

Minutes of the Supporting People Commissioning Body Meeting Held on Monday 24th January 2011, at 11am in Room 2.18

Attendees:

David Galvin (DG)	- Assistant Director – Housing Futures
Alan Campbell (AC)	- Director of Commissioning – Salford NHS Trust
Sarah Clayton (SC)	- Head of Strategy and Enabling
Suzy Keen (SK)	- Salford Voluntary and Community Sector
John Burton (JB)	- Representative from the Salford Housing Partnership Board
Laura Hindley (LH)	- Principal Internal Auditor
Glyn Meacher (GM)	- Supporting People Lead Officer
Veronica Archibald (VA)	- Chair of the Supporting People Provider Network
Sue Lightup (SL)	- Strategy Director – CHSC
Jackie Elwers (JE)	- Admin Officer - Supporting People Team (<i>minutes</i>)

PART A

Item No.	Item	Action
1.	<p>Apologies</p> <p>Paul Walker (PW) - Strategic Director for Sustainable Regeneration (<i>Chair</i>) Manjit Seale (MS) - Assistant Chief Executive – Salford Probation Alison Swinnerton (AS) - Principal Group Accountant</p>	
2.	<p>Minutes of Last Meeting</p> <p>Were agreed as an accurate record.</p>	
3.	<p>Matters Arising</p> <p>Commissioning Framework Terms of Reference At its meeting on Thursday 20th January 2011, the Commissioning Framework deferred the decision on the Terms of Reference as there was not enough time to discuss it. GM will bring back to CB once it has been agreed by the Commissioning Framework.</p> <p>Move on Report The Move on report was discussed at the Move On Steering Group meeting on Monday 17th January 2011, where the Steering Group agreed to work on providing an action plan based on barriers and timescales for actions as requested by the Commissioning Body.</p> <p>Scrutiny Panel SC/GM were asked by the Scrutiny Panel to provide case studies on different client groups that tell a story from a service user perspective to make it more real for them. The next meeting will be in March/April 2011. GM/SC to update CB.</p>	<p>GM</p> <p>GM/SC</p>

<p>4.</p>	<p>Internal Audit Review</p> <p>Laura Hindley from Internal Audit attended the meeting to update CB on the internal audit review of the Supporting People programme.</p> <p>CB were asked to discuss the contents of the draft report, approve the sign off for the Mental Health sector review and consider the plans to meet the recommendations of the review.</p> <p>LH said that the report concludes that the SP team manages the programme effectively and that a moderate level of assurance can be given on the adequacy and operating effectiveness of the controls in place at the time of the audit review. This is the second highest rating out of four. They did not find any negative findings and it was a satisfactory piece of work for the auditors.</p> <p>The recommendations were:-</p> <ol style="list-style-type: none"> 1. To ensure that the Council does not remain in a vulnerable position, renewed contracts should be agreed with the providers as a matter of urgency. 2. The revised, more streamlined procedure to ensure contracts in relation to mental health services are approved by the Lead Member for CHSC and the Commissioning Body on a prompt basis should be agreed and put in place and should be brought in without delay. 3. The Supporting People Service should widen its scope in order to enhance the level of savings and should consider working with other local authorities within Greater Manchester in order to achieve this. <p>SK said that some third sector providers may find themselves in financial difficulty because of the cuts and the CVCS are planning to do some work on developing an impact assessment that will go all third sector groups soon.</p> <p>JB asked for more details on Benchmarking within the programme. GM explained that SP have purchased a benchmarking toolkit software package which will operate on a Greater Manchester and Regional basis. It will provide up to date information and give us the opportunity to broaden our knowledge.</p> <p>SL explained that she will be attending the Lead Members meeting this afternoon and she wanted to know what is being looked for in the new Governance process for Mental Health so she could feed back to them.</p> <p>GM explained that the new process was an improvement on the existing ones, as it is designed to improve the timescales of getting to the sign off stage.</p> <p>AC said that back up arrangements needed to be in place if someone goes on holiday or is off sick as this often holds up the process.</p> <p>CB members asked for timescales to be added to the flowchart.</p> <p>LH said that the normal audit timescale for recommendations is six months followed by a Post Implementation Review, which is a mini audit to monitor progress. LH to bring feedback to CB in six months time.</p>	<p>GM</p> <p>LH</p>
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5.	<p>Finance Update</p> <p>SC went through the finance report. The CB said they found it useful that every finance report summarised how we have come to where we are at the moment.</p> <p>CB were asked to note the progress made on meeting efficiencies required for 2010/11 and note that £1.9 million of savings will be required in 2011/12.</p> <p>SC explained that currently there will be a projected overspend of £44,268.</p> <p>GM said that further savings have been identified since the report was written and further savings will be made on a week by week basis as negotiations continue. This will hopefully mean that we will be close to having a balanced budget by the end of the financial year. GM said that the in-year savings delivered this year will also support delivering the savings targets for 2010/11.</p> <p>DG said that SP are making good progress in finding savings.</p>	
6.	<p>Presentation – SP Savings and Plan 2011/12</p> <p>CB was asked to note the current position on the savings required in 2011/12 and the consultation carried out so far.</p> <p>GM presented the CB with a report on the Savings Plan for 2011/12 and a presentation on Supporting People efficiencies for 2011/12, which included the results from consultation from service users, providers and commissioners. The consultation was a result of the following:-</p> <ul style="list-style-type: none"> • A letter was sent out to providers and commissioners from Paul Walker on 6th January inviting them to send in their views by letter or email as part of the consultation process. • The Commissioning Framework were consulted at their meeting on 20th January. • SP contract officers have carried out service user consultation by visiting schemes and talking to residents. • A Provider Network meeting took place on Tuesday 18th January 2011 where VA organised three workshops. <p>VA, as Chair of the Provider Network presented the feedback from providers which was that the main themes coming from the workshops were risk and the effect on crime, especially if socially excluded services were cut. Tendering was also an issue, especially for small services having to tender against large organisations. Providers thought that a £1.9m cut from the SP programme was a disproportionately high sum from £40m cuts for the Council as a whole.</p> <p>VA said that providers put forward the argument that SP is a ‘spend to save’ programme and the cuts could cause increased costs in other areas. VA handed out some figures from Cap Gemini on how much SP funding saves the tax payer large amounts of money.</p> <p>JE will email the presentation to CB.</p>	JE

	<p>3. Work with Corporate Procurement to look at achieving efficiencies through negotiation rather than tendering out everything.</p> <p>4. Provider engagement – consolidates how market engagement takes place so people can go off and do some thinking.</p> <p>SL said that she thought Paul Walker’s letter to providers was a useful update and we should do this more often.</p> <p>VA said that she is in the process of organising three PN sub group meetings which will take place in-between the Provider Network meetings. She could call them sooner and more regular if needed.</p> <p>DG thanked VA for all her hard work and being pro-active with the Provider Network.</p> <p>CB members asked for consideration of the issues, raised in the discussions to form part of future reports to CB meetings</p>	VA/JE
7.	<p>Any Other Business</p> <p>None</p>	
8.	<p>Date of Next Meeting</p> <p>Date: 24th March 2011 Time: 2pm to 4pm (may be re-arranged to 4.30 – 6.30) Venue: Room 2.18, Civic Centre</p>	