Oxfordshire Supporting People Programme Review 2011-12 – Second level project plan

This document comprises the second level project plan for the Supporting People programme review 2011-12 which will be delivered through the <u>3 Work</u> <u>Streams</u> (WS) outlined on the following pages.

The Work Streams description are based on the first level project plan agreed on 6 April 2011, but *have been / will be* developed and elaborated in discussions with all partners and stakeholders engaged in this work to clarify the following elements for each work stream: timescale; roles and responsibilities of partners and stakeholders; deliverables; deadlines; equipment and facilities; dependencies.

Work Stream	Title of Work Stream	Work Stream Lead Officer	Start Date	End Date
1	Strategic context and governance	Natalia Lachkou, Supporting People Programme Manager	6 April 2011	
2	Needs and gaps analysis	James Edwards, Oxford City Council	6 May 2011	
3	Benchmarking and best practice	TBC	Date of 1 st meeting of the group	

Work Stream Description:

Morte C	tream 1. Stratagic context and governmence
	tream 1: Strategic context and governance
	ate: 6 April 2011
	te: 31 March 2012
	tream Lead Officer: Natalia Lachkou, Supporting People Programme
Manage	
	uting partners: [insert membership list]
	tream Objectives:
the L	ew latest policy developments at national, regional, local levels (e.g. _ocalism Bill, Big Society initiatives, Personalisation)
	tinue horizon scanning for further developments and adjust direction of al accordingly where necessary
Wha is the	sider key implications of these developments on the programme: e.g. It else is happening around us? What do we mean by a locality? What e main purpose of housing related support in this changing ronment? What eligibility criteria would look like? What personalised
prov	ision would look like?
≻ Map	and overlay: lead commissioning functions, statutory versus non itory role, expected outcomes for clients, eligibility criteria
	yse these relationships, seeking strategic and operational synergies,
	existing and new – within and between two 'super-groups'
	tream Outcomes:
adm • Prop	oosals for strategic direction of travel, governance and inistration of the programme beyond 2011-12 (WS1) oosals for how to structure the programme and deliver its comes beyond 2011 12 (WS1)
	comes beyond 2011-12 (WS1) ds and gap analysis for housing related support provision for 2012-16
• Eligi	ibility criteria and over-arching outcomes for housing related port provision beyond 2011-12 (WS3)
	posals for types of future provision and commissioning models to
deliv	ver over-arching outcomes that embrace personalisation and lism agenda (WS3)
	missioning and investment plan for 2012-16 (WS1)
	ind Responsibilities:
	tream lead officer
- To c deliv	hair meetings of the core group, oversee and direct production of rerables, liaise with other lead officers to co-ordinate work, report on ress to the Core Strategy Group
	rs of the core group:
	e agreed at the 1 st meeting of the group]
	er stakeholders:
- Tos	upply data and documents, respond to queries, provide contacts, ment on draft deliverables, and support activities in general.
	nent and Facilities:
	ting rooms, administrative support, etc

Summary of Deliverables:				
Ref.	Title	Responsibility		Due date
1A	Proposals for strategic direction of travel, governance and administration of the programme beyond 2011-12	Natalia Lachkou,		17 th
1B	Proposals for how to structure the programme and deliver its outcomes beyond 2011-12	Supporting People Programme		February 2012
1C	Commissioning and investment plan for 2012-16	Manager		
Depe	ndencies:	•		
Items which must be available for this Work Stream			Responsibility	
WS2 – Item 2A – Needs and gap analysis will inform work on items 1A and 1C. WS3 – Items 3A - 3B – Eligibility criteria and outcomes framework, including analysis of best practice, will inform work on items 1A – 1C.			Work stream 2 and 3 lead officers	
Work Streams dependent on this Work Stream			Responsibility	
 WS2 – Items 1A - Strategic priorities will inform work on needs and gap analysis. WS3 – Item 1A – Commissioning priorities will inform work on item 3B. 		Work stream 1 lead officer		

Work	Work Stream 2: Needs and Gap Analysis					
Start	date: 6 May 2011					
End	date: 31 March 2012					
Work	Stream Lead Officer: James Edwards	s, Oxford City Counc	il			
	ributing partners: [insert membership]					
	Stream Objectives:	-				
	Analyse key data sources: JSNA, South East framework for supported					
	housing, local intelligence, other					
	 Map target populations and identify areas of priority need in terms of: type 					
	of need, level of need and risk, desired outcomes for clients					
	Undertake gap analysis taking account of existing provision across					
	rategic partners and wider stakeholders	• •				
	onsider and propose possible solutions		ntified gaps			
	Stream Outcomes:		ninoù gapo			
-	roposals for strategic direction of travel,	anvernance and adr	ministration			
	the programme beyond 2011-12 (WS1)	•				
	oposals for how to structure the pro		r ite			
	itcomes beyond 2011-12 (WS1)	grannie and denve	1 113			
	eeds and gap analysis for housing re	lated support provi	sion for			
)12-16 (WS2)	aleu support provi				
		aamaa far hausing	rolated			
	igibility criteria and over-arching out pport provision beyond 2011-12 (WS		related			
	•••••	-	a madala ta			
	roposals for types of future provision					
	eliver over-arching outcomes that em	ibrace personalisat	ion and			
	calism agenda (WS3)					
	ommissioning and investment plan for 2	2012-16 (VVS1)				
	s and Responsibilities:					
	stream lead officer					
			- To chair meetings of the core group, oversee and direct production of			
	deliverables, liaise with other lead officers to co-ordinate work, report on					
	ogress to the Core Strategy Group					
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Dependencies:	
Items which must be available for this Work Stream	Responsibility
WS1 – Item 1A – Information about current service provision, strategic priorities and areas of unmet need will inform work in item 2A. WS3 – Item 3B – Analysis of best practice in commissioning models and service design will inform work on item 2A.	Work stream 1 and 3 lead officers
Work Streams dependent on this Work Stream	Responsibility
WS1 – Item 2A – Needs and gap analysis will inform work on items 1A and 1C. WS3 – Items 2A – Needs and gap analysis will inform work on commissioning models in item 3B.	Work stream 2 lead officer

Work Stream 3: Benchmarking and Best Practice				
	Start date: Date of 1 st meeting of the group			
End date: 31 March 2012				
Work Stream Lead Officer: TBC				
	ributing partners: [insert membership list]			
	Stream Objectives:	(1		
	e-group 2009-10 data to match Oxfordshire			
	tilise opportunities to obtain new data (e.g.	based on other L	As budgets	
	for 2011-12)			
	nalyse this information to inform our own pl	ans		
-	Stream Outcomes:			
	roposals for strategic direction of travel		d	
	ministration of the programme beyond	· · ·		
	roposals for how to structure the progra	imme and delive	r its	
	utcomes beyond 2011-12 (WS1)		6 . 0010 10	
	eeds and gap analysis for housing related	support provision	tor 2012-16	
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	igibility criteria and over-arching outcomer provision beyond 2011 12 (WS3)	mes for nousing	related	
	upport provision beyond 2011-12 (WS3)	d commissioni-	a madala ta	
	roposals for types of future provision ar			
	eliver over-arching outcomes that embra calism agenda (WS3)	ace personalisati	on and	
	ommissioning and investment plan for 201	2 16 (11/51)		
	s and Responsibilities:	2-10 (0031)		
	stream lead officer			
-	chair meetings of the core group, oversee	and direct produ	ction of	
	eliverables, liaise with other lead officers to	•		
	ogress to the Core Strategy Group		repert en	
	bers of the core group:			
	b be agreed at the 1 st meeting of the group]		
All of	her stakeholders:			
- To supply data and documents, respond to queries, provide contacts,				
	mment on draft deliverables, and support	activities in genera	al.	
	oment and Facilities:			
	eting rooms, administrative support, etc			
Summary of Deliverables:				
Ref.	Title	Responsibility	Due date	
3A	Eligibility criteria and over-arching	Lead officer	odst Maria	
	outcomes for housing related support	(TBC) and	31 st March	
	provision beyond 2011-12	Lorraine	2012	
		Donnachie,		
		Supporting		
	People Team			
3B Proposals for types of future provision Lead officer				
56	Proposals for types of future provision and commissioning models to deliver	(TBC);	31 st March	
	over-arching outcomes that embrace	Lorraine	2012	
	personalisation and localism agenda	Donnachie		
L	percentalisation and localism agenua			

Dependencies:	and Ange Fernande Supportin People Te	es, Ig	
Items which must be available for this Work	Stream	Resp	onsibility
 WS1 – Item 1A – Information about current serve provision, strategic priorities, areas of unmet ne current commissioning models will inform work of 3A. WS2 – Item 2A – Needs and gap analysis will in work on item 3B. 	ed and on item		stream 1 lead officers
Work Streams dependent on this Work Strea	m	Resp	onsibility
 WS1 – Items 3A and 3B – Eligibility criteria, outo framework and analysis of best practice will info on items 1A – 1C. WS2 – Item 3B – Analysis of best practice in commissioning and service design will inform we item 2A. 	rm work		stream 3 officer