

Supporting People

Minutes of the Bradford Supporting People Commissioning Body Meeting 1-3pm on Monday, 16 November 2009 Ash Room – St Peter's House

Present:

CB Members:

Moira Wilson Strategic Director Adult and Community Services, City of Bradford Metropolitan District Council (Chair)
Neil Moloney Assistant Chief Officer – West Yorkshire Probation

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
Gary Furze SP Finance & IT Manager
JB Supporting People Service User
EW Supporting People Service User
Pam James Service User Advocate Representative
Neal Heard Service User Support
A Haider NHS Bradford & Airedale (Substitute for Matt Neligan)
David Shepherd Assistant Director Housing Service, City of Bradford Metropolitan District Council, Chair of the SCG

1. Apologies:

Cllr Dale Smith Portfolio Holder
AK Supporting People Service User
Wendy Hall Programme Manager Partnerships City of Bradford Metropolitan District Council
Katie Nutman SP Service user Involvement Officer

2. Declarations of interest

EW – Bradford Cyrenians, Item 7
Neal Heard – Assisi House, Item 7

3. Minutes and matters arising from the meeting held on 21 September 2009

Matters arising

Page 3 – Supporting People Commissioners Away Day.

It was decided to postpone this due to other priorities. Discussion took place about having a joint SCG and CB meeting to look at the delivery plan and take stock of targets and priorities.

Action – SP Team to arrange a joint stock take meeting between SP Strategic Core Group and Commissioning Body in late June 2010 time.

Page 6 – Letter to providers who are at Level C

Guy reminded the SP Team that he has not received the draft letter to send out to providers who are performing at level c and D of the QAF.

Action – Jayne to do draft and send to Guy.

The minutes were agreed as a correct record.

4. Lead Officer Update

4.1. Changing Lives programme update

Jayne gave members some background information on this programme. She informed the group that the Changing Lives is a programme that will look at existing provision (including day services and residential) with a view to ensuring that people with learning disabilities (LD) are offered choice of where they live and how they are offered support.

A brief discussion took place on the following key points

- Reviews for providers that hold contracts to support people with LD are on hold because they will be done through the changing lives programme.
- joint commissioning process
- Involvement of SU Involvement Group to help support some of the people with LD who may have not had the opportunity up until now to be involved.
- Choices around housing options

Decision – It was agreed by all to have an update every 3-6 months on this programme.

Action – Jayne to put this in the forward plan.

4.2. InCommunities backdate to Octavia

Jayne referred to the last meeting where a debate took place about the contract for Octavia Court where it was agreed to commence payment from 21st September 2009.

Jayne informed members that InCommunities have requested for a backdate from 01.04.09 as they are arguing that the contract went live a lot earlier than the last CB Meeting.

A brief debate took place and the following key points were highlighted

- The service is up and running
- The QAF figure at the moment is 85.5% to reach a level b – No reason to think that they will not reach level b
- Other providers who are not on level b are still getting paid for their services and have an improvement plan in place so it shouldn't be any different for this provider.
- InCommunities are arguing that it should be backdated from 01.04.09 whereas SP team are saying that it will be from 27.05.09 as this is when the old service stopped and the new one took over.

Decision – Agreed to backdate this contract.

Action - Jayne to finalise the details with InCommunities

4.3. PSA16

Members referred to the draft report on the recent PSA16 diagnostic. A discussion took place about the content and accuracy of the report. Extreme concern was expressed by all.

It was noted that senior members from the different partnerships were interviewed for this i.e Roz Hall, Lynn Sowray, Vanessa Manning, Access to Housing, Neil Moloney etc.

After a lengthy discussion Moira summarized that the people that were interviewed need to understand how important it is for us to have their comments back. PSA16 is not in Bradford's local area agreement but it is being pushed very strongly from central government and department of health.

Thanks were expressed to Jayne for all her hard work in coordinating this at very short notice.

Decision – It was decided by all that we hold back on the deadline of 22nd November. Robust feedback/consultation will be required from all those who were interviewed and this new information will be sent Lorraine. Lorraine will be asked to attend the next CB in January to do a presentation.

Action:- Jayne & Guy to produce a response to the PSA16 report from the feedback from all those who were interviewed. No SU Involvement in PSA16 to be mentioned to the CLG.

4.3.1 Bradford Supported Housing Investment Plan

Jayne reported that she has been informed by housing colleagues that funds have been bid to pull together some investment planning for supported housing. Jayne highlighted the fact there are a number of strategies already in place i.e LD, older people. She queried the context of an investment plan for supported housing and where that sits and who will deliver it and where it will be reported to.

Brief discussion took place about this and the Joint Improvement plan and how it relates to PSA16.

It was decided that further discussion on this needs to take place outside of this meeting.

Action – Jayne, David & Guy to meet to discuss this.

4.4. Unallocated funding – 2009 bidding round

Jayne reported that there are 46 applications received so far. Both Tyler and Jayne will be going through the applications this afternoon. A report will be produced for the CB in March which will show the outcomes from the last round of unallocated bids as well a summary on the new bids received.

4.5. Commission older persons services

Jayne referred to commissioning of the 2 potential hospital discharge services that has been put on hold due to the Total Place programme. The 2 services are: -

- (1) Hospital discharge for the general needs population
- (2) Hospital discharge for older people with mental health.

Jayne has been approached by colleagues from Adult Services. They have asked for the commissioning of these services rather quickly. Adult Services have stressed that the approach will not contradict Total Place.

Decision:- CB Members all agreed to the commissioning of the 2 hospital discharge services.

4.6. Attendance Monitoring

Statistics have been compiled from the previous 11 meetings and assessed at the point of take up of membership

Moira expressed concerns about attendance from Strategic Partnership and children services.

Action:- Guy to speak to Roz Hall, Wendy Hall and Richard Tipping about attending the CB.

5. Finance Report

Gary went through the finance report with members around the table.

The following points were highlighted from the report

5.1 Inflation

No information as to what the council are doing at the moment. It will be February / March time before SP Team knows. Providers will then be informed of this accordingly.

5.2 Under spend of the Supporting People Grant

Moira pointed out that a strong case will be needed as to why we are carrying so much money forward into the next financial year. This money has been ring fenced till 2011 but the financial pressure on the private sector is as such that by the end of the financial year SP will require a clear plan to show how the money will be spent.

Jayne responded that both Guy and she have spoken about possibilities for the next year.

Jayne informed members that a commissioning plan is in place which will take us up to 2011 which shows the investment to be committed.

Action– Further discussion is required on this. Gary to produce a report on this to show how the money is being spent in 2010/2011. This report is to be brought to the March meeting with the end of financial year report.

5.3 Efficiency Savings

A brief discussion took place and Moira reiterated the fact that the council are looking for efficiency savings from each department. Clear message needs to be sent out to all providers.

Jayne suggested for a discussion to take place in the March meeting about imposing efficiency savings contracts.

6. **Service User Involvement Framework**

Neal summarised the circulated paper which sets out the Supporting People Service User Involvement Framework and the changes to this framework.

The following key points were highlighted from the report:

- Obstacles around the current structure
- The SU involvement Framework including the new proposed SU Governance Group
- Proposed changes to develop the framework of SP Service User framework Involvement
- How the group will function

A brief discussion took place about linking different SU groups e.g S.U.R.F to make sure that they each recognise the different work/structures.

Decision – CB members accept the recommendation from the SCG to set up a new governance structure for SU involvement.

7. **QAF & Contract Review Update**

Jayne summarised the circulated paper updating the group on the changes to the Quality Assessment Framework. This report also provided members with an update on the current situations with regards to annual reviews that have been completed and the sector reviews that are underway.

The following key points were highlighted from the report:

- A number of providers are not achieving level b of the QAF
- A number of providers have not been engaging with the SP team
- A number of providers are not performing at the minimum level C.

Concern was expressed by all about Salvation Army & Gingerbread. Jayne reported that communication is underway with these providers.

Decision: Members of the CB agreed to the following recommendations as set out in the report
(1) Members note & accept the contents of the report.

(2) Members accept the recommendation from SCG that the transferred service to CBMDC from Hanover HA is initially assessed at level C as per the summary comments in 2.4.

8. **Mystery Shopping Outcome**

Jayne summarised the circulated report and reported that the following key points came out of this:

- Significant lack of knowledge of the Supporting People programme and its services
- This exercise have identified that staff at information points have a lack of knowledge of council services in general
- There is inconsistency in responses to the same scenarios.

Huge concern and dismay was expressed by all around the table.

Maira requested for this report to be sent to her so that on behalf of CB she can forward it to the relevant strategic directors i.e. James Drury, Pam Bennett from Incommunities, Director of corporate services etc.

Discussion took place about the next Mystery shopping exercise. This will take place in spring. It was suggested to include NHS and probation in the next mystery shopping exercise.

Action – Jayne to forward this report to Moira

Action – Moira to forward the report to the relevant strategic directors and then inform Jayne of the next step.

9. **Request for new funding**

Jayne explained that a number of organisations have approached Supporting People for funding in relation to either an expansion of an existing service or to fund a new service. Jayne

summarized the report which sets out detail with view to members accepting the recommendations outlined in the report. The report contained the following key points and brief discussions took place about each point:-

- MAPPS, Bradford Foyer & Street Outreach provide strategically relevant housing related support
- Bradford Day Shelter provides support to vulnerable people but not essentially housing related support
- Services that have requested funding. A recommendation for approval is not being made in this report but details are being submitted.

Decision – CB members agreed to the recommendations as outlined in Point 3 in the report.

10. Any other Business

Part 2 confidential item.

11. Date, time, venue for next meeting

11 January 2010, 1-3pm, Olicana House, 5th Floor Meeting Room