

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

Meeting	Core Strategy Group		
Date & Time:	6 December 2012	Meeting No:	
Meeting Place:	Medway Room Sessions House	Minutes By:	Pam McConnell KCC Customer & Communities Commissioned Services
Present:	Job Title:		
Angela Slaven	KCC – Director Service Improvement (Customer & Communities)		
Melanie Anthony	KCC – Customer & Communities, Commissioned Services		
Sarah Lewis	Tonbridge Wells Borough Council		
Dave Garraway	KCC – Finance		
Janet Walton	Tonbridge & Malling Borough Council		
Neil Coles	Maidstone Borough Council		
Alison Haines	Dartford Borough Council		
Lauren Hemsley	Thanet Borough Council		
Paul Whitfield	Dover District Council		
Howard Cohn	Kent Probation		
Sally Duncan	KCC – Customer & Communities, Commissioned Services		
David Weiss*	KCC – Customer & Communities, Business Transformation		
Anne Tidmarsh*	KCC – Families & Social Care		
Apologies:			
Tracey Kerly	Ashford Borough Council		
Kevin Hetherington	Canterbury City Council		
Helen Jones	KCC - Head of Commissioning, Families & Social Care		
Amber Christou	Swale Borough Council		
Helen Jones	FSC Commissioning		
Jay Edwins	Sevenoaks District Council		
Fizz Annand	KCC – Interim Head of Service, Customer & Communities		

*present for part of the meeting

Item No	Details of the Item/decisions taken	CSG Member responsible for action
1 & 2.	Apologies & Introductions The group introduced themselves and apologies were received from the above list of people.	
3.	Minutes of meeting of last commissioning body meeting Not presented	
4.	Minutes of meeting 10 September 2012 The minutes were agreed as accurate after a minor change	
5.	Actions And Matters Arising All actions were noted as complete. The group were advised that the draft specification for the Needs Analysis will be circulated for comment within the next week which has the following timeframe; <ul style="list-style-type: none"> • Draft analysis – to be sent out by 14 December 2012 • Comments/feedback to be received by 4 January 2013 Action 1a: Needs analysis to be circulated for comment Action 1b: Evidence and feedback to be received by 4 January 2013	MA All
6.	Excellent Homes for All An overview of the paper was given to members who were asked to agree the recommendation of utilising £400,000 of the reserves to enable the project to continue. In approving the recommendation for the paper to be presented at the commissioning body for ratification members asked for more detailed narrative of exactly what the money will be used for. Action 2: Paper to be revised before submission to the commissioning body.	DW/AT
7.	Home Improvement Agencies and Handyperson Services The above paper gave members an overview of the process in retendering the above services. Highlighting the following: <ul style="list-style-type: none"> • Provision within the contract to allow local districts and councils to agree with providers in extra HIA services if required. • The contract is for three years with an option for a further two The group were assured that an agreement with providers on outputs would be finalised by the end of December 2012 and assured the members that the delivery of service would remain at the same levels commissioned through Supporting People funding.	

	<p>The paper was noted.</p> <p>Action 3: Confirmation of output targets to be sent to the group.</p>	SD/MA
8.	<p>Performance Management – Quarter 2</p> <p>The key areas highlighted in the above paper were:</p> <ul style="list-style-type: none"> • Transition period of the new Floating Support services going live • Greater numbers of those exiting services as achieved independent living that in the previous quarter • Both KPI targets have been missed with the main causes being the transition of services and poor data quality of submissions. <p>The group were assured that this was being addressed by running free training events in December for all providers to improve the quality of data submitted, which as similar events previously have demonstrate.</p> <p>The paper was noted and to go the commissioning body</p>	
9.	<p>Finance Report</p> <p>The above paper showed the following:</p> <p>2012/13 position forecast of spend</p> <p>Reduction of budget of £750k for 2013/14</p> <p>The use of £400k from reserves to support the PFI project</p> <p>In noting the spend forecast members requested more clarification of spend for HIA services.</p> <p>Members agreed the budget reduction for 2013/14 and the £400K spend on the PFI project presented in Item 6.</p> <p>Action 3: The paper is to go to the commissioning body with the clarification on the budget for HIA services.</p>	DG/MA
10.	<p>Any Other Business</p> <p>None minuted</p>	
	<p>Dates of future meetings</p> <p>18 March 2013 2.00pm – 4.00pm Waterton Lee Room, Invicta House</p> <p>25 June 2013 10.00am – 12.00noon Swale 3 Sessions House</p> <p>12 September 2013 10.00am – 12.00noon Medway Room Sessions House</p> <p>6 December 2013 2.00pm – 4.00pm Medway Room Sessions House</p>	