

**Core Strategy Group Minutes**  
**Monday 10 September 2012**  
**2pm Swale Room 2, Sessions House, Maidstone**

<b>Meeting</b>	Core Strategy Group		
<b>Date &amp; Time:</b>	10 September 2012	<b>Meeting No:</b>	
<b>Meeting Place:</b>	Swale Room 2 Sessions House	<b>Minutes By:</b>	Vicky Teague KCC Customer & Communities Commissioned Services
<b>Present:</b>		<b>Job Title:</b>	
Angela Slaven		KCC – Director Service Improvement (Customer & Communities)	
Melanie Anthony		KCC – Customer & Communities, Commissioned Services	
Fizz Annand		KCC – Interim Head of Service, Customer & Communities	
Christy Holden		KCC – Families & Social Care, Strategic Commissioning	
Dave Garraway		KCC – Finance	
Jane Rogers		Tonbridge Wells Borough Council	
Chris Knowles		Tonbridge & Malling Borough Council	
Gavin Missons		Sevenoaks District Council	
Jay Edwins		NHS Kent & Medway	
Victoria Marshall		NHS Kent & Medway	
<b>Apologies:</b>			
Janet Walton		Tonbridge & Malling Borough Council	
Gary Peskett		Canterbury City Council	
Helen Jones		KCC - Head of Commissioning, Families & Social Care	
Alison Haines		Dartford Borough Council	
Peter Dosad		Dartford Borough Council	
John Littlemore		Maidstone Borough Council	
Howard Cohn		Kent Probation	
Pat Smith		Sevenoaks Council	
Amber Christou		Swale Borough Council	
Jo Tonkin		KCC Commissioned Service	

Item No	Details of the Item/decisions taken	CSG Member responsible for action
1 & 2.	<p><b>Apologies &amp; Introductions</b> The group introduced themselves and apologies were received as above.</p>	
3.	<p><b>Minutes of meeting of last commissioning body meeting</b> Not presented</p>	
4.	<p><b>Minutes of meeting 28 June 2012</b> The minutes were agreed as accurate.</p>	
5.	<p><b>Actions And Matters Arising</b> All actions were complete.</p>	
6.	<p><b>Floating Support, Home Improvement Agencies and Handyperson Services tender processes</b> This was a verbal update by Mel Anthony. The group noted the update including the outcome of the retendering processes. Detail regarding the evaluation processes and expertise was given. No challenges were received to processes used for any of the 16 lots that were tendered. Awaiting signing of contracts – services to go live on 1 October 2012. There were discussions around the Freedom of Information and the volume of work involved in such a large tender process.</p>	
7.	<p><b>Update on outcome of Teenage Parent Tender</b> The group noted the paper and the progress undertaken for the newly developed teenage parent service in Maidstone. The group discussed planning for future supported housing schemes development. <b>Report to go to the Commissioning Body</b></p>	
8.	<p><b>3-5 Year Commissioning Plan</b> The Commissioning Body agreed the Supporting People Strategy 2010-15. The needs analysis that underpinned the strategy should now be refreshed and the commissioning priorities set out in the strategy reviewed to ensure their continuing strategic fit. This refresh will enable a Commissioning Plan to be drawn up, setting out the commissioning activity that will be undertaken over the next 5 years. The group discussed the issues that will impact upon the refreshed analysis and Commissioning Plan. <b>Report to go to the Commissioning Body to reflect the groups comments</b></p>	
9.	<p><b>Performance Management</b> This report highlights the aspects of performance management within the Supporting People programme. The revised key performance indicator that relates to people maintaining or achieving independence has been achieved in Quarter 1 of 2012/13. The revised target for the indicator that relates to</p>	

	<p>successful move on from short term services has been narrowly missed. The programme has funded 8955 contracted household units relating to community alarms.</p> <p>Discussion took place regarding the small number of individuals that had influenced the performance against KPI2, where the target had been narrowly missed. It was agreed the report should be amended to include the actual number of individuals</p> <p><b>Action</b>  <b>Report to go to the Commissioning Body to reflect the groups comments</b></p>	
10.	<p><b>Finance Report</b></p> <p>The core Kent County Council funding allocation for KCC Supporting People in 2012-13 is £25.7m which includes administration of £0.5m. Planned expenditure totals £25.7m and the report set out how this is currently allocated by service along with the Key Performance Indicators.</p> <p><b>Report to go to the Commissioning Body</b></p>	
11.	<p><b>Review of Reserves</b></p> <p>The KCC core budget for 2011/12 was £29.7962m and with net expenditure totalling £30.8405m the drawdown on reserves was £1.044m. This leaves £2.133m on account at year-end. The needs analysis and commissioning plan will set out future commissioning activity. The future use of reserves will be considered in this context.</p> <p><b>Report to go to the Commissioning Body</b></p>	
12.	<p><b>Any Other Business</b></p> <p>Chris Knowles highlighted the impact of welfare reform on future demand for services and gave a local example in the gypsy and traveller community. It was agreed that this should be highlighted in the report in item 8. The Supporting People team will meet with those authorities who identified commissioning priorities in the 2010-15 Strategy to establish progress.</p>	
	<p><b>Dates of future meetings</b></p> <p>Thursday 6 December 2012 at 10am, Medway room, Sessions House, Maidstone.</p>	