

SUPPORTING PEOPLE IN KENT COMMISSIONING BODY

MINUTES of a meeting of the Supporting People in Kent Commissioning Body held on Thursday, 29 September 2005 in the Darent Room, Sessions House, County Hall, Maidstone.

PRESENT:-

Ashford Borough Council	- Mrs T Kerly (Head of Housing)
Dartford Borough Council	- Mr G Harris
Dover District Council	- Cllr Mrs S Nicholas
KCC	- Mr P Lake (Cabinet Member for Social Care and Community)
Maidstone Borough Council	- Mr J Littlemore (Housing Services Manager)
NHS in Kent	- Miss M Dinwoodie
Shepway District Council	- Mr K Cane
Swale Borough Council	- Mr A Kemp (Housing Services Manager)
Tonbridge and Malling Borough Council	- Ms G Fershaw (Housing Needs and Strategy Manager)
Tunbridge Wells Borough Council	- Ms H Barker (Housing Advice Manager)
Kent Probation Board	- Mr M Ford

OFFICERS: Ms C Martin, Head of Supporting People, Mr O Mills, Strategic Director of Social Services, Mr I McCartney, Contracting, Monitoring and Review Manager, Ms A Coleman, Senior Finance and IT Officer, Ms J Pannell, Policy and Strategy Manager and Mr G Mills, Secretary.

APOLOGIES: Ms P Smith (Sevenoaks District Council), Mr A Chequers (Gravesham B C) Mrs V Coffey (Canterbury City Council), Cllr Cope (Shepway District Council), Mr L Day (Tonbridge and Malling Borough Council), Mr R Verity (Kent Probation Board), Mr D Crosby (Tunbridge Wells Borough Council) and Mr B Ryan (Dover District Council).

1. Minutes of the Meeting held on 7 June 2005

The Minutes of the Meeting held on 7 June 2005 were agreed as a true record.

2. Matters Arising

Claire Martin referred to the letter which she had sent to members of the Commissioning Body regarding leasehold schemes for the elderly and said that no-one had objected to the proposals for dealing with this matter as set out in that letter.

3. Budget

(Report by Andrea Coleman, Senior Finance and IT Officer)

(1) Andrea Coleman presented a paper which gave an update of the Supporting People Budget for 2005/06 and management action in progress in order to deliver a balanced budget for both the current financial year and for 2006/07.

(2) During discussion it was said that despite the pressure on the Supporting People Budget it was highly unlikely that the ODPM would give an uplift in line with inflation. What was needed was Government to be lobbied on the way it allocates resources between the South East and other areas of the country.

(3) On this basis it was agreed that once the new KCC Leader had been appointed he would be asked to take up this matter with Government on behalf of the Commissioning Body. It was also agreed that the draft ODPM National Supporting People Strategy due to be published this Autumn and finalised in the Spring of 2006 would be the subject of a report to the Commissioning Body.

Action: Claire Martin/Andrea Coleman

4. Public Service Agreement

(Report by Louise Horwood, Performance and Review Officer)

(1) Under the second Public Service Agreement which the County Council and its partners have with Government Target 9 is about helping Kent's most vulnerable adults, aged 18 to 64, to live independently. The indicator for this target is the number of Supporting People Service users who have successfully completed a planned move from a short-term service into independence.

(2) The report set out the actions which will be undertaken by the Supporting People Team and highlighted the Team's commitment to reaching this three-year target. It has already started to work closely with relevant providers and partners in order to achieve this and a Focus Group has been established which is undertaking an initial scoping exercise of what obstacles and boundaries may exist and how these can be overcome.

(3) During discussion Oliver Mills said that this target presented a number of challenges but overall there was some £34 million in performance reward grant available under PSA2 and therefore there was a real opportunity for a proportion of that to be reinvested into the Supporting People Service. Following discussion the Commissioning Body endorsed the contents of the report and there will be further updates to future meetings as appropriate.

Action: Claire Martin

5. Supporting People Accreditation

(Report by Louise Horwood, Performance and Review Officer and Andrea Coleman, Senior Finance and IT Officer)

(1) This report provided an update on the progress of the Accreditation process and highlighted issues that have arisen from verification visits by the Supporting People Team. There are 142 providers that have to meet the Accreditation standards prior to being granted a steady state contract and the whole monitoring and review programme has to be completed by March 2006. So far just over 20% of the total number of providers have been Accredited and the Supporting People Team are actively working with another 20% leaving just over 50% still to commence the process.

(2) During the process the Team had identified areas lacking in clarity and these were detailed in the report. During discussion on these it was said, and agreed, that it was important that Supporting People related expenditure should be clearly shown in Management Accounting reports and that annual accounts had to be clearly audited and documented. This requirement was already reflected in Requirement 1, as set out in the report and it was agreed that for clarity this should be incorporated into the recommendations.

(3) Following discussion the Commissioning Body agreed the following recommendations for contracted providers:-

- (1) That Supporting People related expenditure is to be shown separately in the management accounting reports and the annual accounts; and that this element of the annual accounts is to be audited and documented as such.
- (2) That all providers are CRB checked and requested to produce the necessary supporting evidence.
- (3) That relevant papers are obtained from Company's House.
- (4) Where another Administering Authority, has accredited a provider the Kent Supporting People Team will review that Authority's accreditation process. Provided that meets the required standard acceptable to Kent's stringent and thorough process then that would be accepted as a passport for the organisation.
- (5) All organisations will be required to provide the Supporting People Team access to their Business Plan.

The Commissioning Body also noted that without being awarded accreditation, providers will not be granted a steady state contract and therefore will cease to be a provider under the Supporting People Programme.

Action: Claire Martin/Andrea Coleman

6. Floating Support Consultation

(Report by Mr Ian McCartney, Contract Monitoring and Review Manager)

(1) This report provided feedback on the consultation exercise which has been undertaken by the Supporting People Team in relation to the future provision of Floating Support Services within Kent. Following discussion the Commissioning Body agreed:-

- (a) that the Supporting People Team should not tender for services until the needs and supply analysis has been completed;
- (b) that further recommendations to the Commissioning Body be reported at that time;
- (c) that further guidance and clarification on these matters be sought from KCC's Procurement Team;
- (d) reassurances be given to providers that there will be a need for specialist services; and
- (e) that the Supporting People Team is facilitated to make a final and timely decision on how contracting and tendering process are progressed for Floating Support.

Action: Claire Martin/Andrea Coleman

7. Housing Corporation Bid Round – October 2005

(1) The Commissioning Body had before it a bid related to Oban House, Dover and additional papers were tabled at the meeting relating to the East Kent Mental Health Services Redesign Project, Ashford Women's Refuge, Canterbury Women's Refuge and the development of 8 self-contained accommodation units at Eastwell Farm.

(2) During the course of discussion Mr Cane said that an additional bid maybe submitted relating to an existing provider in Shepway which may need support in order to continue functioning.

(3) Following discussion the Commissioning Body noted and endorsed the bids submitted to the meeting and agreed that Mr Lake could consider and approve as appropriate the bid from Shepway as referred to by Mr Cane.

Action: Claire Martin

8. Meeting Dates 2006

The Commissioning Body agreed its meeting dates for 2006 as follows:-

Tuesday, 7 February 2006 commencing at 2.00 pm
Tuesday, 6 June 2006 commencing at 2.00 pm
Thursday, 28 September 2006 commencing at 2.00 pm
Monday, 4 December 2006 commencing at 2.00 pm.

All meetings will be held at Sessions House, County Hall.

9. Date of Next Meeting

The next meeting of the Commissioning Body would be held on Monday, 5 December 2005 at Sessions House, County Hall, Maidstone commencing at 2.00 pm.

10. Exempt Items

(Motion to exclude press and public for exempt items)

The Commissioning Body resolved that under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following business on the grounds that it involved the likely disclosure of exempt information as defined in paragraphs 7 and 9 of Part 1 of Schedule 12A of the Act.

11. Home Improvement Agency Options Appraisal

(Report by Claire Martin, Head of Supporting People, Mr Ian McCartney, Contract Monitoring and Review Manager and Jo Pannell, Policy and Strategy Manager)

(This is an unrestricted Minute of a report which was exempt under paragraphs 7 and 9 of Schedule 12A to the Local Government Act 1972)

(1) The Moat Housing Group has given notice saying that it wishes to withdraw from the delivery of Home Improvement Agencies across the country. This means that five Districts and Boroughs in Kent need to find a new provider. The current contracts are due to cease on 31 March 2006 and therefore an alternative provider needs to be found before that date. Also the Supporting People Team is currently consulting with KCC's Legal Unit in order to establish the potential staff implications.

(2) The Commissioning Body considered the detail of each of the options presented in the report. The Commissioning Body concluded that whilst Option 2 – an independent across five areas or individual areas could be a solution in the longer term for the immediate future the way forward was to draw up tender documents seeking expressions of interest based on one providing home improvement agency services. On this basis the Commissioning Body agreed that the Supporting People Team should draw up tender documentation for the procurement of Home Improvement Agency Services on the basis of one agency covering the local authority districts of Sevenoaks, Tunbridge Wells, Dartford, Gravesham and Thanet. It was further agreed that the tender documentation should be sent to the Chairman and Vice Chairman of the Commissioning Body prior to the documents being published and for there to be a further report to the Commissioning Body at its meeting on 5 December 2005.

Action: Claire Martin/Ian McCartney/Jo Pannell

12. Supporting People Performance Data

(Report by Christy Hubbard, Performance and Review Manager and Louise Horwood, Performance and Review Officer)

(This is an unrestricted minute of a report which was exempt under paragraph 7 and 9 of Schedule 12A of the Local Government Act 1972)

(1) The Supporting People Team is required to both monitor the performance of schemes within the Programme and also to monitor the performance within the Team itself. This report summarise data in order to illustrate the progress of the overall Programme.

(2) Following discussion the Commissioning Body endorsed the content of the report.