checked for accuracy

Page 5 – item 5a: Neil asked for a rewording on comments from “there are implications for both sides” to read “there are benefits for all” instead.

Matters arising

Page 2 – item 4.4: approved list of providers – Rachel reported that providers have been invited to tender for the substance misuse and complex needs pilot floating support services.

Page 4 - Box of frogs are coming to speak to the SP Team this week.

Page 5 – item 5: SU involvement in governance: Neil reported that at the SU Involvement Group meeting last Thursday, 20 November it was agreed that John, Emmerson and Anne attended this meeting and the Strategic Core Group (SCG) as SU representatives supported by Neal this will be reviewed at a later stage. Everyone was in agreement with this arrangement.

Page 5 – item 5b: service user payment – Rachel advised that government office rang to ask about the voucher payment system and they said they felt this was a good way of recognising service users and are looking at a similar system regionally.

Page 6 – item 6: Gary reported that quarter 2 Performance reporting will be completed by the end of week ending 28 December. Guy felt that there is a need to look at the Performance timetable in more details.

The Minutes were then accepted as an accurate record.

4. Audit Commission Inspection – Self Assessment

The Self Assessment was brought to the meeting in order to raise awareness of the contents to members – will be sent to the inspection team today. Simon pointed out that this is a very important document and that we all need to get the balance right in terms of progress to date and the challenges and opportunities for the future.

The timetable was brought to raise members attention to interview times they may have during the inspection week, however this may be subject to change at the moment.

5. Lead Officer update

R5a-KLOE 7.2

Rachel reported that the Service user leaflet has been put back and a DVD is being produced instead that will be used as a training tool for front line staff. The SP Team felt that if a more innovative approach is taken, it would perhaps increase a greater understanding of the programme with front line staff. Moira commented that the DVD is a good idea however she felt the work around the client group leaflets should continue, this will then compliment the DVD. Rachel explained that the work on the leaflet will not stop but has just been put back whilst the team concentrate on other key areas of the programme.

Guy said that further mystery shopping will be carried out by Audit Commission the weeks running up to Christmas and it should be noted that their focus maybe the out-of- hours services. He asked members to help SP with identifying some out-of-hours services. It is possible that may be contacting Probation and Health Services front-line staff as well.

R4d—KLOE 4.4

There are still some steady state contracts to be issued, a paper on contracts is on the agenda, which will be discussed later.

Safeguarding adults – a report was due to go to SCG and come to SPCB but this has been delayed due to the review of the Safeguarding Adults policy (No Secrets). As soon as the policy is available for consultation Rachel will ensure it is circulated to all members for comment.

Action - Rachel will ensure the papers are sent out to CB and SCG members.

Complaints - are considered by the risk validation process and at each risk validation visit. Complaints should go to providers in the first instance and if they cannot be resolved at provider level then it should be brought to SP Team. It was commented that we also need to note what officers are finding out when they go out on visits. Moira said that in as part of Performance Management she would like the CB to receive a report on complaints. This should be part of the Performance Management report.

Action – complaints report to be incorporated in the Performance Management report – GF

Adoption of the Strategic assessment Matrix (SAM)

Some comments were made at SCG. They wanted something to be added on regarding move on and to show a link to the needs analysis. Rachel has ensured this is being done at the moment and will circulate the updated document when completed

Decision – CB happy to sign off the SAM

Equality Impact Assessment (EIA)

This was sent out for consultation to providers, CB & SCG members.

Joanne has sent out the document and asked for comments back by the 12 December. Most of the members have not seen the email but Melvina confirmed that this was sent out to all providers and that SCG and CB members would receive it this afternoon.

Joanne will collate the comments from the consultation.

Service user reps can go through Neal with their comments or e-mail/ring up themselves.

Action - Guy is to have a look at the result that come back from the consultation and give CB the key message so it can be signed off

Bids to commit to the SP Grant

Jayne has received a number of bids and will be assessing these on her return from leave, if bids fit in the SP Grant then Jayne will make recommendations to CB members, this will likely be via the e-mail system rather than waiting for the next meeting.

Performance report –

Gary suggested that the SCG and CB meetings for next year are lined up with the performance reporting timetable set by CLG. Reports are not coming to the SCG and CB as they should because the reporting period seems to be falling outside the dates of the meeting and an accurate report cannot be submitted to the group in this way. The final submission to CLG for the current quarter is 28 November and the next one will be in February, this would be the half yearly report and the quarterly report to CLG.

Attendance monitoring

Service user reps and service user advocate are to be added to the CB membership. They did attend the September meeting however some members thought they came as observers but John and Emmerson though membership started in September. They are all happy to be reported in the membership from now on.

Decision – service users and service user advocate are to be reported in the membership from now on - JH

6. Finance report

SP Grant

Gary went through the report.

Page 2 of the report - we expected to spend £17 million out of the £19 million received from CLG. This gives a surplus of £2 million. We expect to spend £63,000 this financial year on new schemes.

Page 3 – spending for next year, 2009-10 is pretty spread across the groups within the Commissioning Plan.

Guy said that there is a meeting Wednesday, 26 November to look at Grant issues.

Moira said we need to keep an eye on finances and report back to the CB/Adult Services. Gary said that SP is working closely with Corporate Finance.

During further discussion, Moira also said she is keen to hear from everyone what they think the monies can be spent on in the benefit of service users between now and the end of March. This also includes other partners such as the Fire Service and Age Concern.

Liz queried how much can be carried forward. Gary replied this would be subject to agreement with CLG.

Anne queried if the govt can claw back the excess from SP. In response to this question it was said there is a risk that the govt may claw back monies.

Decision - a follow-on financial report required at the next CB - GF

Inflation

There were discussions around this item with members looking at this in line with the Councils budgetary arrangements. The Council will know by February what the position will be in terms of increase in inflation. Although inflationary rise has been paid to providers in 2008/9, CB won't be able to make a decision until the wider Council make their decision. It was also communicated to SCG that the aim of CB is to support non-recurrent funding as much as possible. It was commented that caution should be taken in terms of spending on ineligible cost.

Action - to bring to the next meeting a more structured paper on the SP grant for the next 2 years

Decision - Delay decision on inflation until after February when the Council's budgetary arrangements are known.

7. Interim contracts to steady state – VFM analysis

There are still 4 outstanding interim contracts, which were brought to CB for approval to steady state.

Fairweather Project – existing services are being reconfigured. This provider has been validated at level B. It was commented that the report brought to the meeting is showing high support cost, however was clarified that this is not about high, medium and low actual cost but about the level of support service. It was felt that the report may need to show benchmarks separately.

Decision – agree recommendation from SCG to issue steady state contract

Horton Housing Association. This provider currently operates at level C. There is an issue around one of the services; PAGES where this service is being funded twice, this was discussed in more details at the SCG and needs to be considered by CB

SCG proposal is to accept the other services and decommission the PAGES service. The 12 people in this service will still be supported. Moira asked what the impact on the service users would be if this service were decommissioned. Rachel responded that as they are funded elsewhere by SP there is no impact.

Decision – agree SCG recommendation to approve remodelling and new contract values issue steady state contracts in line with the sector review and decommission the PAGES scheme.

Bradford District Care Trust (BDCT) – this service covers Learning Disabilities services and Mental Health services.

Some of the schemes are high-level support but service cost per service user per hour is generally ok. The services are being remodelled. There is more work required but it was felt they could still be closed off and put into steady state as agreed at SCG.

Decision – approve remodelling and new contract value and issue steady state contracts in line with sector review

8. Implications of the Supporting People grant incorporating into the Area Based Grant

There was more detailed discussion around this item at the SCG. It was requested that regardless of the national ring-fenced that there be a local ring fenced on funding. Guy mentioned that this was discussed at Scrutiny Committee and Corporate Management Team and a local ring-fence recommended and therefore the recommendation to Executive is that a local ring fenced be placed on the grant.

Neil M mentioned that SP could perhaps tap into other pots of funding such as neighbourhood partnerships. There are more opportunities if the funding is ring fenced and that SP should keep partners updated on any issues.

Decision – agree as per recommendations in the report i.e. CB to seek agreement from the Authority that funding from the ABG is maintained at the current level for a period to March 2011 to allow planning in line with CLG funding to 2011. CB considers options beyond the ring fenced period and secure appropriate agreement.

9. Supported Housing Review – Transfer of properties

The background to this item relates to changes by Incommunities to properties occupied by vulnerable service users. It was brought to the SCG by a provider with main concerns around exclusions, move-on and impact on affordability. The report indicates that there are implications, which CB needs to note to ensure that this is going in the right direction. The message in the report and discussion at SCG appear to be placing a burden on SP rather than supporting Incommunities where floating support is concerned.

David said he is not happy for the SP team to keep a watching brief on this, as Incommunities is now a separate organisation from the Council. He stated that the implication on SP is that services provided to service users will change to floating support rather than accommodation base.

It was commented that Incommunities made a commitment back in March 2008 that they will continue to provide properties and that they are accountable and not the Council

Pam Bennett stated at SCG on 18 November that they are working on more provision which should increase flexibility for vulnerable groups and that they are committed to working with providers.

SCG would like a report in May/June next year however David and Guy are not happy to do this.

Maira would like further clarification on this item and is very keen to know that this decision by Incommunities doesn't increase the likelihood of exclusion.

Action - Guy to address this in line with discussion that took place at SCG and David will communicate the decision to Provider reps

Decision - take note of the work that's under way and ensure that Incommunities honour commitment in terms of transfer. SP continues to work with Access to Housing the way we are now and raise future concerns with Incommunities if they happen.

10. Impact Community Development

Rachel reported that Impact has gone into voluntary liquidation. Their contract with SP does not support this process. Advice was sought from the Council's Legal department and they advise to terminate the contract with Impact as they have defaulted on their contract. Impact Property Services are not contracted with SP and therefore users cannot be transferred into those services. Some providers of young people services said they could help with the support. These providers include Bradford City Centre Project, Keyhouse and Incommunities. There are 48 service users who are affected.

Moira said SP should ensure we know what the arrangements for the young people at risk are and that they are transferred appropriately and get the quality support that they deserve. Further discussion required with legal and then take action against Impact.

Action – Guy has requested a list of service users in the scheme from Simon Pickering before Guy and David go to members meeting tonight 24 November

Decision - there need to be a strategy meeting before CB officially writes to Impact. It is not certain if service user should be present at that meeting.

Action - Guy and Jayne to check if it is appropriate for service users to be present at the strategy meeting and get back to service user reps.

11. Any other business

David communicated to the meeting that Housing has secured additional funding of £500,000.

Tendering Interviews – awards were made to providers as follows:-

Home improvement agency - Anchor Trust

Handy person – Age Concern

Complex needs – Horton Housing (subject to contract negotiations)

Substance –misuse tender process is being held 25 November

Timetable and wishlist

Invites are being sent out for the Audit week and most people should have received invites to the briefing on 8 January. Jayne will be firming up this timetable in the next couple of weeks.

Moira suggested that members block out some time in their diaries for a pre-inspection meeting, just to look at the final preparation for the inspection before the set up meeting on the 8 January.

Action – Melvina to get a date agreed and circulated to CB members

Date, time and venue for next meeting:

(The date of the next meeting was scheduled for 16 February 2009. 1-3pm Meeting Room 2, Olicana House however Moira requested that this meeting be brought forward due to it being half term week and some people are unable to attend - both her and Guy won't be able to attend that date. Meeting to be brought forward possibly 9 February).

Action – Melvina to sort out a date and circulate to CB members