

Minutes of:	Herefordshire Supported Housing Provider Forum	
Date:	Friday 16 th November 2007	
Location:	The Kindle Centre	
Present at meeting: (indicate who is chairing who is doing minutes)	Polly Hearsey – Shelter, Elaine Basford – Shelter, Pauline Griffiths – Carr-Gomm Tony Lafford – Saltershill Charity, Angela Olsen – Stonham, Hilary Deakin – Elgar Housing, Sue O'Donoghue – Anchor Trust, Heather Coonick – Herefordshire Lifestyles, Sam Pratley – SHYPP (Chair), Terri Rogers – SHYPP (Minutes), David Young – Advance Support, Jenny Williams – Adult Placement, Georgina Barrett – Advance Support, Ian Gardner – Herefordshire Council, Michael King – Kemble Care, Dawn Stradling – Supporting People, Jill Farmer - Aspire	
Apologies from:	Catherine Collis – West Mercia Women's Aid, Richard Cope, Sue Ralph - Stonham, Kerry Webb, Nicola Gough – Herefordshire Housing, Jan Francis - West Mercia Women's Aid, Sally Levett, Lorraine Jenner, Richard Kelly - Herefordshire Lifestyles	
Matters arising:	None	
Minute taker of this meeting	Sign: Name	
Item no.	Item	Action
Update - national	<p>The outcomes of the comprehensive spending review in respect of Supporting People may be announced by the end of November. It is envisaged that there will be 'further efficiency savings'. Of particular concern is the reference to future allocations being determined by allocation formula rather than legacy funding. However, it would appear that CLG will, as previously indicated, provide a three year funding settlement to Local Authorities.</p> <p>IG referred to the HQN report that had been previously distributed.</p> <p>Chair to issue electronic copy to all providers with these minutes.</p>	S Pratley
Update - regional	<p>West Mercia Cross Authority Group has not met for a while as both partners have been subject to audit inspection. Group to reconvene shortly.</p> <p>West Midlands Regional Group – There is recognition that this group hasn't delivered what was anticipated. In order to take the agenda forward, an Executive Group has been formed. Ian sought and received Commissioning Body support to join this group.</p> <p>A 'regional showcase' event has been arranged for the 22nd March 2008 at Millennium Point in Birmingham. Expressions of interest to participate in the event should be sent to the WMRIG coordinator.</p> <p>IG to provide Chair with details. (details sent to S Pratley Monday 19th November).</p> <p>Outcomes – IG confirmed that the Commissioning Body had requested that providers complete the CLG framework pending further consultation regarding the Regional model. The Commissioning Body were concerned that the regional approach addresses CLG requirements without adding to the administrative requirements of the providers. The Commissioning Body have asked for regular updates in respect of the development of the regional framework and the associated consultation with providers.</p> <p>Discussion took place regarding adherence to the current CLG framework or the adoption of the regional outcomes framework. Some providers indicated that the regional approach had increased the administrative burden. Providers acknowledged that it would be easier to measure the statistics if everyone was using the same system although there was concern that some outcomes would need to be client group specific. Hereford currently uses OCC accounting systems. Work is currently underway within the West Midlands region to work with SPOCC to ensure that outcomes data can be 'mapped across' to meet CLG requirements. There was a general feeling that everyone is keen to share information but not if this increases the amount of paperwork or if there will be great cost implications.</p>	I Gardner

	<p>IG suggested that the forum may wish to invite members from the Worcestershire Provider Forum to attend a future meeting, to provide an update from the provider perspective. It was suggested that feedback should be sought from providers of both short and long term services.</p>	
<p>Update - Local</p>	<p>The Annual Plan 2007 / 2008 is considered by the Commissioning Body to reflect a 'good news story'. Despite the uncertainty, the sector has grown and the majority of priorities in the Supporting People strategy have been delivered.</p> <p>Contracts – Forum members will be aware that the Alliance is leading the development and implementation of a revised 'Compact compliant contract'. It is envisaged that this contract will be utilised and applied from the beginning of the next financial year.</p> <p>However, in the meantime, this work has been 'overtaken' by the proposed introduction of a Department of Health contract. It is understood that use of this contract will be mandatory for PCTs. The implications of this to local contracting issues will be considered at a meeting of the Alliance in December.</p> <p>Despite the ongoing uncertainty, the SP team have devised the service specific schedules that will form part of the SP contract. However, the issuing of these contracts will be dependant on commissioning and procurement activity in compliance with the Council's financial regulations and standing orders.</p> <p>The SP team – a restructure of the Supporting People team is currently underway. Present staffing levels are at 60% of complement. It is envisaged that the restructure will be completed in the next few months. Ian expressed his appreciation for provider colleagues' patience and support during this challenging time.</p> <p>Commissioning Body – membership has been extended to include the head of finance, the interim acting head of social care and the chief executive of the Alliance. Ian reflected that there is currently no provider representation at the commissioning body and invited the group to consider this matter.</p> <p>SP Charging Policy – The Commissioning Body is required to review the charging policy on an annual basis. The current position is that the costs of all housing related support services in Herefordshire are fully subsidised by the local Authority. At present under the CLG's grant conditions, people receiving short term SP services and those in receipt of housing benefit cannot be charged for the housing related support they receive. However, providers were reminded that there is no guarantee that the current exemptions will continue indefinitely. Furthermore, should the distribution formula be applied, charging for long term services will need to be evaluated in order to offset the impact of the envisaged cuts in grant.</p> <p>Core Strategy Group (CSG) – The group presently includes commissioning managers from partner agencies and providers have been fully involved in the associated working groups. The CSG wish to expand it's membership to include service providers and service users. Representation is also being sought from Registered Social Landlords through the RSL forum. As the CSG is fundamental to the development of the SP programme, Ian asked the members of the forum to consider how they would wish to participate.</p> <p>Service User Involvement - At the stakeholder event held in September, six service users expressed an interest in attending a further meeting to discuss how they can inform the development of the Supporting People programme in Herefordshire. A further meeting has been arranged for 22nd November. This will be facilitated by the PCT Involving People team.</p>	

	<p>The forum was asked to consider whether any other service users might be interested in attending the meeting and what could be done to encourage more service user involvement in the future. Providers felt that the provision of more information regarding the meetings would help to 'breakdown the Service Users fear of attending' (i.e. structure of meeting / attendee list / topics for conversation etc). Discussion took place re support workers attending to offer support but it was felt to be inappropriate as it could be inhibitive. It was agreed that, as it was the first meeting, where a request was made by a service user, support workers could offer to attend for the 'ice-breaker' and then leave.</p> <p>Information – Work is ongoing to update the Supporting People information leaflet. This has currently been passed to the Council Directorate services to progress due to a lack of team resources. With regards the SP website, this is also currently being updated with the intention that it will become easier to use and that key documents such as the SP service directory will be made 'fully searchable'. Providers requested that copies of the client records and outcomes reports provided by the CLG be 'uplifted'. Providers also suggested the opportunity to 'showcase' their services on a rolling basis.</p> <p>Needs analysis for the socially excluded client group – The Commissioning Body asked Ian to convey their thanks for provider's responses to the consultants request for information. It was envisaged that the Commissioning Body would consider the interim findings at their meeting on 8th November 2007. However, in light of 'factual inaccuracies in the report' the Commissioning Body are considering how this matter will be taken forward.</p>	
LAA and SP	<p>Jennifer Watkins gave a talk on LAAs. She included a description of the background of the LAA, the funding and ideas on how the group could have an influence. Jennifer provided a variety of handouts and contact lists for information.</p> <p>There was some talk around the effect that this would have on 3 year contracts – these will be individual cases and a broad answer could not be given, however each case will be duly considered.</p> <p>Pilots will be held but it is not known where these are.</p>	
Definition of a Support Hour	<p>SP were unable to provide a detailed formal response to the provider's 'alternative definition of an hour' as it had not been issued in sufficient time. In light of pressures on the agenda and the urgent need to resolve the issue, it was suggested that a task group be convened.</p> <p>Providers who volunteered to be part of this group were: Jill - Aspire, Polly - Shelter, Sue – Mencap, Heather – Herefordshire Lifestyles, Angela – Stonham, Hilary or Peter – Elgar, Georgina – Advance Support, Mike – Kemble Care.</p> <p>The group will meet at 9.30am on 27th November 2007 at Shelter in Widemarsh Street.</p> <p>Providers will present the outcomes achieved at next forum meeting.</p>	
Full Cost Recovery Tool	No presentation was given on this. To be carried forward to next meeting.	
Website	Dawn asked providers for ideas for content. Suggestions were copies of minutes, achievements from the annual plan, and data in conjunction with St Andrews.	
Impact Assessments	This has been started for excluded client groups. The role has been delegated to Emma Millward (SP Review Officer). Emma will contact providers in due course.	
Future meeting dates	It was suggested that future forum meetings be planned with regard to SP Commissioning Body meetings. Waiting for agreed dates. However, there was felt to be the need for a meeting soon regardless.	
	Next Meeting to possibly be third week of January on a Friday. Sam to	

	arrange.	Sam
AOB	Following competitive tender, the contract for the Herefordshire low-level Handy person service has been awarded to You@Home. The manager of the service will be contacting the forum chair to request the opportunity to provide a presentation to other providers. The service will be available to all client groups but will not replace any landlords' duties in this regard.	
Providers only discussion	Notes available	

I confirm that these minutes are an accurate and complete record of the meeting and of the issues discussed.

Name..... Signature..... Role.....

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