

## **SUPPORTING PEOPLE COMMISSIONING BODY**

**MINUTES** of the meeting held on Friday, 26 March 2010 commencing at 10.30 am and finishing at 11.45 am

### **Voting Members of Commissioning Body:**

Councillor Hilary Hibbert-Biles (in the Chair)	West Oxfordshire District Council
Councillor Dorothy Brown	South Oxfordshire District Council
Councillor Louise Chapman (in place of councillor Jim Couchman)	Oxfordshire County Council
Councillor Michael Gibbard	Cherwell District Council
Councillor Angela Lawrence	Vale of White Horse District Council
Graham Stratford	Oxford City Council

### **Non Voting Substitutes**

Duncan Hume (in place of Graham McCartney)	Thames Valley Probation Service
Martin Mellors (in place of Fenella Trevillion)	representative for Oxfordshire Primary Care Trust

### **Supporting Officers and Members:**

Oxfordshire County Council Legal & Democratic Services	–	Tony Cloke
Social & Community Services	–	Nick Welch Natalia Lachkou Maureen Elliott
Cherwell District Council	–	Martyn Swann

*The Committee considered the matters, reports and recommendations contained or referred to in the agenda for the meeting, together with a schedule of addenda tabled at the meeting, and decided as set out below. Except insofar as otherwise specified, the reasons for the decisions are contained in the agenda, reports and schedule, copies of which are attached to the signed Minutes.*

**27/10 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS (IF APPLICABLE)**

(Agenda No. 1)

Apologies from Councillor Jim Couchman (Councillor Louise Chapman substituting in a voting capacity);  
Fenella Trevillion, Oxfordshire PCT (Martin Mellors substituting in a non-voting capacity); and,  
Graham McCartney, Thames Valley Probation Service (Duncan Hume substituting in a non-voting capacity).

**28/10 DECLARATIONS OF INTEREST (ALL MEMBERS OF THE BODY SHALL BE RESPONSIBLE FOR DECIDING WHETHER THEY HAVE A DECLARABLE INTEREST, IN ACCORDANCE WITH THE CODES OF CONDUCT OF THEIR OWN ORGANISATION , IF APPLICABLE)**

(Agenda No. 2)

None.

**29/10 MINUTES**

(Agenda No. 3)

The Minutes of the meeting held on 11 December 2010 were approved and signed.

**30/10 PETITIONS AND PUBLIC ADDRESS**

(Agenda No. 4)

None.

**31/10 GRANT BUDGET REPORT 2009-10**

(Agenda No. 5)

The Commissioning Body noted information in the budget report as at 31 January 2010. The overall position was a positive one, with a projected budget surplus of £602,696, compared to the original forecast of £439,567.

Nick Welch reminded the Commissioning Body that the strategy for some time had been to carry forward any surplus and use it to smooth the effect of a reducing grant/budget. In response to a question, he confirmed that the grants were not ring-fenced and the mechanism to ensure that they reached vulnerable people was through the County Council and the Commissioning Body itself.

There was some concern expressed that the amount showing for expenditure on women at risk of domestic violence in South Oxfordshire was zero, but this was simply because the service had not yet moved from Cherwell DC premises to new premises in Didcot.

### **32/10 ANNUAL PLAN 2010-11**

(Agenda No. 6)

The Commissioning Body was reminded of the requirements in the Memorandum of Understanding regarding the contents of the Annual Plan.

The Commissioning Body considered a draft Annual Plan 2010-11 which had been recommended by the Core Strategy Group following its meeting on 3 March, including a list of major projects for 2010-11 and a budget proposing the amount to be spent on each primary client group.

The draft Plan was based on the same key principle set out in the Administering Authority's advice for 2009-10. Based on this principle, the Administering Authority built a budget that rolls forward the commitments deemed operationally necessary as set out in the Addendum circulated at the meeting (SP6(d)).

The administrative costs of delivering the key projects in 2010-11 could not be met fully by the allocation made in the Area Based Grant which had reduced from £374,000 in 2009-10 to £320,000 in 2010-11. Considering the concerns expressed at item 5 above about contributions to the administrative budget, Nick Welch reported that there were over 40 people and projects in the programme and the cost of procurement advice from Oxfordshire County Council was not charged to the Commissioning Body; any legal advice obtained from the County Council was cheaper than the private sector. He added that other local authorities also met administrative costs from their Supporting People funding. Natalia Lachkou reminded the Commissioning Body that there were now only two contract managers employed, managing 60 contracts between them.

The Chairman felt strongly that a letter should be sent to the Public Service Board of the Oxfordshire Partnership requesting that it continue to 'ring fence' the funding for vulnerable people, although there was no statutory requirement to do so. She also supported Angela Lawrence in her request that the Plan should include an explanatory note about work in connection with women at risk of domestic violence, i.e. that it's a county-wide service, and so the expenditure shown in some districts could be 'zero' depending on where service workers were based.

The Supporting People Commissioning Body agreed the Annual Plan 2010-11, subject to formal confirmation from the voting members of Thames Valley Probation Service and Oxfordshire Primary Care Trust, as required by the Memorandum of Understanding.

(Note: formal agreement was subsequently obtained from the voting members of Thames Valley Probation Service and Oxfordshire Primary Care Trust.)

### **33/10 REVIEW OF SUPPORTING PEOPLE STRATEGY**

(Agenda No. 7)

Nick Welch reminded the Commissioning Body that the current Strategy finishes in March 2011, and the principle was that the three year work programme matches the three year strategy. The Commissioning Body was informed that the purpose of putting this item before it was for a discussion in order to give a steer to the Core Strategy Group.

There was some discussion about the length of the new strategy, and there was strong support for a three year strategy, with an option to review and continue for another two years.

The Commissioning Body was unanimous in its wish (i) to keep an identifiable programme of housing related support across Oxfordshire; (ii) to keep the budget for this programme ring-fenced; (iii) to acknowledge the wider support this programme gave to other programmes; and (iv) for funding to continue based on the risk and costs of withdrawal of this support.

The Supporting People Commissioning Body agreed:

- (i) to send a robust report to the Public Service Board (PSB) of the Oxfordshire Partnership setting out an analysis of needs, pressures, etc. in order better to inform the PSB of the work of the Commissioning Body; and,
- (ii) to receive a report at the June meeting setting out the process and timetable for agreeing a new 5-year Strategy (3 years then optional re-fresh for 2 years) for 2011/12 – 2015/16.

#### **34/10 ANNUAL PLAN 2009-10 - PROGRESS REPORT**

(Agenda No. 8)

The Commissioning Body noted information showing progress against the Annual Plan and a report giving further information about items in the Annual Plan which the Administering Authority was not on track to deliver.

The Chairman summed up the view of the meeting when expressing her pleasure and satisfaction that there were so many projects on track.

#### **35/10 QUARTERLY SERVICE PERFORMANCE NATIONAL AND REGIONAL COMPARISON REPORT - QUARTER 1 2009-10**

(Agenda No. 9)

The Commissioning Body noted the information in the table showing Oxfordshire's performance against National Indicators 142 and 141. Most long-term services and short-term services were performing better, although the comparison was based on a Government analysis which was not circulated until some months after the end of each quarter.

The overall performance against NI 142 was 98.9% and was on target for Quarter 2; performance against NI 141 was 60.6% against a local target of 60%, and was likely to increase to 68% in Q2.

In closing the meeting, the Chairman paid tribute to Mr Nick Welch who was attending his last meeting of the Commissioning Body. Mr Welch had been involved in the work of the Commissioning Body since it had been set up. He would continue to work for Oxfordshire County Council for another year but in another capacity.

It was agree unanimously to congratulate Mr Welch on his service and support and to wish him well for the future.

..... in the Chair

Date of signing .....