

## 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, 26 June 2008.

#### Present:

Ashford Borough Council	-	Mrs T Kerly & Cllr. Mr P Wood
Dartford Borough Council	-	Mr P Dosad
Dover District Council	-	Mrs J Walton
Gravesham Borough Council	-	Mr A Chequers
Kent County Council	-	Mr K Lynes (Chairman)
Maidstone Borough Council	-	Mr J Littlemore
Sevenoaks District Council	-	Mr G Missions
Shepway District Council	-	Cllr. Mrs K Belcourt & Mr B Porter
Swale Borough Council	-	Mr A Kemp
Thanet District Council	-	Mrs A Christou & Mrs Z Whiltshire
Tonbridge & Malling Borough Council	-	Cllr Mrs J Anderson & Mr L Dey
Tunbridge Wells	-	Mr D Crosby
Eastern and Coastal Kent Primary Care Trust	-	Mr C Davis
Kent Probation	-	Mr R Verity

#### KCC Officers:

Mr O Mills, Managing Director, Kent Adult Social Services; Ms C Martin, Head of Supporting People Unit; Ms M Anthony, Performance and Review Manager, Supporting People Unit; Mrs A Coleman, Senior Finance Officer Supporting People Unit, Mrs U Vann, Policy & Strategy Officer; Miss Yozanne Pannell, Performance And Review Officer , Supporting People Unit; John Roach, Acting Contracts and Finance Manager; Andy Ballard, Secretary

## UNRESTRICTED ITEMS

### **1. Apologies**

*(Item 1)*

Cllr Mr T Austin, Canterbury City Council; Cllr Mrs S Nicholas, Dover District Council; Miss C Highwood, Director-Resources, Kent Adult Social Services; Ms A Slaven, Director for YOS and KDATT; Mr D Martinez, Children's Social Services; Mr G Mills, Democratic Services Manager (Executive)

### **2. Minutes of meeting - 20 March 2008 and matters arising**

*(Item 4)*

- (1) The Minutes of the meeting held on the 20 March 2008 were agreed as a true record.
- (2) Cllr.Mrs Anderson reiterated her view that the Commissioning Body should take steps to encourage more elected members to serve on it.

### **3. Declaration of Interest**

*(Item 3)*

Declarations of interests were made in respect of the item on the Unit Costs of Community Alarms by Mr B Porter, Shepway District Council, Mr A Chequers, Gravesham Borough Council, Mr P Dosad, Dartford Borough Council, Cllr Mr P Wood, Ashford Borough Council, Mrs T Kerly, Ashford Borough Council and Mrs J Walton, Dartford Borough Council.

### **4. Performance Management - (Melanie Anthony)**

*(Item 5)*

(I– Report by Director Resources, Kent Adult Social Services)

- (1) This report provided an update on all aspects of Performance Management in the Kent Supporting People Programme. The Supporting People Team monitors both the performance of the scheme as well as the performance of the Team itself. The data source for much of this monitoring is the workbook returns made by providers.
- (2) Discussion took place relating to the Key Performance Indicators (KPI's) and ongoing work will continue to develop and monitor these.
- (3) Following further discussion, the Commissioning Body noted the contents of the report.

### **5. Floating Support Data Analysis - (Melanie Anthony)**

*(Item 6)*

- Director of Resources, Kent Adult Social Services)

- (1) This report had been prepared for the Commissioning Body in response to requests for more information regarding floating support provision and utilisation, reflecting an increase in floating support activity across the county.
- (2) The report highlighted the fact that demand for floating support had substantially increased over the last quarter. Despite this increase the numbers waiting to receive a service had fallen.
- (3) Following discussion, the Commissioning Body noted the contents of the report and noted there would be updates to future meetings as appropriate.

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

*(Item 7)*

– Director of Resources, Kent Adult Social Services)

- (4) This report provided information on the latest needs analysis carried out by the Supporting People Team as part of the six-monthly analysis review and presented a short summary of overall findings.
- (5) Following discussion, the Commissioning Body:-
  - (i) noted the updated needs analysis to June 2008
  - (ii) noted that the priority groups identified for service development in the Kent Five-Year Supporting People Strategy 2005-2010 will be reviewed whilst developing the new strategy 2010-2015 as identified in the Strategy Refresh 2008.

## **7. Refreshing the Five Year Strategy 2005-2010 - (Ute Vann)**

*(Item 8)*

– Director of Resources, Kent Adult Social Services)

- (6) This report provided a summary of the Strategy Refresh which detailed progress against targets in the Five Year Strategy together with, newly emerging strategic contexts and priorities for the remainder of the Five Year Strategy.
- (7) During the course of the discussion, it was agreed that further detail was needed on the Key Achievements.
- (8) Following further discussion, the Commissioning Body noted the content of the report and agreed the Strategy Refresh 2008 subject to the agreed amendments to Key Achievements.

## **8. Update on 2007-08 Annual Plan and Annual Plan 2008-09 - (Ute Vann)**

*(Item 9)*

Director of Resources, Kent Adult Social Services)

- (9) This report provided information on the achievement against the targets of the Annual Plan 2007-08. It also outlined the key targets for the Supporting People programme over the coming year through the Annual Plan 2008-09.

- (10) Discussions took place concerning the benefits of cross referencing the Annual, refresh and Work Plan together.
- (11) Following further discussion, the Commissioning Body noted the contents of the report and agreed the delivery of the Annual Plan 2008-09 subject to proposed amendment.

### **9. Supporting People in Kent Workplan 2008-09 - (Melanie Anthony)**

*(Item 10)*

-Director of Resources, Kent Adult Social Services)

- (1) This report detailed how the work of the Supporting People Team, Commissioning Body and Core Strategy Development Group was to be co-ordinated over the coming year.
- (2) Following further discussion the Commissioning Body agreed the 2008-09 Work Plan.

### **10. Supporting People in Kent Induction - (Melanie Anthony)**

*(Item 11)*

Director of Resources, Kent Adult Social Services)

- (1) Following their inspection in September 2007, the Audit Commission published its findings and recommendations to improve the Kent Supporting People Programme. At its meeting on 20 March the Commissioning Body approved the action plan to deliver these recommendations. Appendix 1 of the report set out a draft index for a proposed Supporting People Induction Manual.
- (2) During the course of discussions it was agreed to slightly amend the running order so that Section 19- How can people access Supporting People Services in Kent, should be re-numbered so as to follow immediately after Section 17- What Supporting People Services are there in Kent.
- (3) It was said that whilst the Programme had come a long way since it was first established, the general public still found it difficult to understand its role and purpose. Therefore the induction manual needed to be written and presented as plain and simply as possible.
- (4) After further discussion the Commissioning Body:-
- i. noted the contents of the report
  - ii. noted that a further draft of the Induction Manual would be presented to the meeting in December 2008.
  - iii. Cllr Mrs S Nicholas & Cllr Jill Anderson agreed to work with the Supporting People Team on the development of the Induction Pack.

### **11. Growth Bid Dartford - (Kevin Prior)**

*(Item 12)*

Director of Resources, Kent Adult Social Services)

- (1) This report provided details of a growth bid for YMCA Thames Gateway (South) Ltd to revenue fund housing related support to 10 one bedroom” Move-on” units in Dartford.
- (2) Mr Lynes said that clarity was needed on the potential of developing an exit strategy which would detail how this could be implemented successfully in the eventuality. In addition under service implementation, how this would be measured would be useful to the group.
- (3) Following further discussion, the Commissioning Body noted and agreed the growth bid. as detailed in the report.

## **12. Growth Bid Sevenoaks - (Kevin Prior)**

*(Item 13)*

Director of Resources, Kent Adult Social Services)

- (1) This report provided details of a growth bid submitted by the West Kent Housing Association for revenue funding to deliver housing related support to 2 units for learning disabled service users in Sevenoaks.
- (2) Following discussion, the Commissioning Body noted the contents of the report and agreed the growth bid as detailed in the report on the basis that it was a pilot scheme which was time limited to two years, and that this did not in any way set a precedent in funding future housing related support to vulnerable people in shared ownership schemes. The scheme would be reviewed prior to the two year limit being reached, and alternative funding streams might be sought from KASS.

## **13. Supporting People Budget - (Claire Martin)**

*(Item 15)*

Director of Resources, Kent Adult Social Services)

- (1) This report provided an overview of the Supporting People Budget and gave an update on the funding request discussed at the last meeting for the Handyperson service. East Kent and Coastal PCT has indicated it is not yet in a position to commit funding for this service in East Kent and therefore a report will be submitted to the December meeting of the Commissioning Body with an option appraisal being presented so the Commissioning Body can determine a way forward.
- (2) Following discussion the Commissioning Body agreed:
  - (i) providers continue to allocate the funding for those in receipt of housing benefit and also to those who are not in receipt of benefits but who meet the criteria for assistance following a financial assessment.
  - (ii) to the scoping of a rent deposit scheme by the Supporting People Team, this to be undertaken in partnership with districts and boroughs.
  - (iii) A further report will be submitted to the meeting in December 2008 on funding for the Home Improvement Agencies Handyperson Service.

**14. Unit Cost of Community Alarms - (Kevin Prior)**  
(Item 14)

Director of Resources, Kent Adult Social Services)

- (1) At its meeting on 10 September 2007 the Commissioning Body agreed to the Supporting People Team undertaking a market testing exercise on the current community/social alarms services being provided across the county. This report presented the findings of the market testing and put forward pricing proposals. A sub-group of the Commissioning Body including representatives from Maidstone Borough Council, Swale Borough Council and the Probation Service had met to consider the responses and taking account of the returns received recommended the cost of a unit of community alarm provision should be set at £1.50 per week.
- (2) Discussion took place around the cost implications of setting the charge at £1.50 per unit per week. Some District Councils would gain from setting the fee at this level but some would be disadvantaged. Concerns were also expressed that the introduction of these changes could possibly lead to the closing down of some services as for some authorities these charges were not cost effective.
- (3) It was said that the sub group had been appointed by the Commissioning Body to look into and research for the most competitive price which could be found. Some members of the Commissioning Body said further research should be carried out and brought to a future meeting. However that would have the knock on effect of delaying implementation still further and this in turn could have a detrimental effect on securing a competitive contract. It was also questioned what more could be achieved by delaying the decision further. However the consensus was that the set price of £1.50 per unit week was the most appropriate cost.
- (4) Following further discussion members of the Commissioning Body were asked to indicate their support for the introduction of a £1.50 per unit per week charge and by a majority this was agreed.
- (5) It was also agreed that a letter would be sent to all members of the Commissioning Body providing information on all the prices that were submitted by providers of social/community alarm monitoring services. This would be anonymised.