

---

**By:** Angela Slaven, Director, Youth and Community Support Services.

**To:** Supporting People in Kent Commissioning Body

**Date:** 20 January 2011

**Subject:** Commissioning Body Memorandum of Understanding

**Classification:** Unrestricted

---

### **Recommendations**

The Commissioning Body of the Kent Supporting People Programme is asked to agree to

1. the adoption of the revised Memorandum of Understanding
2. the proposals relating to the request for two further reports and to receive these reports at the next meeting of the Commissioning Body

### **Summary**

This report presents a revised version of the Memorandum of Understanding. It also suggests that further consideration should be given to the opportunity to formally delegate control of the Supporting People budget to the Commissioning Body as well as strengthening the ability for negotiation between the Commissioning Body and the county council in securing adequate funding to meet the housing related support needs of vulnerable people within Kent

## **1.0 Introduction**

1.1 The Commissioning Body last reviewed the Memorandum of Understanding in 2007. The national Supporting People Programme has changed significantly since 2007. The Programme in Kent is no longer subject to grant conditions, and is no longer ring fenced or part of Area Based Grant. The Programme is now within the Kent Revenue Formula Grant funding and allocation via the decision-making processes within the Kent County Council.

## **2.0. A new Memorandum of Understanding**

2.1 The Memorandum of Understanding sets out the role and responsibility of the Commissioning Body including the decision making process. It should define the expectations of the Commissioning Body for the administration of the Programme.

### **3.0 The Core Strategy Group Recommendations**

3.1 The Core Strategy Group expressed an endorsement of the working relationship that exists between the Supporting People Team, the County, the districts and boroughs, the Probation Trust, and Health. The Core Strategy Group considered a range of issues and recommends that the Commissioning Body request that reports are produced on two issues in relation to the Memorandum of Understanding and the relationship of the Commissioning Body with the County Council. The first report should address consideration of the opportunity within the Memorandum of Understanding on the relationship between the Commissioning Body and the County Council and the power to make a formal delegation of the control of the Supporting People Budget to the Commissioning Body.

3.2 The second report should address consideration of the opportunity to strengthen the ability for negotiation between the Commissioning Body and the County Council to secure adequate funding to meet the needs of vulnerable people who have a housing related support requirement.

3.2 Should the Commissioning Body approve this proposal, the Supporting People Team will enter into discussions with the Communities Directorate, Corporate, and elected members about how this objective could be affected.

### **4.0 Legal Implications**

4.1 There may be potential legal implications in relation to the proposal outlined in 3.1 above which will need to be explored further by the Supporting People Team as part of the report preparation.

### **5.0 Consultation and Communication**

5.1 The CSG representing the District authorities, the Probation and Health Services has been consulted on the nature and content of the agreement.

### **6.0 Risk and Business Continuity Management**

6.1 The need for further consideration to be given to the potential risks and business continuity issues in relation to 3.1 above should the proposal be accepted.

### **7.0 Sustainability Implications**

7.1 The need for further consideration to be given to the potential issues relating to providers and service users in relation to 3.1 above should the proposal be accepted.

### **8.0 Conclusion**

8.1 The current drafting of the revised Memorandum of Understanding as attached to this report will enable the Commissioning Body to continue its business and to drive and influence the future direction of the Programme. The Core Strategy Group recommend that the further work outlined above is

undertaken to ensure that the Memorandum of Understanding enables and supports the emerging agendas in relation to localism and devolving decision making authority to accurately and appropriately reflect the Partnership arrangements that have existed between the county and the districts since 2003.

**Claire Martin**  
**Head of Supporting People**  
**01622 221179**  
**Claire.martin@kent.gov.uk**

### **Background Documents**

Memorandum of Understanding (Draft)

## **Appendix One**

### **Memorandum of Understanding**

#### **1. Statement of Purpose**

The Memorandum of Understanding is a statement of purpose between the appointed members of the Supporting People Commissioning Body in the delivery of housing related support services to the communities and residents of Kent. It aims to provide a basis for collaborative working and the effective investment of resources to ensure value for money and high quality service delivery.

#### **2. Membership**

- a) The twelve districts and boroughs will be represented by the portfolio holders for housing and/or the most senior housing officer within the respective district or borough.
- b) The portfolio holders and/or the most appropriate senior officers within the Customers and Communities, and Family, and Social Care Directorates.
- c) The most appropriate senior officer within public health.
- d) Members will make any declarations of interest which may impact on their ability to make decisions that are in the best interests of the Programme and vulnerable people within Kent.
- e) The Chair of the Commissioning Body will be the portfolio holder for the Directorate who has responsibility for the Programme.
- f) The Vice Chair will be a representative from one of the twelve districts and boroughs. The Vice Chair will be elected in the January meeting.
- g) The most appropriate senior officer within the Kent Probation Trust.

#### **2. Administrative Arrangements**

- a) The Commissioning Body will be administered by the County Council's secretariat in cooperation with the Kent Supporting People Team.
- b) The Kent Supporting People Team will provide reports which relate to the budgetary management, strategic and policy direction of the Programme, commissioning of services including contracting and tendering, performance management, and service user involvement and consultation.
- c) The Commissioning Body will agree a work Programme. The Core Strategy Group will recommend for decision any reports that come to the Commissioning Body.
- d) The Head of the Programme will ensure that the views of providers and service users are represented in reports which are submitted to the Commissioning Body.
- e) The Commissioning Body will meet once every quarter. The Commissioning Body will reserve the right to arrange an extraordinary meeting should circumstances dictate that this is required.

### **3. Relationships with Other Groups**

- a) The Core Strategy Group will be responsible to the Supporting People Commissioning Body and the Commissioning Body will commission work from the Core Strategy Development Group.
- b) The Commissioning Body/Core Strategy Group will work alongside other bodies as appropriate.

## **Frequency of Meetings**

- a) Frequency to be Quarterly
- b) Meetings to be held at Sessions House, Maidstone

## **Conflict of Interest**

a) Members of the Commissioning Body must at all times operate under the Code of Practice for Members of the Committee on Standards in Public Life (January 2005).

b) The Conflict of Interest within the Code of Practice applies to the Commissioning Body, as follows:

- Compliance to the Seven Principles of Public Life
- Officers operate under these terms at the Commissioning Body
- All members should register any private or personal, pecuniary or non-pecuniary relevant interests which may influence or be perceived to influence his or her judgement. Oral declarations should be minuted. The chair will decide whether the declaration means withdrawal/inclusion from the meeting or discussion.

## **Decision-making**

- a) The decisions will be made by consensus

## **Work Programme**

- a) The Commissioning Body will be presented with a work programme by the Supporting People Team each June for their agreement.

Contacts:- [Geoff.Mills@kent.gov.uk](mailto:Geoff.Mills@kent.gov.uk)  
[Claire.Martin@kent.gov.uk](mailto:Claire.Martin@kent.gov.uk)