

Supporting People

Minutes of the Bradford Supporting People Commissioning Body Meeting 1-3pm on Monday, 6 April 2009 Meeting Room 2 1st floor Olicana House

Present:

CB Members:

Neil Maloney Assistant Chief Officer – West Yorkshire Probation
Matt Neligan Director of Commissioning – Bradford & Airedale PCT

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
David Shepherd Assistant Director Housing Service, City of Bradford Metropolitan
District Council, Chair of the SCG
Wendy Hall Programme Manager Partnerships City of Bradford Metropolitan District
Council
Neal Heard Service User Advocate Representative
EW Supporting People Service User
JB Supporting People Service User
AK Supporting People Service User
Dale Smith Executive Member of BMDC (arrived at 14.00)
Farah Mahmood Minute taker

Guy chaired the meeting in Moira's absence. Moira was in attendance at another meeting.

1. Apologies:

Moira Wilson Strategic Director Adult Services, City of Bradford
Metropolitan District Council (Chair)

Pam James Service User Advocate Representative

2. Declarations of interest

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

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

Matters arising

Page 3 – item 4: Internal audit

JH to provide an update on this for the next Commissioning Body (CB) meeting.

The minutes were then accepted as an accurate record.

4. Lead Officer Update

Transition Team

Jayne reported that this has been discussed with the Strategic Core Group who are in agreement with the proposals. The Transition Team will consist of 3 members of staff – 1 Manager and 2 officers. They will be recruited on a 23 month fixed term contract and the potential for secondment

will also be available. Jayne informed the meeting that the transition workers are required to help assist Supporting People and support providers with issues that have arisen as part of a decommissioning decision or where additional expertise is needed to enable a service to improve. The post holders will not be responsible for carrying out improvements but rather enabling those improvements to happen. The remodelling of the learning disabilities and older persons review will involve significant change management and an immense amount of time and resources will be required. This therefore justifies the need for the Transition Team.

Both Guy & David welcomed this proposal and highlighted the significance of the strategic work involved in the remodelling of learning disabilities and older people reviews.

Jayne informed the group that the job description and personnel specification have been sent to HR and are waiting for them to go to the grading panel.

JB expressed concern relating to 2 service users who are currently experiencing harassment from local youths. The 2 service users have requested for a landline to be installed in their home so that they can contact the emergency service should an incident occur. Their key worker has refused this request and has asked them to use their mobiles instead. The service users are arguing that they do not have enough credit on their phones to ring emergency service. Jayne advised that the service users need to get into contact with the landlord and see whether or not they can get a landline installed. She pointed out that they still have to pay for their landline calls but it is arguably cheaper than using a mobile.

Bids to commit to the SP Grant

Jayne reported that she has asked Moira Wilson & Guy Van Dichele for a freeze on the bids so that any outstanding bids can be reconciled and a new commissioning plan can be drawn up. Providers and stakeholders have been notified.

Attendance

The statistics have been compiled from the previous 6 meetings and assessed at the point of take up membership. Wendy noted her apologies for her attendance and stated that this is due to ill health. Discussion took place about the role of service users in the group and it was decided that the service users will now be called "Supporting People Service Users" instead of "Service Users"

Guy suggested whether we should have a service user update report -something like the Lead Officer report that Jayne provides.

In response to a question concerning whether each service users should be monitored individually on their attendance, Jayne commented that all 3 service users represent 1 group therefore if one is unable to attend then there is someone else here to feedback any information from service users.

Decision: The Service Users will now be called Supporting People Service Users

Decision: The Supporting People Service Users to provide an update report for future meetings.

5. Service Planning

Jayne distributed a paper around the table called "Supporting People Decision Making Bodies – Meeting Dates 2009". She then summarised the circulated paper that was emailed to everyone – "Creating a new delivery / service plan" and informed the group that this paper poses some questions as to what and how you would like to see in terms of a service/delivery plan as well as looking at the roles of Commissioning Body (CB) and Strategic Core Group (SCG).

A lengthy discussion took place on this and the following key points were highlighted:-

- Frequency of Commissioning Body Meetings
- Delegated decision making by the SCG or Supporting People Lead Officer
- Level of Detail. At what level does CB want to manage the programme
- Performance Reporting - How does CB want progress reported and monitored?

- Format of the delivery plan
- Looking at the service plan in relation to the forward plan.

Decisions / Actions:-

- The Supporting People Team will micro manage the programme using the service plan and the SCG and CB will manage it at a higher level using a delivery plan. The delivery plan will incorporate the recommendations from the audit report. The CB will be agreeing the framework, principle and boundaries of any work.
- A number of work streams can be determined by SCG and the Lead Officer.
- The CB to be involved in any decommissioning decisions.
- The CB to be involved in the sign off process for sector reviews.
- Frequency of meetings – to stagger the CB meeting, 1 month for business, the next month strategic.
- Jayne to develop a format of the delivery plan for the next meeting by capturing the high level stuff from the service plan and 5 year strategy. To also ensure that the Audit Commission recommendations are also in there.
- Look at linking the delivery plan to the CAA (comprehensive area assessment)
- The forward plan will be updated accordingly by the Lead Officer.
- Performance Reporting – More work is required on the way progress is being reported.
- Need to start looking at the future of housing related support – Maybe create a sub group?

6. Any other Business

EW questioned how many services are still at level C. Jayne informed him that she does not have that information with her but will bring that information to the next SCG which is taking place on 28th April.

Matt informed the group that the Primary Care Trust (PCT) have changed their name as of 1st April 2009 to NHS, Bradford & Airedale. This reflects the separation of commissioning and provider functions, so the commissioning functions are NHS Bradford & Airedale and the provider functions / community health agencies are Bfd & Airedale community health services. The logo that is currently being used on all letterheads require changing. Jayne responded that Supporting People are in the process of changing their logo so they can update the NHS one at the same time.

Date, time, venue for next meeting: 1st June, 2009, 1-3 pm meeting room 2, Olicana House.