

**Notice of Meeting:****Adults Select Committee**

**Tuesday 19<sup>th</sup> May 2015 at 10.00am  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

**PLEASE NOTE THAT THERE WILL BE A PRE-MEETING FOR  
ADULTS SELECT COMMITTEE MEMBERS AT 9.30AM**

**AGENDA**

*The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.*

Item No	Item
1.	Apologies for absence.
2.	Declarations of Interest.
3.	Public Open Forum.
4.	To confirm and sign the minutes of the Adults Select Committee held on:  i. 24th February 2015 (copy attached). ii. 14 <sup>th</sup> April 2015 (copy attached).
5.	Performance Report on GWICES (Gwent Wide Integrated Community Equipment Service) – copy attached.
6.	Performance report on the Supporting People Grant (copy attached).

7.	Planning Discussion: Continuing Health Care (topic suggested by member of the public)
8.	Work Programming (copy attached).
9.	Summing up and date and time of the next meeting: <ul style="list-style-type: none"><li data-bbox="384 421 979 465">• Tuesday 30<sup>th</sup> June 2015 at 10.00 a.m.</li></ul>

**Paul Matthews**  
**Chief Executive**

# Adults Select Committee

## County Councillors:

R. Chapman  
R. Edwards  
P.S. Farley  
R.G. Harris  
M. Hickman  
P. Jones  
P. Jordan  
P.A. Watts  
A.M. Wintle

## Co-opted Members:

D. Hill  
D. Hudson

## Sustainable and Resilient Communities

### Outcomes we are working towards

#### **Nobody Is Left Behind**

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

#### **People Are Confident, Capable and Involved**

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

#### **Our County Thrives**

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

### Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

### Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

**Minutes of the Adults Select Committee held at County Hall, Usk on  
Tuesday 24<sup>th</sup> February 2015 at 10.00 a.m.**

**PRESENT:** County Councillor P.S. Farley (Chairman)

County Councillors: R. Chapman, R. Edwards, R.G. Harris, M. Hickman, P. Jones, P.A. Watts and A. Wintle.

**ALSO IN ATTENDANCE**

County Councillor J. Prosser.

**CO-OPTED MEMBERS:**

Mr. D. Hill.

**OFFICERS IN ATTENDANCE:**

Mr. I. Bakewell	-	Housing & Communities Manager
Mr. M. Howcroft	-	Assistant Head of Finance
Mr. T. Stokes	-	Finance Manager
Ms. H. Ilett	-	Scrutiny Manager
Mrs. N. Perry	-	Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Delia Hudson.

**2. DECLARATIONS OF INTEREST**

County Councillor A. Wintle declared a personal, prejudicial interest under the Members' Code of Conduct as a board member of the Monmouthshire Housing Association, and left the meeting during consideration of Item 4 of the agenda.

**3. PUBLIC OPEN FORUM**

There were no members of the public present.

**4. PRE-DECISION SCRUTINY OF THE HOUSING REGISTER AGREEMENT**

We received a report from the Housing Communities Manager regarding the future delivery of the Housing Register. Members were required to consider a proposal to establish a new three year contract with Monmouthshire Housing Association to continue the delivery of the Council's Housing Register.

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Members were asked to agree to a new three year service level agreement with Monmouthshire Housing Association, with the option to extend for a further twelve months, for the future delivery of the Housing Register and the Homesearch service, with effect from 1<sup>st</sup> December 2015.

To support the proposal, the Committee were informed that an independent health check had been undertaken. The health check considered a number of themes, which included:

- To check that the arrangement allowed the Council to meet its statutory obligation under the Housing Act 1996.
- To consider whether the current arrangement was fit for purpose.
- To check whether the SLA provided value for money.
- To consider the performance of Monmouthshire Housing and consider their effectiveness in terms of making improvements.

The health check provided positive feedback about the Homesearch service, and also provided reassurances that the delivery of the Housing Register was of a high quality.

The Chairman clarified that should the Committee approve the proposal, all appropriate checks had taken place and the Housing and Community Services team fully endorse the proposal.

During discussion the following points were noted:

- We were informed that the independent health check had been carried out by Andy Gale, who had previously supported the Housing Services team on homeless prevention work and was therefore familiar with the Authority's policies.
- A Member questioned if there was a possibility that, as an excellent system, it could it be recommended to other authorities, or marketed in some way. We heard that this was not possible as many authorities across Wales and the UK had similar arrangements. The system being used centred around a Locator IT system, which was owned by Monmouthshire Housing Association.
- A Member, in his role as the Armed Forces Champion, expressed that one of the key movers for the future, under the covenant agreement, was that Welsh Government had recommended five principles laid down in a British Legion document. One of the principles stated that we should make tangible changes to our social housing allocations policy, in order to take Armed Forces as a priority in certain areas. We heard from the Housing and Communities Manager that the policy was reviewed regularly but had been postponed due to the Service Level Agreement under discussion. The Armed Forces aspect would be considered as part of the next review, to take place in the summer.
- It was noted that with regards to the allocation of houses to Afghan translators, 36 households were to be allocated, working on a basis of 2/3 per month. Further meetings were being arranged to consider how best to move forward.
- A Member queried the recommendation that Monmouthshire County Council should consider purchasing the Locator system, and what the cost implications

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would be. We were informed costs were not available, but the module in use supported the case management arrangement, was proactive, and supportive.

- A Member questioned whether people in circumstances without access to IT could get fair access to interviews. We were told that the Housing Options team were involved with Homesearch for more urgent circumstances, providing support and advocating applications. In a bidding process Homesearch would act on and applicants behalf.
- The Chairman questioned the costs detailed in the health check paper. It was confirmed that the total cost of the service was £160k, of which Monmouthshire County Council contributed £40k. It was felt that the health check paper was helpful in setting out what consequences would be if we decided not to agree the proposal.

In summary the Committee thanked the Officer for the report, and resolved to accept and recommend the proposal. It was recommended that Monmouthshire Housing Association should be invited to a future meeting of Adults Select Committee.

## **5. JOINT HOUSING SOLUTIONS SERVICE – MEMORANDUM OF UNDERSTANDING**

We received a report from the Housing and Communities Manager in order for members to consider a proposed Memorandum of Understanding between the Council and Torfaen County Borough Council to support and underpin the delivery of a new joint Housing Solutions Service for Monmouthshire and Torfaen.

Members were made aware that there had been a number of discussions in order to establish a joint Housing Solutions Service with Torfaen, which was now moving at pace and set to go live as of March 2015. In order to create the new service a Memorandum of Understanding had been established. The document would be necessary in order to resolve disputes with TCBC should they arise. The document was modelled similar to the Memorandum of Understanding for Housing Benefit.

It was noted that the document had been to Committee had various stages throughout development.

Members were invited to ask questions, during which time the following points were raised:

- Clarification was sought on acronyms in the document.  
MAPPA – Multi Agency Public Protection Authority  
MARAC – Multi Agency Risk Assessment  
It was agreed that definitions should be provided within the document.
- A Member requested further explanation on item 1.1 of the document. It was agreed this would be amended to provide clarity.
- A Member requested that the document should contain explicit reference to the Armed Forces covenant agreement.

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In summary the Chairman noted that the Committee were pleased to see the service come into fruition. It was confirmed that Committee would like an appropriate way to be found to include reference to the Armed Services Covenant. It was confirmed that this would relate to both Monmouthshire County Council and Torfaen County Borough Council. The Committee would welcome an update in the future on how the partnership progressed. It was recognised as a positive achievement for officers and the Committee resolved to accept the report.

**6. REVENUE MONITORING 2014/15 MONTH 9 OUTTURN FORECAST STATEMENT**

We received a report from the Assistant Head of Finance to provide Members with information on the forecast revenue outturn position of the Authority at the end of month 9, for the 2014/15 financial year. The statement would allow Members an opportunity to consider how services were provided and whether resources were being used efficiently.

Members were required to consider the position concerning the third quarter revenue monitoring and to seek assurances of actions being taken by Chief Officers to address over spends in their areas.

During presentation of the report we were informed of the following points:

- At month 9 the predicted outturn was expected to be £144,000 deficit, being an improvement on month 6.
- Actual expenditure costs included £545,000 redundancy costs which were not a budgeted expense throughout the year.
- The biggest challenge for the Authority going forward would be in the Social Care and Health area, largely around Children's Services rather than Adult Services.
- Adult Services showed an adverse position of £41,000, the predominance of that was savings as part of the mandate process not having been made. Operationally there was actually a £70,000 under spend.
- Since month 6, savings of approximately £500,000 had materialised which meant around £500,000 remained to be found by the end of the financial year.
- The breakdown of over and under spends showed underspends in Community Care and Resource and Performance which mitigated the over spends in Adult Services.
- New to month 9 was data relating to performance management which was designed to pull out data activity against costs.

Following the report Members were invited to ask questions. We noted the following points:

- A Member raised a query relating to the performance management data in reference to the number of older people who received a package of care to support them in the community. It was felt that the figure reported in the table was considerably less than the actual figures. We heard from the Finance

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Manager that Social Workers input figures onto the SWIFT system which were lifted from actual, relevant care plans. This, therefore, reflected the correct figure. It was suggested that the definition of 'package of care' could cause higher figures to be reported elsewhere.

- A Member questioned if the £40,000 over spend was predicted to the end of the financial year. We heard that if there were no changes this would be the predicted outturn.
- The Finance Manager confirmed that the over spend of £40,000 for Adult Services included the under spend of £47,000 predicted for Community Care.
- A Member raised a query on item 1.2 of the revenue outturn forecast. It was noted that causes for exception were provided for exceptions over £25,000. The Committee agreed that, as a public document, causes or explanations should be provided for all over and under spends.
- A Member requested clarification on the Monnow Vale partnership cost apportionments. It was noted that costs had been agreed but the budget was not in line with actual costs. If there were to be an over spend there would be early indications of this.
- The Assistant Head of Finance explained that the Adult Education Service exhibited a £54,000 over spend. There had been a number of challenges over the year. The latest situation was that funding for the Novis project, a digital inclusion project for adults, was to be withdrawn, resulting in what would resemble a £45,000 over spend.
- The Chairman expressed a concern that Adult Education would fall between two stools and requested an opportunity to scrutinise Adult Education, suggesting that the Head of Service and Director of Department be invited. It was a concern that the service was not being scrutinised.

The Committee resolved to accept the report, noting recommendations made.

## **7. ADULTS SELECT COMMITTEE WORK PROGRAMME**

The Scrutiny Manager detailed the Adults Select Committee Work Programme. We noted that the next regular meeting to be held on 14<sup>th</sup> April 2015 should include:

- Budget Monitoring
- Careline
- GWICES

It was suggested that a special meeting be arranged to invite Monmouthshire Housing Association, also inviting Strong Communities Select. The Committee agreed it would be beneficial to arrange the meeting after the system had been in place a few months.

A meeting would be scheduled to discuss an issue brought to Committee by a member of public relating to continuing healthcare. It was felt that in order to do the issue justice, research would need to be carried out. Therefore the meeting should be arranged for May / June 2015 to provide sufficient time.



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To summarise the meeting the Chairman noted the following recommendations:

- We had accepted the recommendations for the Housing Register. The health check had been a useful exercise. The Committee recommended it go forward with the addition of the Armed Forces aspect.
- We accepted the Memorandum of Understanding and would like to see it go ahead with the recommendation of inclusion of the Armed Forces dimension.
- The revenue report had provided factual and helpful explanations, and had not required a management perspective. We had asked for the causes to be completed for all over and under spend, for future reference.
- We would like Adult Community Education to come before Committee.
- We would arrange for Monmouthshire Housing Association to come before the Committee.
- Reports should provide full explanations of acronyms

**8. DATE AND TIME OF NEXT MEETING**

We noted the next Adults Select Committee Meeting would be held on Tuesday 14<sup>th</sup> April 2015 at 10.00 am.

**The meeting ended at 11.30 am.**

**Minutes of the Adults Select Committee held at County Hall, Usk on  
Tuesday 14<sup>th</sup> April 2015 at 10.00 a.m.**

**PRESENT:** County Councillor P.S. Farley (Chairman)

County Councillors: R. Chapman, R. Edwards, R.G. Harris, M. Hickman, P. Jones, P.A. Watts and A. Wintle.

**ALSO IN ATTENDANCE**

County Councillors G. Burrows. M. Powell, J. Prosser and V. Smith.

**CO-OPTED MEMBERS:**

Mrs. D. Hudson  
Mr. D. Hill

**OFFICERS IN ATTENDANCE:**

Mr. I. Bakewell	-	Housing & Communities Manager
Ms. S. Turvey-Barber	-	Careline Co-ordinator
Mr. S. Burch	-	Chief Officer, Social Care and Health
Mrs. J. Boothroyd	-	Head of Adult Services
Mr. T. Stokes	-	Finance Manager
Mrs. D. Hill-Howells	-	Head of Community Led Delivery
Ms. A. Charles	-	Community Learning Manager
Ms. A. Price	-	Area Manager
Mr. W. McLean	-	Head of Policy and Engagement
Mr. M. Gatehouse	-	Policy and Performance Manager
Mr. R. Jones	-	Improvement Support Officer
Ms. C. Hamer	-	Careline Support Assistant
Ms. J. Chiplin	-	Telecare Co-ordinator
Ms. H. Ilett	-	Scrutiny Manager
Mrs. N. Perry	-	Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor P. Hobson

**2. DECLARATIONS OF INTEREST**

County Councillor A. Wintle declared a personal, prejudicial interest under the Members' Code of Conduct as a board member of the Monmouthshire Housing Association, and left the meeting during consideration of Item 5 of the agenda.

**3. PUBLIC OPEN FORUM**

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There were no members of the public present.

#### **4. MINUTES**

We received minutes of the Adults Select Committee:

- i. We confirmed and signed the minutes of the Adults Select committee meeting held on 13th January 2015.
- ii. We confirmed and signed the minutes of the Adults Select Committee meeting held on 17th February 2015

The Chairman informed Members that in response to correspondence, Bobby Bolt, the Chief Operating Officer of ABHB had responded to arrange a meeting, provisionally set for 18<sup>th</sup> May, to discuss matters raised at the last meeting, particularly end of life care.

#### **5. CARELINE PERFORMANCE UPDATE**

We received a report from the Housing Communities Manager in order to inform the Committee about the progress being made with regards to the delivery and development of the Careline Service.

The aim of the Careline element of the Housing & Communities project mandate was to optimise the business potential of the Careline Service, essentially through expanding the customer base and to generate an additional £50,000 income over three years. The focus of the project mandate had been to apply a more commercial approach to marketing and to streamline service delivery.

The provision of telecare equipment had been streamlined by reducing the limitless availability of sensors, to a fixed suite of sensors. The new policy had enabled the team to focus on the core function of providing lifelines, thereby eliminating the time that was previously directed to 'promoting' telecare.

The policy review also introduced a new charging framework. Charges now covered the full cost of providing equipment for new clients.

2014/15 had been dedicated to raising awareness and marketing Careline to potential new clients, carers and families. A marketing action plan was established and a range of actions have and continue to be undertaken to encourage new take-up. At 31st March 2014, there were 741 Careline clients. After an unusual increase in clients leaving the service during quarters 1 and 2, (generally due to death and moving home) the net number of clients has increased to 762 at 1st March 2015.

The target number of Careline clients was 800 and although the target was still to be achieved, the 2014/15 year was regarded to have been a positive year.

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The main on-going challenge was the number of clients leaving the service. This related to the average age of clients.

Following the presentation Members were invited to ask questions.

In response to a query we heard that people in receipt of benefits may be able to access funds to cover the full costs.

Members agreed that including case studies in promotional material would be a beneficial advertisement. We were advised that case studies were included on the website.

We heard that a local housing association had approached the Abergavenny Action 50+ and had handed out a detailed questionnaire to determine future needs. It was noted that it was operating in a similar way.

A Member expressed concern at the lack of wardens, and felt that people living on their own would benefit from having organised outings. Officers explained Wardens had been replaced by the Older Persons Housing Service, and that it was under consideration to use a volunteer system to provide a friending service. The Chairman suggested that the training could be provided within the meal delivery service to link with the friending service.

A Member referred to the Raglan project which uses befrienders, organising trips and tea parties. The befrienders held meetings every month to which a speaker would be invited. It was suggested that members of the Careline team could arrange to attend one of the meetings.

It was questioned why the Older Peoples Strategy Coordinator had been moved from position, and why the position was not going to be replaced. It was noted that this would be followed up after the meeting.

We heard that all Local Authorities provided a Careline service at some level.

The Chairman thanked Members for the suggestions and expressed that the Officers had provided an impressive picture and informative update of how the service was responding to change, and as moving forward in line with previous expectations.

It was acknowledged that we needed to find ways forward and the Chairman suggested that Members of Adults Select Committee might benefit from visiting the Careline department to get a more hands on feel of the service.

It was noted that we needed to encourage further investigation on how other services could become involved, particularly in respect of isolation.

The Chairman suggested that a forum be arranged to create further engagement.

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**6. COMMUNITY LEARNING UPDATE**

We received a report from the Community Learning Manager to provide Members with a performance overview of the service, its current pressures, resources and future strategic direction.

The Committee were recommended to scrutinise the performance and identify any areas considered to require further scrutiny.

We were informed of some significant milestones:

- Relocation of Community Learning in Chepstow from Boverton House to Hanbury House in August 2014, to be shared with the Youth Service from July 2015.
- Relocation of the Community Learning and the Library services into the Community Hub in Usk.
- Establishment of a contact centre in Monmouth. Children's services became based at the Overmonnow Family Learning Centre in August 2014. Proposal for retention of one room purely for Community Learning purposes.
- The handover of Gilwern Community Education Centre and Library to the Community Council had been successfully completed.
- Establishment of a community café and teaching environment in the Abergavenny centre was now complete.
- Further development of non-franchised leisure style courses were proving to be well received.

We were informed that the funding received through the franchise with Coleg Gwent was reduced significantly during 2014/15 and would be reduced further during the 2015/16 academic year. Monmouthshire's offer at present was £150,367.86 for mainstream provision which represented a reduction of over 50%. Welsh offer was expected to be in the region of £50,000.

Following presentation of the report, the Chairman formally thanked officers for the report and invited Members to raise any issues of concern.

In response to a Member questioning if there were any ideas on how to continue to provide the service we heard that officers were looking to deliver provision in rooms already available. We were informed that currently the cost of using a Leisure Centre site was £10,000, which could be reduced if there were different rooms available. Officers were looking into the development of social courses to help offset costs.

We heard that the Old Hereford Road facility was one of the most successful sites, but was expensive to run. A kitchen facility had been established which was intended to feed back into the finances.

The Park Street facility had been visited but was not being considered at the present time.

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The Chairman expressed concern that Members of the Council may be unaware of the situation, and stressed that it was important for local Members to be kept up to date on local issues in a timely manner.

The Head of Community Led Delivery confirmed that the Community Learning had transferred into the Enterprise department last year, and was considered an integral part of the service area. In terms of the buildings, officers had been working with estates, as there was a need to rationalise the cost base since Community Learning were no longer in receipt of funding through the Authority.

It was agreed that the Committee should inform Cabinet of the situation via a letter, including a copy of the report.

In summary the Chairman commended the team on their hard work in seemingly impossible circumstances. The committee appreciated the update and would welcome further updates and open discussions. It was agreed that increase in communication would be beneficial.

**7. CAPITAL BUDGET MONITORING 2014/15 MONTH 9 OUTTURN FORECAST STATEMENT**

We received a report from the Finance Manager in order to provide Members with information on the capital forecast outturn position of the Authority at the end of month 9 for the 2014/15 financial year.

Members were recommended to consider the position concerning the 3<sup>rd</sup> quarter capital monitoring with a revised budget of £16.1 million, month 9 spending of £8.2 million and forecast spend of a further £7.7 million in the last 3 months of the financial year, to derive an outturn under spend of £187,000.

Members were also required to consider the slippage levels of £9.1 million and accept slippage proposals totalling £8,159,000 subject to final outturn position being confirmed, and to de-prioritise schemes totalling £771,000 whose funding is of a general nature.

In summarising the Capital position we heard that at month 9 there was an over spend of £1,000. Of the £273,000 revised budget, £200,000 related to the replacement of the social care IT system, SWIFT. £73,000 related to minor electrical and service works at Mardy Park and Severn View care homes.

Following the presentation of the report Members were invited to ask questions.

A Member queried the process of slippage. It was explained that proposals were that managers scrutinised the bids before going ahead, so that amendments could be made accordingly to avoid large amounts of slippage.

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A Member queried the £15,000 identified for cemeteries, as there was no statutory duty to provide cemeteries. The Officer confirmed he would pass the question on to the Assistant Head of Finance.

The Chairman thanked the Officer for the report, noting that the position was pleasing.

## **8. ANNUAL COUNCIL FRAMEWORK REPORT**

We received the draft Annual Report of the Director of Social Services prior to the final report going to full Council. The purpose of the report was to inform local people and partners how well the arrangements for delivering social care were working. The report was part of the Annual Council Reporting Framework for social care in Wales.

Members were required to consider the report and decide if the report was a clear and fair summary, and whether anything crucial had been missed.

Following presentation of the report, Members were invited to ask questions.

A Member questioned that since Heol Hamlin respite care home for disabled children had closed, would the same service be provided elsewhere. The Chief Officer confirmed he would check with the Children's Services Manager and report back with the information required.

Members congratulated the Officer on the readable report. Members agreed that Monmouthshire County Council were empowering people to live a better life.

It was noted that even though the figure of 9 people staying in hospital due to a lack of social care was more than we would like to see, it was a very low figure over the year. It was noted that compared with other authorities, it was one of the lowest figures.

It was questioned if there was a particular reason why 19% of Looked After Children experienced unplanned school moves. We heard that improvements in a full range of placements locally would mean less need to move schools.

A Member expressed that it was pleasing to see the percentage of carers of adults who were offered their own assessment or review had increased annually to 97.3%.

In response to a query regarding the lack of inter-agency sharing in relation to safeguarding of the elderly the Chief Officer explained that in terms of our Monmouthshire County Council's structure in social services, Protection of Vulnerable Adults (POVA) arrangements had been strengthened. There was some concern regarding restructuring within the Police which could affect safeguarding procedures.

The Cabinet Member for Social Care and Health, commended the presentation and style of the report. He added that there we were about to see significant changes to the IT system in Social Services, and wished to pay tribute to the staff who had worked on developing the systems. The investment made to putting the new system in place would be prudent, and all who had tried the system had provided positive

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feedback. The new system would be far easier to use, avoid repetition and provide an improved way to record information.

It was noted that there was recurring themes about our people and the need to recruit and train accordingly. It was recognised that there were very high calibre staff and there had been successful recruitments over the last year. However, the use of agency staff was still being addressed. With regards to training, the Chief Officer felt we were ahead of the curve.

A Member expressed that the number of children on the protection register being down by 50% to 37, was an encouraging figure. We heard that we were not yet where we would like to be with prevention, but making sure that children weren't on the register when not needed to be made a difference to the figures.

In summary the Chairman thanked the Chief Officer, and confirmed that the Committee accepted and noted the report. The Chairman requested that the Chief Officer pass on congratulations and express the support of the committee to all staff involved in the service.

## **9. STAGE 1 IMPROVEMENT PLAN 2015-2017**

We received a report in order to provide Members with the opportunity to scrutinise the Improvement Plan and Improvement Objectives proposed for 2015-17 ahead of a decision by Council on 23<sup>rd</sup> April 2015.

Members were recommended to scrutinise the five improvement objectives proposed in the Plan and the extent to which the action were likely to achieve the objective and improve outcomes for the community.

The Plan contained five specific objectives, which had been updated from those agreed for 2014-15 to reflect the adoption of a fourth priority as set out in the partnership continuation agreement:

- We will drive improvement at all key stages of education.
- We will safeguard vulnerable people, whether young or old, while reducing people's dependence on social care.
- We will enable our county to thrive.
- We will maintain locally accessible services.
- We want to be an efficient, effective and sustainable organisation.

Following presentation of the report, Members were invited to ask questions.

A Member expressed concern that the percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness did not provide a true reflection. It was suggested that there should be a distinction between rural and urban areas. The issue of litter should be addressed as Monmouthshire is the gateway to Wales. Officers would take the matter up with Waste Management for further discussion.



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It was suggested that the report should contain actual figures as percentages could be misleading, and provide a distorting effect. The Improvement Plan followed guidelines but Officers agreed to consider this point and to provide supplementary information.

A Member expressed that the percentage of adults age 60 or over who held a concessionary bus pass did not reflect how often the bus pass was used. If people were not able to use the buses it may not signify an improvement.

In response to a query relating to the average sickness days per employee, we heard that there had been an issue regarding the accuracy of the figures, which had now been addressed. The Chairman agreed that sickness absence could be an area for further discussion. The figures provided an insight of the health and morale of the organisation.

The Chairman noted that the extended Adults Select Committee resolved to accept the report.

**10. ADULTS SELECT COMMITTEE WORK PROGRAMME**

The Scrutiny Manager advised that the next meeting would be held on Tuesday 19<sup>th</sup> May and would include POVA annual report and GWICES.

The Chairman thanked the Scrutiny Manager for her continued hard work and commitment.

**11. DATE AND TIME OF NEXT MEETING**

We noted the next Adults Select Committee Meeting would be held on Tuesday 19<sup>th</sup> May 2015 at 10.00 am.

**The meeting ended at 1.20pm.**

<b>SUBJECT:</b>	<b>GWENT WIDE INTEGRATED COMMUNITY EQUIPMENT STORES (GWICES)</b>
<b>MEETING:</b>	<b>Adult Select</b>
<b>DATE:</b>	<b>19<sup>th</sup> May 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

## 1. PURPOSE:

- 1.1 Follow up report for Scrutiny to a previous Members presentation last year.
- 1.2 Inform Members of recent changes in the year to how the costs are distributed among partners, along with other cost efficiency measures.

## 2. RECOMMENDATIONS:

- 2.1 Members note the change to the method of cost apportionment,
- 2.2 Members endorse officers' approval to the new methodology and the savings to Monmouthshire County Council,

## 3. KEY ISSUES:

- 3.1 To recap on the previous presentation, GWICES is a section 33 partnership with a number of pan Gwent Local Authorities and Health to provide Aids and Adaptation equipment to service users to remain in their homes.
- 3.2 When the section 33 partnership was established from 1<sup>st</sup> October 2008, it was agreed to apportion annual costs based on the length of time equipment was held out in the community.
- 3.3 Based on the current apportionment, our contribution for 2014/15 is £353,511 against a budget of £349,603, an overspend of £3,903.
- 3.4 Over the past 18 months we have been reviewing the current method of cost apportionment against actual usage for Monmouthshire. This analysis of usage as an alternative cost apportionment method was presented to the GWICES Finance Group and subsequently the Management Advisory Board (MAB), to open up a debate on an alternative cost apportionment methodology.
- 3.5 With the current Section 33 agreement up for renewal on 1<sup>st</sup> April 2016, it was a good time to approach the lead Authority Torfaen County Borough Council to table the review of a new cost apportionment methodology. As such, a new methodology was agreed in August 2014 based on the previous year's actual usage by each partner. In December

2014 the data of the new methodology and the proposed resultant charges were issued as detailed in the table below: -

									Key
									New methodology
									No change
									6 way split
Charge	2014-15 Forecast	ABUHB	BG	CCBC	MCC	NCC	TCBC	CRT	Total
Lead Commissioning Team	89,425	14,904	14,904	14,904	14,904	14,904	14,904		89,425
Installation and Removal	45,530		4,538	17,714	5,710	7,320	10,248		45,530
Specials	397,588	66,328	42,979	56,132	63,530	87,633	80,986		397,588
Decontamination Costs	404,892	46,051	49,381	105,559	40,421	46,958	60,710	55,812	404,892
Decontamination costs (Physio block charge)	62,028	62,028							62,028
Repairs	33,144	1,655	3,977	9,323	3,196	6,203	5,974	2,816	33,144
General Equipment Management	127,202	21,200	21,200	21,200	21,200	21,200	21,200		127,202
Planned Maintenance	104,060		15,766	33,574	16,513	20,473	17,734		104,060
Purchase of Equipment (minus Physio)	678,250	313,737	38,272	92,953	36,151	31,545	51,800	113,792	678,250
Purchase of Equipment (Physio)	93,672	93,672							93,672
Logistics	268,921	92,788	17,560	42,354	17,365	16,832	34,830	47,191	268,921
Logistics Satellite	67,040	67,040							67,040
Call Outs	7,100		878	1,684	878	1,391	2,269		7,100
Management Charge	249,652	41,609	41,609	41,609	41,609	41,609	41,609		249,652
<b>Total 2014/15 New</b>	<b>2,628,506</b>	<b>821,013</b>	<b>251,065</b>	<b>437,006</b>	<b>261,478</b>	<b>296,067</b>	<b>342,265</b>	<b>219,612</b>	<b>2,628,506</b>
<b>Forecast 2014/15 Current</b>	<b>2,628,507</b>	<b>562,622</b>	<b>286,367</b>	<b>544,430</b>	<b>350,955</b>	<b>416,911</b>	<b>410,137</b>	<b>57,084</b>	<b>2,628,507</b>
<b>Variation</b>	<b>- 0</b>	<b>258,391</b>	<b>- 35,302</b>	<b>- 107,424</b>	<b>- 89,477</b>	<b>- 120,844</b>	<b>- 67,872</b>	<b>162,528</b>	<b>- 0</b>

Based on the above table our contribution would reduce to £261,478, a saving of £89,477.

- 3.6 Following the protocol this must go to MAB for agreement. On 17<sup>th</sup> March 2015 MAB approved the new methodology, to be implemented from 1<sup>st</sup> April 2016.
- 3.7 In addition to the new cost apportionment, work has been happening on a professional level with the employment of a resident Occupational Therapist working in the stores. The Occupational Therapist has helped reduce costs by keeping up to date with new equipment and intercepting orders and liaising with colleagues to provide alternative cheaper equipment and/or alternatives. As the resident Occupational Therapist is a professional colleague, their advice is readily accepted by prescribers and trust has been gained throughout the year from their advice and results.
- 3.8 A review has taken place in terms of collection of equipment less than £25 and deemed it not cost effective to collect such equipment, given the unit cost for collection of £20 and decontamination unit cost of £16 per piece of equipment, making a total unit cost of £36 to recover equipment costing £25. When equipment is delivered, service users are told that the equipment is theirs and not to be returned when no longer required.
- 3.9 A partnership agreement is in place with GWICES and Rhondda Cynon Taff for the sharing of very specialised complex equipment. If an order is placed the resident OT makes enquiries if the other stores have a suitable piece of equipment and these are then loaned across areas. The scheme is planned to extend to other Integrated Equipment Stores.

**4. REASONS:**

- 4.1 From the joint agreement of 1<sup>st</sup> October 2008, we have a wealth of usage data scanning seven years in which to determine a different approach to cost apportionment.
- 4.2 This data has allows for a comprehensive fairness analysis into cost apportionment.

**5. RESOURCE IMPLICATIONS:**

- 5.1 The resultant saving against budget for GWICES is moved to the Monnow Vale budget thereby plugging an historic deficient continually raised at each Adult Select when quarterly forecast monitoring is presented.

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

- 6.1 As this report is looking at the review of how costs are spread more evenly across the partners and not changing service delivery, there are no impact or sustainability issues to note.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

- 7.1 There are no implications due to the nature of this report being financial and not having an impact on service users.

**8. CONSULTEES:**

Julie Boothroyd – Head of Adult Services  
Eve Parkinson – Monmouth Integrated Team Manager

**9. BACKGROUND PAPERS:**

No background papers

**10. AUTHOR:**

Tyrone Stokes – Finance Manager

**11. CONTACT DETAILS:**

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<b>SUBJECT:</b>	<b>SUPPORTING PEOPLE PROGRAMME GRANT</b>
<b>DIRECTORATE:</b>	<b>SOCIAL CARE AND HEALTH</b>
<b>MEETING:</b>	<b>ADULT SELECT COMMITTEE</b>
<b>DATE:</b>	<b>19 May 2015</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE:**

To consider the appropriateness of the actions being taken to address a 6.5% reduction in Supporting People Programme Grant (SPPG) in 2015/16, in advance of the completion of an internal comprehensive review of services for 2106/17.

**2. RECOMMENDATIONS:**

That members consider the range and scope of the actions being proposed – summarised in this report and detailed in a presentation to members.

**3. KEY ISSUES:**

The SPPG allocation for 2015/16 is £2.039m, a reduction of 6.5%. The challenge is to continue to provide the range and scope of services within the reduced funding, whilst at the same time introducing new initiatives that reinforce support in key areas of the MCC, and the Minister for Communities and Poverty, priorities – Homelessness, Poverty and benefit reform impact, Domestic Abuse and Younger People.

**Funding efficiencies:** For 15/16, instead of funding providers via block contracts, funding for actual support hours provided is being introduced. At the same time, the inconsistencies of funding levels resulting from the previous SP (SPG and SPRG) methodologies is to be addressed by introducing a funding cap of £36k per support worker. Across Gwent and Monmouthshire the inconsistencies in funding community alarms for older people is addressed. A fixed fee to cover the call monitoring costs is to be introduced whilst at the same time, additional funding is to be made available to those that receive means-tested benefits. Providers have been consulted and new contracts agreed. There is general agreement that the capped level of funding meets the sector's sustainability requirements.

**Service Improvements:** The previous SP contracting methodologies differentiated between long and short-term services. Following service reviews, the opportunity has been taken to remodel/rationalise these services so that the service user can move from crisis to longer-term support without the need to change support worker. The resulting reduced number of contracts is more efficient to administer and manage and contract economies have been achieved in 6 such rationalisations. Similarly, additional resources have been applied at the front end of the service to improve primary prevention – resolving problems before the service user needs to be referred to the full SP service. New, pilot services are to be introduced in 15/16 – additional support within a joint SPPG and Children's Services contract for domestic abuse and a Youth Services transition support worker.

**Regional efficiencies:** On a regional basis, partnership working is delivering benefits – the contracts for providers delivering services across Gwent are being rationalised to a single Gwent contract. So far, this has been achieved with some older people services and a Prison Release programme (a new initiative/service for MCC). The generic floating support services across Gwent will be appraised for contracting and service delivery efficiencies in 15/16.

**National initiatives:** The MCC SP team continues its involvement with national initiatives to improve the quality and efficiencies of the data and performance management systems and with the SPPG allocation task group which is considering and developing more equitable SPPG allocation methodologies.

**Savings:** The efficiency, remodelling and service development actions result in an overall saving of circa £166k.- against a reduction in funding of £132k in SPPG. The balance, £34k, remains to be allocated.

**Pilot initiative options:** The possibilities include funding volunteering coordination (potentially maximising outcomes per £ funded); supporting the community coordination initiative and/or providing support to the integrated SC&H services.

**4. REASONS:**

The SPP supports circa 3,100 people across Monmouthshire – 2,100 via community alarms and 1,000 via support services (Appendix 1). The outcomes achieved support MCC's and the Minister for Communities and Tackling Poverty's objectives. The outcomes achieved make a very real difference to the well-being of the service users involved.

Maximising the impact of the programme within the funding available is the primary objective, both in terms of the outcomes for service users and the stability and sustainability of the programme for providers and their staff.

**5. RESOURCE IMPLICATIONS:**

SPPG reduces by 6.5% in 2015/16 to £2.039m. The budget for the administration and management of SPPG continues to represent efficiencies supporting, as it does, broader functions within the Commissioning function.

**6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

The significant equality impacts identified in the assessment (Appendix 2) are summarised below for members' consideration:

- The EqIA submitted with the Local Commissioning Plan 14/17 remains valid. However, positive action has been taken to mitigate impacts for older people receiving means-tested benefits.

The actual impacts from this report's recommendations will be reviewed annually.

**7. CONSULTEES:**

SC&H Directorate Management Team, SPPG Planning Group, SPPG Providers and service users, Regional Collaborative Committee

**8. BACKGROUND PAPERS:**

None

**9. AUTHOR:**

Chris Robinson, Lead Commissioner SC&H QA and Supporting People

**10. CONTACT DETAILS:**

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<b>April – September 14/15 SPPG Supported</b>	<b>Client Support Category</b>		
<b>Client Support Category</b>	<b>Lead</b>	<b>Secondary</b>	<b>Third</b>
Alarm Services (including in sheltered/extra care).	2,141	0	0
Families with Support Needs	10	5	0
Generic Floating support to prevent homelessness	325	24	19
Men Experiencing Domestic Abuse	2	1	0
People over 55 years of age with Support needs	320	23	9
People with Chronic Illnesses (including HIV, Aids)	2	18	7
People with Criminal Offending History	4	6	5
People with Developmental Disorders (I.e. Autism.)	1	0	0
People with Learning Disabilities	30	21	3
People with Mental health Issues	159	65	20
People with Physical and/or Sensory Disabilities	18	40	17
People with Refugee Status	0	0	0
People with Substance Misuse Issues (Alcohol)	5	18	2
People with Substance Misuse Issues (Drugs and Substances)	1	20	7
Single parent Families with Support needs	17	24	13
Single people with Support Needs not listed above (25-54)	20	47	4
Women experiencing Domestic Abuse	70	13	5
Young People who are Care Leavers	2	0	4
Young People with Support Needs (16-24)	13	6	0
Ex-Armed Forces	0	2	1
Frail Persons	3	23	14
Gypsies and Travellers	0	1	1
Migrant Workers	0	0	0
<b>TOTAL</b>	<b>3,141</b>	<b>356</b>	<b>131</b>

**EQUALITY IMPACT ASSESSMENT FORM****Appendix 2**

<b>What are you impact assessing</b>	<b>Service area</b>
SPPG allocation proposal 2105/16	SC&H
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
Chris Robinson	Chris Robinson 9 May 2015

**1. What are you proposing to do?**

Manage the reduced allocation of Supporting People Programme Grant (6.5%) whilst maintaining the range and scope of services.  
This assessment is an amendment/addition to the EqIA submitted with the 2014/17 Supporting People Programme Grant Local Commissioning Plan



2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age	Yes	Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

3. Please give details of the negative impact

Rationalising the funding of community alarms to only funding the SP eligible component – monitoring call charges – whilst making the cost to older people consistent across Monmouthshire and Gwent, represents a potential disadvantage to those older people on means-tested benefits.

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

Arrangements have been made with Careline to provide funding in full for those older people in receipt of means-tested benefits

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

The 2015/16 spendplan, considered by the Regional Collaborative Committee and included in the Regional Commissioning Plan that has been submitted to and approved by Welsh Government

**Signed**.....Chris Robinson.....**Designation**...**Lead Commissioner SC&H and SP**.....**Dated**...9 May 2015.

## **Appendix 2                      The “Sustainability Challenge”**

There are no amendments associated with these actions and proposals to the previously considered assessment associated with the 2014/17 Supporting People Programme Grant Local Commissioning Plan

## *Monmouthshire's Scrutiny Forward Work Programme 2014-2015*

<b>Adults Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
17 <sup>th</sup> December 2014 10am  (Special Meeting)	<b>Budget Context</b>	Discussion of mandates / savings proposals for Adults:  <ul style="list-style-type: none"> <li>▪ Collaboration on housing services and development of Careline services</li> <li>▪ Sustaining Independent Lives in the community</li> <li>▪ Adult Social Care Service Transformation</li> </ul>	Various	Budget Engagement
	<b>Whole Authority Risk Log</b>	Presentation of the Risk Log - Committee to identify areas of risk for scrutiny in New Year.	Matthew Gatehouse	Risk Monitoring
13 <sup>th</sup> January 2015	<b>Risk Management</b>	Monitor and challenge performance in relation to mitigating risks to ensure the Council achieves its outcomes and improvement objectives for communities, and delivers statutory plans/operational services - Challenge of Cabinet Members and Officers on key risks within the remit of the Select Committee.	Matthew Gatehouse	Risk Management
	<b>Month 6 Revenue and Capital Budget Monitoring</b>	Review of finance position for directorates and schools, identifying risks/trends in underspends and overspends.	Mark Howcroft	Budget Monitoring
17 <sup>th</sup> February  (Special Meeting 10am)	<b>Minor Injury Units</b>	The decision taken by the Aneurin Bevan LHB to withdraw this service has had ramifications for other topics under scrutiny - Committee to discuss the performance of alternative service provision with the Health Board.	ABHB	External Scrutiny

## *Monmouthshire's Scrutiny Forward Work Programme 2014-2015*

<b>Adults Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
	<b>"Integrated Care Priorities for the Last Days of Life"</b>	Discussion with the Aneurin Bevan Health Board on the Welsh Governments strategy for Care pathways. Invite St David's Hospice.	ABHB	External Scrutiny
<b>24<sup>th</sup> February 2015</b>	<b>Allocations Review</b>	Pre-decision scrutiny of the revised allocations policy - invite Strong Communities Select Committee.	Ian Bakewell	Policy Review
	<b>Deprivation of Liberty Safeguards</b>	Scrutinise the implications of the new high court judgement and the financial implications on Adult Social Care and Health. Awaiting outcome of national review of DOLS - return to committee. Significant financial and legal implications.	Julie Boothroyd	Policy Review
<b>14<sup>th</sup> April 2015</b>	<b>Careline</b>	Committee agreed discussions needed to take place between social services and housing, Members welcoming regular performance updates.	Ian Bakewell	Policy Review
	<b>GWICES</b>	Torfaen host the scheme and lead on operations. Committee to scrutinise: - Services delivered and how they are configured - Cost of the service - Performance of the service	TBC	Performance Monitoring
	<b>Month 7 Revenue and Capital Budget Monitoring</b>	Review of finance position for directorates and schools, identifying risks/trends in underspends and overspends.	Tyrone Stokes	Budget Monitoring
<b>May 2015</b>	<b>Performance Report on Adult Services</b>	Periodic performance report on areas within the social services remit.	Mathew Gatehouse	Performance Monitoring

## *Monmouthshire's Scrutiny Forward Work Programme 2014-2015*

<b>Adults Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
	<b>POVA</b>	Committee to challenge performance in relation to the Protection of Vulnerable Adults framework and monitor progress annually.	Hilary Smart	Performance Monitoring
	<b>Supporting People</b>	Supporting People Grant report for pre-decision scrutiny. Position update due post-comprehensive spending review (published May 2015).	TBC	Performance Monitoring
<b>May 2015</b>	<b>Annual Council Reporting Framework (ACRF) Report</b>	ACRF report on Social Services to be discussed jointly with Adults and CYP Select Committees.	Simon Burch	Statutory Reporting
<b>Special Meeting May /June 2015</b>	<b>Homelessness  Discretionary Housing Payments Policy  (Invite Strong Communities Select Committee)</b>	Homelessness remains a key risk in the Whole Authority Strategic Risk Assessment 2012-15 which both Adults Select and Strong Communities Select are jointly responsible for scrutinising. The Committees agreed to scrutinise homelessness in conjunction with welfare reform.  Agreed to revisit after the implementation of the Welfare Reform (6 months).	Ian Bakewell	Performance Monitoring
	<b>Joint Housing Option Team</b>	Ongoing scrutiny of the performance of the Joint Housing Option Team (collaboration with Torfaen Council).	Ian Bakewell	Performance Monitoring
<b>June 2015</b>	<b>Improvement Plan 2014- 2017</b>	Full year 2014-15 scrutiny of performance against the Improvement Objectives and the statutory 'all	Mathew Gatehouse	Performance Monitoring

## Monmouthshire's Scrutiny Forward Work Programme 2014-2015

Adults Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
		Wales performance indicators'.		
	<b>Outcome Agreements</b>	The Council has a 3-year Outcome Agreement with the Welsh Government from 2014 - 2017, which outlines mutually beneficial targets and milestones that the Council will work towards, depending on performance (this is built into the medium term financial plan). The Select Committee is responsible for scrutinising performance of outcomes annually.	Mathew Gatehouse	Performance Monitoring
	<b>Revenue and Capital Budget Monitoring - Outturn Reports</b>	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Tyrone Stokes	Budget Monitoring
July 2015	TBC	TBC	TBC	TBC

### Meeting Dates to be confirmed for:

- × Social Services Annual Complaints Report September 2015
- × Scrutiny of Partnerships - Work streams from Single Integrated Plan to be confirmed
- × Continuing Health Care - Topic Suggested by Member of Public - ABHB to be invited
- × Stroke Redesign - ongoing scrutiny of implementation - ABHB to be invited