

## KENT COUNTY COUNCIL

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### SUPPORTING PEOPLE IN KENT COMMISSIONING BODY

MINUTES of a meeting of the Supporting People In Kent Commissioning Body held in the Darent Room, Sessions House, County Hall, Maidstone on Thursday, 18 December 2008.

#### Present:

Ashford Borough Council	-	Mrs T Kerly
Canterbury City Council	-	Cllr Mr T Austin and Mr S Osborne
Dartford Borough Council		Mr P Dosad
Dover District Council	-	Mrs J Walton
Kent County Council	-	Mr G Gibbens (Chairman of the Commissioning Body)
Sevenoaks District Council	-	Mr G Missons
Shepway District Council	-	Cllr Mrs K Belcourt and Mr B Porter
Tonbridge & Malling Borough Council	-	Cllr Mrs J Anderson & Mr J Batty
Tunbridge Wells Borough Council	-	Mr D Crosby
Kent Probation	-	Mr R Clark

#### KCC Officers:

Mr O Mills, Managing Director, Kent Adult Social Services; Ms C Highwood, Kent Adult Social Services; Ms C Martin, Kent Adult Social Services – Supporting People Team; Mrs U Vann, Supporting People Team; Mrs A Coleman, Supporting People Team; Ms D Apar, Supporting People Team; Mr K Prior, Supporting People Team, and Mr G Mills, Secretary.

### UNRESTRICTED ITEMS

#### Cllr. Mrs Sue Nicholas.

Prior to the commencement of business the Commissioning Body placed on record its unanimous thanks to Cllr Mrs Sue Nicholas for the contribution she had made to its work during her period of office as Vice-Chairman.

**1. Apologies**

*(Item. 1)*

Cllr Mr P Wood, Ashford Borough Council; Mr A Chequers, Gravesham Borough Council; Mrs P Smith, Sevenoaks District Council; Mr A Kemp, Swale Borough Council; Ms A Christou, Thanet District Council; Cllr Mayhew, Tunbridge Wells Borough Council, Ms M Anthony, Supporting People Team.

**2. Election of Vice Chairman**

*(Item. 3)*

(1) Cllr Austin proposed and Cllr Mrs Belcourt seconded that Cllr Mrs Jill Anderson be elected Vice-Chairman of the Commissioning Body.

*Carried unanimously*

**3. Minutes of meeting - 26 September 2008 and matters arising**

*(Item. 4)*

The Minutes of the meeting held on the 18 September 2008 were agreed as a true record.

Matters arising were dealt with and noted as appropriate.

**4. Commissioning Body meeting dates for 2009**

*(Item. 5)*

The Commissioning Body agreed its meeting dates for 2009 as follows:-

Thursday, 19 March  
Thursday, 2 July  
Tuesday, 13 October  
Thursday, 17 December

All meetings will be held at Sessions House, County Hall, Maidstone and commence at 2.00pm.

**5. Performance Management - (Melanie Anthony)**

*(Item. 6 -Report by Caroline Highwood, Director of Resources, Kent Adult Social Services)*

(1) This report provided data on all aspects of Performance Management in the Kent Supporting People Programme. In order to meet recommendations of the Audit Commission, additional information regarding progress against the National Outcomes Framework was included and the Outcomes Data Set derived from further returns made by providers to the Centre for Housing Studies at St Andrews University.

(2) Following discussion, The Commissioning Body noted the contents of the report.

**6. Needs Analysis - (Ute Vann)**

*(Item. 7– Report by Caroline Highwood, Director of Resources, Kent Adult Social Services)*

(1) The Audit Commission expects Administering Authorities to conduct a Needs Analysis on a six monthly basis which details current provision, gaps in provision and comments on the differential between current provision and the identified need. This report therefore highlighted the key points arising from the latest needs analysis and also detailed the schemes which had been commissioned or were about to be commissioned in the light of identified need.

(2) Following discussion, the Commissioning Body noted the report.

**7. Eligibility Policy - (Ute Vann)**

*(Item. 8 - Report by Caroline Highwood, Director of Resources, Kent Adult Social Services)*

(1) The revised Eligibility Policy was presented at the meeting of the Commissioning Body held in September 2008. At that meeting the Commissioning Body raised two specific issues. The first being the distinction between housing management roles and responsibilities, and housing related support. The second related to the ability of 16/17 year olds to receive a service. In the light of the concerns raised the policy had been reviewed and its layout adjusted in order to make it clear and transparent what could or could not be delivered within the Programme.

(2) Following discussion, the Commissioning Body agreed the Kent Eligibility Policy 2008/09 as detailed in the report.

**8. Choice Based Lettings - (Ute Vann)**

*(Item. 9 - Report by Caroline Highwood, Director of Resources, Kent Adult Social Services)*

(1) This report outlined the position of the Kent Supporting People Programme towards Choice Based Lettings as a mechanism of gaining access to Supporting People funded accommodation-based services.

(2) Following discussion, the Commissioning Body endorsed the contents of the report on Choice Based Lettings in relation to Supporting People and requested the Supporting People Team to submit a further report once the cost of access to the database was known.

**Action: Supporting People Team**

**9. Annual Plan 2008-2009 and Revised Key Lines of Enquiry - (Ute Vann/Melanie Anthony)**

*(Item. 10 - Report by Caroline Highwood, Director of Resources, Kent Adult Social Services)*

- (1) This report gave information regarding the revised Key Lines of Enquiry in use as from September 2008 and links to the Kent Programmes Annual Plan 2008/09.
- (2) The Commissioning Body endorsed the contents of the report.

**10. Sheltered Housing Differential Unit Rates - (Claire Martin)**

*(Item. 11 - Report by Caroline Highwood, Director of Resources, Kent Adult Social Services)*

(1) The Kent Supporting People Programme undertook a review of older people's services in 2006. As a result of part of that review, the Programme has undertaken a benchmarking exercise in order to identify an appropriate weekly rate for community alarms and separately for housing related support within sheltered accommodation. The outcome of the review was that in those services, alarms and housing related support should be split by cost, contract schedule and specification. The Commissioning Body had previously agreed that a rate of £1.50 per unit, per week for the provision of community alarms within sheltered services.

(2) In addition, the Kent Supporting People Programme had undertaken work to identify a benchmarked unit rate for the provision of housing related support within sheltered services and the report detailed the terms under which the benchmarking exercise had been undertaken. As part of the discussion Mr Kevin Prior reported to the meeting the views of the members of Kent EROSH (Essential Role of Sheltered Housing).

(3) During the course of detailed discussion the Members of the Commissioning Body raised a number of questions to which the Supporting People Team appropriately responded. At the end of that discussion, the Commissioning Body agreed that:-

- (i) Housing related support for older people should be paid at differential rates that reflected the quality assessment framework grade; and
- (ii) The benchmarking exercise should be repeated for all remaining services within the Strategic Review of Assessment as part of the next five year strategy.

**11. Supporting People Budget - (Claire Martin)**

*(Item. 12 - Report by Caroline Highwood, Director of Resources, Kent Adult Social Services)*

(1) Prior to the commencement of discussion on this item, details relating to two growth bids submitted by Dover District Council were circulated. The first related to provision of temporary accommodation for young (16-24) homeless people and the second related to the provision of support to young people aged 16 and 17 who were at risk of homelessness and had been placed in safe emergency accommodation whilst an assessment of their circumstances was undertaken and efforts made to avoid them becoming homeless.

(2) Claire Martin said that the Commissioning Body had agreed an ambitious programme of expenditure both in the current and next financial year. The Programme would be able to meet the anticipated expenditure in those years with little variation to

forecast and the five year forecast had been adjusted in order to take account of the growth bids.

(3) During the course of discussion it was said that there needed to be greater clarity around how bids are not only presented but are assessed and against what priorities. It was therefore agreed that a framework needed to be developed against which bids could be both assessed and prioritised and for that framework to be agreed by the Commissioning Body. The Core Strategy Development Group was asked to develop this framework to submit that for discussion and approval at a future meeting of the Commissioning Body. This was agreed.

(4) During the course of discussion on the growth bids a number of questions were raised particularly in relation to the two bids submitted on behalf of Thanet District Council. The view was expressed that the Commissioning Body could not take a view on the bid in respect of the Extra Sheltered Housing Service as it needed further development before a final view could be reached. This was agreed and the Commissioning Body decided this bid should be deferred. With regard to the growth bid in respect of the Single Homeless Scheme, some Members of the Commissioning Body said they fully appreciated there were serious issues in Thanet and Cliftonville in particular but considered more information was needed before this bid could be properly considered and evaluated. On that basis consideration of this bid should be deferred. Mr Gibbens and Mr Mills spoke about the urgency of the situation in Thanet and said the point could be reached where action was needed before the next meeting of the Commissioning Body took place. On this basis Cllr Austin proposed and the Commissioning Body agreed that should that situation occur, then a Group comprising the Chairman and Vice-Chairman of the Commissioning Body, together with Cllr Keren Belcourt and Mr Bob Porter be authorised to act on behalf of the Commissioning Body. In reaching this decision, the Commissioning Body asked the Chairman to write to Thanet District Council expressing disappointment that a representative of Thanet had been unable to attend the meeting in order answer questions in regard to both these bids.

(4) The Commissioning Body then agreed as follows:-

- (a) that the Core Strategy Development Group be asked to develop a framework for the consideration of future growth bids and against which they can be assessed as to their relative priority. As part of the frame work each bid was to be given a score against which it could be assessed against other bids. The framework and timescale was to be submitted for approval to a future meeting of the Commissioning Body.
- (b) The Commissioning Body confirmed its decision in respect of each of the growth bids as follows:-
  - **Sevenoaks District Council** – bids put forward in respect of young people as detailed in Appendix 2 of the report and Gypsies and Travellers as detailed in Appendix 3 of the report. **Both agreed**
  - **Thanet District Council** – Extra Sheltered Housing Service – **consideration of this bid be deferred until the next meeting as it needed to be match against the needs analysis data.**

- **Thanet District Council** – Single Homeless – **Bid be deferred until the next meeting**, But in consideration of the fact that a situation could be reached where a decision on this bid was needed before the next meeting, a group comprising the Chairman and Vice-Chairman of the Commissioning Body together with Cllr Mrs Keren Belcourt and Mr Bob Porter be authorised to act on behalf of the Commissioning Body.
  - **Dover District Council** – Extension of Existing Provision of Temporary Accommodation for Young (16-24) Homeless People – **agreed.**
  - **Dover District Council** – Provision of Support to Young People Aged 16 and 17 who are at Risk of Homelessness – **agreed.**
- (c) **County-wide Refuge (Domestic Violence)** the Commissioning Body did not agree to this bid as it did not provide housing related support and therefore did not meet the criteria. Also, it was possible the project could receive support from other funding schemes.

**12. Any other business**  
(Item. 14)

- Claire Martin briefed the meeting on the bidding mechanisms to be undertaken for the enhancement of Handy Person Services. A bid was being put together around providing enhanced assessments and looking holistically at individuals and their needs. The bid would be based on value for money principles and national performance indicators and a copy would be circulated to Members of the Commissioning Body when it has been finalised. The funding ceiling would be £150k in the first year and £200k in the second year.  
**Action: Claire Martin**
- Mr Porter spoke about match funding within the Supporting People Programme for rent deposit schemes. He said he was concerned that one aspect of this was that it appeared this funding could only be used for people leaving Supporting People Funded Services. Claire Martin said that she believed the scheme needed to be given more time before any conclusions were drawn as to whether changes were needed. It was agreed that the matter would be discussed in more detail at a future meeting of the Core Strategy Development Group.  
**Action: Claire Martin**
- The Commissioning Body expressed its disappointment at the numbers present and hoped attendance would be better at the next meeting