



**VALE OF GLAMORGAN AND CARDIFF REGIONAL COLLABORATIVE
COMMITTEE
3rd April 2013**

Present:

Pam Toms –VGC
Francis Beecher – Cymorth
Mike Friel – CCC
Michelle Brewer – CCC
Mark Sheridan – CHC
Councillor Luke Holland – CCC
Bob Walden - VOGC

Simon Prothero - WG
Ceri Meloy - CHC
Sue Lloyd Selby – Value Wales
Craig Woolcock - CCC
Sian Harrop-Griffiths - CVULHB
Andrew Page – VGC (minutes)

Apologies:

Councillor Lynda Thorne – CCC
Councillor Bronwen Brooks – VGC
Mike Ingram – VGC

Peter Greenhill - Probation
Helen Jones - CHC
Dr Sian Griffiths – Public Health

	Action
<p>Introductions and Apologies Francis Beecher (Vice Chair) welcomed everyone to the meeting. And apologies received were noted.</p>	
<p>Minutes of last meeting The minutes of the last meeting were read and agreed with the following inclusions:</p> <p>Page 2 – last paragraph regarding Cardiff Council’s work on pathways. Simon Prothero (SP) had asked for clarification on how this work would fit into Cardiff Council’s strategic reviews. Mike Friel (MF) confirmed that this would be clarified later in the meeting as part of the indicative timetable produced by Cardiff Council for discussion.</p> <p>An Action Point should have been included following a request from Mark Sheridan (MS) that Cardiff provide information on how</p>	

<p>they were going to collect the information to determine the future budget cuts required.</p> <p>Frances Beecher (FB) requested that the following items be included on the agenda of a future meeting of the RCC:</p> <ol style="list-style-type: none"> 1. Housing First 2. Innovation <p>SPNAB Feedback Form</p> <p>SP voiced his concerns that the RCC still had a long way to go, had not yet started to take a strategic approach and this should be reflected in the feedback forms.</p> <p>Discussions took place about the RCC currently functioning as a committee but that it was not collaborative and whether this was in part due to three month delay in setting up the Vale and Cardiff RCC compared to the other regions in Wales, which meant that it had not yet caught up.</p> <p>It was agreed that in order to ensure that the feedback form reflected all issues and everyone's concerns attendees would flag any items that should be included during the meeting and the form would be circulated to the RCC Members for comment prior to its submission to Welsh Government.</p>	<p>PT</p>
<p>Matters Arising</p> <p>Pam Toms (PT) gave an update on the Regional Development Coordinators post. Disappointingly only seven applications were received in response to the second advertisement. Shortlisting is taking place on 9th April and interviews on 30th April.</p> <p>FB advised attendees that they should in future make clear their requests for any actions during discussions, so that they could be noted in the Minutes of meetings to ensure they were followed up.</p>	<p>ALL</p>
<p>Conflict of Interest Forms</p> <p>None</p>	
<p>Accreditation.</p> <p>None, awaiting final guidance.</p> <p>SP confirmed that a steering group has been set up to look at this again following the feedback received through the informal consultation as it had been recognised from the responses that the proposals were not welcomed by any parts of the sector.</p>	

Financial Position against Budget.

No change.

Regional Needs Mapping.

Michelle Brewer (MB) confirmed that a meeting had taken place between the two Councils to look at the local processes in place for needs mapping, compatibility of data for regional mapping and a timetable for presentation to the RCC.

MB circulated to attendees an indicative timetable for Cardiff Council to collect the information (attached) given the significant budget cuts they were experiencing. It was agreed that MB would forward this to all support providers in Cardiff and FB would also discuss the process at the next Cymorth meeting.

Mike Friel (MF) confirmed that a lot of different data would be collected e.g. information from the Gateway, the origins of referrals, the pattern of services and pathways. Whilst it was a complex process the outcome required from collecting this information was to ensure that services continued to perform well and improve.

SP highlighted the high number of direct access beds in Cardiff and MF confirmed that this had now been formalised through the Gateway.

Mark Sheridan (MS) asked how floating support services were going to be assessed as they covered a diverse number of client groups. MF advised that Cardiff currently spend a lot of their Supporting People budget on floating support and it was critical to ensure that this type of service could respond to the needs of the pathways. He confirmed Cardiff Council's commitment to take the review process forward through consultation with all stakeholders and that further details will emerge during the Review.

PT outlined the timetable for the collection of the local needs information for the Vale of Glamorgan and regional needs mapping:

- May/June 2013 – local planning group meetings for all client groups to collect additional needs data from all stakeholders in addition to the on-going completion of the Individual Needs Assessment forms
- 16th August 2013 – deadline for the submission of needs data to the Supporting People Team
- 19th September – Supporting People Local Planning Group (SPLPG) core members meet to review all data received,

MB/FB

<p>existing schemes and to prioritise new service development</p> <ul style="list-style-type: none"> • By 31st October 2013 – 3 year Local Commissioning Plan (LCP) completed and agreed by SPLPG core members • November 2013 – LCP to be submitted to the Vale of Glamorgan Cabinet for adoption • December/January – LCP and Regional Commissioning Plan (RCP) to be presented to RCC • 31st January 2014 – LCP & RCP to be submitted to Welsh Government <p>It was confirmed that both local authorities data was compatible to feed into the Regional Commissioning Plan by January 2014 and that Cardiff's commissioning processes will be aligned with those of the Vale wherever possible. If, through the regional needs mapping a need for a regional scheme was identified, joint work would take place to bring this forward.</p> <p>Outcomes and Performance Management (including service reviews). None</p> <p>Proposals for Strategic Remodelling. None.</p> <p>Commissioning & Procurement Retendering of Learning Disability Contracts (Cardiff) Councillor Luke Holland (LH) confirmed that the Task Group/Stakeholder Group to look at new procurement methods had already met and the information collected would feed into an Expert Group. All proposals would be included in a Cabinet Report to be submitted in June/July 2013. The information contained in the report would be shared with all stakeholders, including the RCC after Cabinet.</p> <p>FB advised that there was a high level of concern amongst support providers about possible changes and that it would be helpful if everyone was kept up to date in order to try to alleviate their fears.</p> <p>LH confirmed that the Task Force of 26 people included a support provider and the Trade Unions and that everyone had bought into the process. There was broad engagement from the group and they would also be inviting expert evidence from other sources to feed into the process. He agreed to forward details of the membership of the Task Force and Expert Group to the RCC.</p>	<p>LH</p>
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Presentation by Sue Lloyd-Selby (SLS) from Value Wales on the Procurement Route Planner

- The route planner is currently under review but once updated will be moved to the Welsh Government (WG) website.
- It is a web based procurement route planner, step by step guide to commissioning/ procurement in line with current legislation and applies to social care and SP funded services.
- The process gives a citizen centred, outcomes focus to commissioning and procurement.
- It ensures that an evidenced based approach is used for decision making, including whether or not retendering of a service is required
- In 2010, WG published commissioning framework guidance which is supported by the procurement route planner. Standard 7 states that local authorities must ensure that their contract standing orders are flexible enough to allow decisions on how to secure services to be made on a case by case basis.
- The route planner makes clear that social care services (and jointly commissioned supporting people services) are usually termed Part B under the procurement regulations. This determines that whatever the value of the contracts there is no requirement in law for services to be competitively re-tendered. This may require local authorities who have limits set within their contract procedure guidance to amend their contract procedures to allow decisions to be made on a case by case basis.
- MS stated that Providers are not keen on retendering as it undermines service users stability.
- SLS advised that local authorities were in a difficult position as they are very often challenged by existing providers if they re-tender services but also challenged by new providers if they did not retender.
- A new national commissioning board is being established to take forward the implementation process for sustainable social services for Wales and draft guidance will be available shortly.
- A decision making tool is being developed to provide a rationale to help the commissioners and the procurement officers involved in the procuring process to work through the process and to find the best way to secure services.
- If a service is to be decommissioned, it is important that there is evidence to justify the decision. The route planner

<p>aims to allow commissioners to identify the appropriate tender process to use and the web page includes information on social enterprise and new models of support. However, whilst the key themes in the route planner are embedded in the new Supporting People guidance, there is no Supporting People section in it. SLS and SP are due to meet to discuss how this tool can be of more use for these services in the future.</p> <p>FB acknowledged that the RCC had a huge challenge to try to bring procurement and commissioning together, given that the two local authorities had different contract standing orders and financial regulations.</p> <p>MS said that Supporting People had an advantage over social care because the RCC was in place and that it was important to look at how a commissioning process can move in such a way that it enables innovation.</p> <p>SP advised that in parts of Wales people are managing to be very innovative and are working together with commissioners to find ways of taking forward procurement.</p> <p>SLS advised that in social care sector there is an increased emphasis on market facilitation as opposed to market management and whilst the route planner has limited use for Supporting People funded services it is important that the RCC is aware of it.</p> <p>In response to CM's comment that things seemed to have changed and there was a lot more retendering, SLS advised that this was because there was now a greater awareness of options available on how services can be secured.</p> <p>SLS highlighted the paper on the route planner website, which gives guidance on how you can create, support and enable good partnership forums in commissioning bodies.</p>	
<p>Discussion on the RCC</p> <p>A discussion took place on the progress made to date by the RCC. It was agreed that the meetings needed to improve, a more joined up approach was required and that members had a sense of frustration at the lack of progress.</p> <p>LH advised that there was a lack of clarity on what was expected</p>	

<p>of members.</p> <p>It was acknowledged that there were a lot of differences between Cardiff and the Vale, not least because the demographics are so different; however it should not be impossible to reach a clear strategy on committee engagement or relationships with providers.</p> <p>SP advised that the RCC needed to start by tasking the local authorities to take one thing forward jointly.</p> <p>FB requested that all members submit suggestions for the next meeting on how the RCC could better work together and provide ideas for joint projects.</p> <p>In response to a suggestion from MF it was agreed to set up a working group for the region to identify best practice and to set up a process for all service users to ensure that support providers in the region introduce a consistent approach to income maximisation, debt management and support into training and work. Cardiff Council to arrange the first meeting and membership of the group was agreed: Mike Friel Mike Ingram Frances Beecher Mark Sheridan.</p>	<p>ALL</p> <p>MB/MF</p>
<p>Service User Involvement</p> <p>The deadline for receipt of the proforma from Service Providers was 11th March, however not all have been returned. Reminders have been sent out.</p> <p>Nina Langrishe from TPAS will be attending the May meeting of the RCC to allow members to comment on her proposed action plan and how TPAS can assist the RCC to develop a Service User's Framework for the region.</p>	
<p>Welfare Reforms</p> <p>Presentations had been prepared showing the actions taken within the region to help to mitigate the impacts of the welfare reforms, however due to time constraints, it was agreed that these would be emailed out to attendees for information instead.</p>	<p>PT</p>
<p>Engagement with the Private Rented Sector</p> <p>Due to time constraints this was put off to be presented at the May meeting.</p>	

<p>Updates from Welsh Government.</p> <p>The new Minister for Housing and Regeneration is Carl Sergeant who has a background in Local Government and has some experience of SP in terms of domestic abuse and offending.</p> <p>The Health & Homelessness standards were launched at the Cymorth conference. SP agreed to circulate these at Sian Harrop-Griffiths' (SH-G) request.</p> <p>WG has started to collect the Outcomes data for the first six months and will be moving this forward.</p> <p>SPNAB has discussed the review of the distribution formula which the new Minister will consider.</p> <p>Chairs and Vice Chairs of the RCC are meeting in May and the Governance research around the sustainable model for RCCs has started. The researchers are in the process of putting together a number of options and will then meet with a range of stakeholders to discuss the different options.</p>	<p>SP</p>
<p>AOB</p> <p>FB asked when the RCC was to receive a presentation from Cardiff Council on Housing First. MF advised that as soon as the evaluation report had been completed by Salford University, it would be brought to the RCC.</p> <p>Following discussions it was agreed that the Vice Chair of SPNAB (Chris Maggs) be invited to all future meetings of the RCC and PT was asked to notify Welsh Government that Jan Williams had failed to attend this meeting and to ask if she planned to attend at a future date.</p> <p>It was agreed to amend the date of the May meeting and that subsequent meetings should move to the first Tuesday of the month, bi-monthly. Dates to be circulated.</p> <p>Next Meeting: Tuesday, 28th May 2013 in Room F26, Block A, The Alps Depot, Wenvoe.</p>	<p>MF</p> <p>PT</p> <p>PT</p>