****

**VALE OF GLAMORGAN AND CARDIFF**

**REGIONAL COLLABORATIVE COMMITTEE**

**Minutes 7 January 2014**

**Present:**

Cllr Lynda Thorne – CCC (Chair)

Frances Beecher – Cymorth (Vice-chair)

Sarah McGill – CCC

Jane Thomas – CCC

Mike Ingram - VGC

Helen Jones – CHC

Mark Sheridan – CHC

Richard Vaughan – CHC

Peter Thomas-Greenhill – Probation

Donna Lemin – Welsh Government

Stephen Tranah – Welsh Government

Chris Maggs – SPNAB

Neil Sutcliffe – CCC

Pam Toms – VGC

Sarah Capstick – RDC (minutes)

Susan Preece – Cwm Taf RDC (Observer)

**Apologies:**

Cllr Bronwen Brooks – VGC

Ceri Meloy – Cymorth

Dr Sian Griffiths – Public Health Wales

Sian Harrop-Griffiths – C&VUHB

Simon Protheroe – Welsh Government

|  |  |
| --- | --- |
| **Agenda item** | **Action** |
| 1. **Welcome, introduction and apologies**   The Chair welcomed everyone to the first meeting of the Vale and Cardiff RCC to take place at the Cardiff offices.  Apologies were received and noted. |  |
| 1. **Minutes and Matters Arising**   No amendments to the Minutes of the meeting on the 5 November 2013 were raised.  The minutes were approved.  No matters arising from the minutes were raised. |  |
| 1. **Declaration of Interest**   Forms were available and highlighted by the Chair. Two forms were completed during the meeting for a Member and a Deputy who forms were not previously held for. No declarations of interest are now outstanding. |  |
| 1. **RDC report to the RCC, including the workplan**   RDCs report and the workplan were circulated prior to the meeting.  DL – asked if training listed in the report was training the RDC had attended.  SC – confirmed that she had attended the training listed.  There were no comments on the workplan.  SC – Outturns are due out this month, will need a quorate response to submit them to Welsh Government.  The Chair apologised for failing to do introductions at the start of the meeting. Introductions were carried out. |  |
| 1. **Service User Involvement task and finish group**   The task and finish group met in November. A draft framework is being finalised for consultation, with the aim to bring the framework to the March RCC meeting. |  |
| 1. **Older Persons Services Questionnaire**   The questionnaires are currently out with providers, due to be returned to SC by the 24 January 2014. Currently four providers have returned completed questionnaires.  Due to other commitments SC will be aiming to submit the collated information to the workstream on the 7 February 2014. |  |
| 1. **Strategic remodelling**   ***Presentation: Accommodation for 16-24year olds – Cardiff***  Presentation was provided by Bethan Jones (BJ), Category Manager Commissioning and Procurement at Cardiff CC.  Category management: Looking at the current position and getting feedback from organisations and service users.  Due to meet with officers from the Vale of Glamorgan to see if there is any joined up work or sourcing that can take place.  Currently there is no clear ‘move on’ strategy for young people in Cardiff, this is an area that will be looked at.  Gathering information and best practice from across the UK. If any members have any examples of best practice please provide to Cardiff.  Options: 1) continue as we are, 2) re-commission services, 3) create something more innovative.  Time-scales: March – May 2014: Options generation.  May 2014: Option selection.  June 2014 – March 2015: Commissioning and procurement.  April 2015: Delivery of services from the 1st.  BJ agreed to circulate a copy of the presentation, pathway and supplier questionnaire to the RCC members.  MS – Makes sense to look at SP and Social Services (SS) together, but there are differences in need and demand for both which need to be kept in consideration. Does it cover floating support as well as accommodation services?  BJ – The focus is purely about accommodation services.  MS – Are the review and cuts to floating support happening at the same time?  NS – The review of floating support will be done separately.  PTG – The review of floating support needs to be done in partnership with the accommodation work being carried out, as they form a seamless service to the service user.  FB – There needs to be more clarity about what is happening.  BJ – Aim is to get the best quality for the money available in SP and SS.  FB – There needs to a strategic route. How a young person moves through the services can be very different, and needs to be decided. Danger that it excludes young people who do not come through SS but require a service.  BJ – Strategic pathway is key. Collaboration will be important.  CM – Need to decide what really works. How do you separate accommodation and floating support? In 5 years time what is wanted may be very different from what is wanted now. Need to be more creative in the design of services.  BJ – We probably do need to be more creative and innovative in our service design and delivery.  FB – Services need to be person-centred, design needs to be service user led.  LT – Todays presentation is part of the consultation and there will be further opportunities for input from the RCC.  HJ – Have the questionnaires gone out?  BJ – Yes, the questionnaires have gone out.  None of the members who provide young people services (16-24 year olds) had received a copy.  BJ – Confirmed that a copy of the questionnaire would be circulated to the RCC members electronically.  CM – Suggested that SC ask for examples of best practice services from across the whole of Wales through the RDC network.  NS – It is important for Homelessness and Young People services to be working together.  BJ – Protecting frontline services when making any savings will be very important.  BJ, AB and GB all left the meeting at this point.  **Action**  Copy of the presentation, pathway and supplier questionnaire to be provided to the Members of the RCC.  SC to ask for examples of best practice in young people’s services at the next RDC network meeting.  BJ and AB to attend future meetings to provide further updates. | BJ / SC  SC  BJ / AB |
| 1. **Update from the Provider / Landlord representatives**   FB fed back on the last Regional Provider Forum which took place just before Christmas. Feedback was provided to the forum on the November RCC. Feedback from providers was that the subsequent meetings with Cardiff had been very positive, the providers involved felt they were listened to and consulted with.  Providers would like more information about what is happening, there is a concern about definitions, such as what is tenant support?  There is also concern that it will be a bit of a lottery with the timetable of reviews and who will be affected, if only a few areas will carry the brunt of any cuts.  Recruitment programme was discussed and is something that the Forum would like to explore further, with third sector organisations and Cymorth leading on it. If it is agreed by the RCC.  Recruitment programme to be taken forward by the Regional Provider Forum including Cymorth was agreed.  SC – At the end of the meeting there was some sharing of cost saving ideas which providers had already implemented. This came as a direct request from the RCC for providers to share information and best practice.  MS fed back on the CHC Supported Housing Forum. There was a presentation from Karl Thomas (WG) re progress with the discussions with DWP over HB for supported Housing. Likely that agreement will be reached on short term solution, i.e. a revised definition of exempt accommodation. Longer term,DWP are looking at devolving the budget to Wales, either in full or just those elements covering support. There is a fear that some of the money will disappear before it is devolved.  RCC’ reps from all regions were pleased with the outcome of the budget round and there was positive feedback on how the Vale and Cardiff RCC have approached the cuts. |  |
| 1. **SP Lead Update – including LCPs and the decisions on cuts.**   The Bi-monthly report for the RCC, both LCPs and Equality Impact Assessments were circulated prior to the meeting. PT (Vale) and NS(Cardiff) provided updates.  Vale of Glamorgan:   * Managed to make the cuts without any cuts to frontline services. * The LCP goes to the Cabinet on the 16th January 2014, so should be accepted before the deadline for submission to the Welsh Government. * Finished the commissioning of the Young Persons service, Llamau were successful and the service will start in March/April. * The Extra Care tenders are due out later this week.   Cardiff   * Proposals for savings were approved by Cabinet on the 16th December 2013. * 5.6% of cuts have been agreed, this is more than the Grant reduction but additional was required to cover increasing community alarm services costs. * The review of Floating support services will begin shortly. BDO will be appointed to carry out the review. * Already know that for 2015/16 are facing an indicative 5.84% cut. * Complex Needs unit on Corporation Road, pin notice will be going out in the next few weeks. This is a 6 bed unit. * Stuart Young provided an update at the last meeting on the LD review, recommendations were taken to Cabinet and accepted. The existing SLS LD contracts will be extended for 18 months, during which time consultation, commissioning and procurement will take place. The aim is for New contracts and services to be in place from 1st August 2015. |  |
| 1. **Regional Commissioning Plan (RCP) 2014/17 – including spend plans for 2014/15**   The draft RCP and spend plans were circulated in advance of the meeting.  ***RCP***  Chair recommended that we focus on priorities for development (p11 onwards), as the earlier sections were looking at historical information.  FB – Priorities for development are very general. Are they based on the two LCPs? There needs to be more detail and they need to be evidence based.  DL – Complex needs, seems to be a local focus to the services that should be developed. Can areas where work can be done regionally be added in?  SM – Nothing we do can be done in isolation, for example vulnerable adults services involves lots of other funding streams. Needs to be more focused on what is happening on a local basis to make sure that the RCP is not different.  CM – LCPs are the ones that are approved, one of the challenges is to take all three documents and see what is different and what is the same across all three. The RCP in 12 months time should look very different.  PT – Each Council could be in a very different starting position and this can make regional commissioning additionally problematical. It is therefore important to ensure that we look at each opportunity independently and to not to have a blanket policy for regional commissioning.  FB – Recommended that the RCP next year be prepared by a group rather than relying on the RDC and SP leads.  SC, NS and PT were thanked for their work on the RCP.  The RCP was approved for 2014/17.  ***Spend plans for 2014/15***  DL – There will be a new template for the spend plans. This should be with the RDCs this week or next.  DL – Need to look at what we can learn from the Spend plans. For example, when looking at the category ‘Women experiencing Domestic Abuse’ fixed site 6-24months, there is a large difference in the unit costs between the two LAs. Questions should be being asked about why this is the case. The Welsh Government will be looking at the figures but we will make it clear where and how we are looking at them.  CM – Need to make sure analysis is for the total budget for those services, not just SP, as other budgets could be funding parts of the service in different areas. Housing, Health and SS may all be funding parts of the same services. There is a need to focus on the total costs and not just the SP ones.  FB – The client categories need to be tied down. Currently it is self-selection or historical based categories, there needs to be common denominators and definitions to enable like for like comparisons.  DL – Spend plans will not need to be reviewed throughout the year, unless there are changes during the year. Outturns will need to be approved and submitted quarterly still.  Spend plans for 2014/15 were approved.  **Actions**  RCP and Spend plans to be taken out of draft and submitted along with the LCPs by the 20th January 2014.  Group to be set up to look at the RCP for 2015/18. | SC  All |
| 1. **Welfare Reform:** 2. **LA updates**   Papers were circulated on behalf of the Vale in advance of the meeting.  LT- Congratulations to JT for the work already carried out in Cardiff.  JT – More funding has been secured and more is being applied for. Focus is on different schemes to get people into work and to help them move on.  MI – A Vale colleague should have met or is due to meet with someone from your team to look at best practice. Want to focus on long term mechanism and solutions rather than a short term patch.  JT – We are focusing on resolving problems and preventing them recurring.  MI – Financial impacts of underoccupation reported on. DHP has dampened the effects of underoccupation. Pressure is coming from across income for all and not just those affected by underoccupancy. We are trying to manage it.  The second report was a report to Cabinet, following a query about not evicting if the reason is due to underoccupancy. We do still have the right to evict, but it is the last stage. All eviction cases have to now go to a senior officer group for a final decision. So far no one has been evicted due to arrears caused by underoccupancy.   1. **Income Maximisation, Budgeting and Debt training**   NS – Training has been carried out with 127 people from 17 organisations attending 13 courses up to mid-December 2013. There has been a 90% attendance rate, a few courses were cancelled due to the trainer being ill.  175 people are already booked on courses from now until the end of March. With the 127 people already trained this will include people from 27 organisations.  FB – There was positive feedback on the training at the Regional Provider Forum. |  |
| 1. **Collaboration, Good Practice and Innovations**   DL – Discussions across the region about the Young Persons service review which are due to take place based on Cardiff’s presentation need to be noted here. |  |
| 1. **Update from the Welsh Government**   DL provided information from the Welsh Government:   * The Draft MOU and related documents have been circulated by Clive Grace. Consultation events are taking place on the 13th January (Caerphilly), 17th January (Llandudno junction) and one with the SPNAB, Steering Board and Governance workstream members also on the 13th January. * Annual reports have been received and are being considered by a sub group of the Governance workstream and feedback will be given in due course. * RCPs are due in by the 20th January. * A revised Spend Plan template has been developed and the final checks are being made on it. It will not change the information needed, but will help to ensure less errors and clarify what information is needed in each box. The new template will be covered at the RDC network. * A revised template for Outcomes information to be submitted will be issued shortly. The template will ask for information in an aggregate format and give guidance about what is needed in each field. More information is due out in due course. * Accreditation papers and future plans have gone to both the Steering Board and SPNAB. SPNAB have asked for a further paper to be submitted to the next meeting for consideration. * The Finance Workstream has been re-established with a new selection with the first meeting taking place in January 2014. * The review of the transition year is progressing. * Housing (Wales) Bill is currently being considered by the Communities, Equality and Local Government Committee of the National Assembly. The Committee has issued an invitation for comments on the Bill to be submitted by 17 January 2014.   FB – Please can we have the details of the new members of the Finance Workstream?  DL – Will find the details and circulate.  CM – ST is putting detail of the review and the workplan for SPNAB together. Issues such as procurement are often put to one side. There are many challenges to be looked at including procurement, Service User Involvement frameworks and outcomes.  **Action**  New Spend Plan template to be provided to SC.  DL to find out the Members of the Finance Workstream and circulate to the RCC. | DL  DL |
| 1. **National Procurement**   FB – At the last meeting it was agreed that we would see if a National Procurement strategy was on the workplan for SPNAB or the Welsh Government. If not, it was felt that as an RCC we would want to write to request it be added to the workplan as it has been an issue discussed at this RCC from its inception and we do not want to be having the same discussions all time.  ST – It is on the work plan for SPNAB.  Agreed no need for a letter to be issued from the RCC. |  |
| 1. **Outcomes and Performance Management**   Cardiff’s Outcomes report for 1st October 2012-31st March 2013 was circulated prior to the meeting.  NS – The report is based on client groups and not individual projects.  DL – Thank you for the report it looks very interesting |  |
| 1. **Any other business**   The following correspondence has been received and circulated since the last RCC meeting:   * Ministers Letter, 28 November 2013 – re Violence against women, domestic abuse and sexual violence. * WLGA document with the outcomes of discussions between Welsh Government, SPIN and the Homelessness Network around culture change in preparation for the new Homelessness Legislation. * Dates for the consultation events for the MOU. * Draft grant conditions and MOU for the above consultation.   RV – Are Domestic Abuse services due to be reviewed in Cardiff?  NS – Not at present, some concerns over gaps are being looked into but it is not a review. |  |

**Date of Next Meeting (provisional)**

3pm, Tuesday, 4 March 2014

F.26 The Alps, Wenvoe.