



# Unconfirmed Minutes

## **BUCKINGHAMSHIRE SUPPORTING PEOPLE COMMISSIONING BODY MEETING**

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### AGENDA ITEM: 2

**MINUTES OF THE MEETING OF THE BUCKINGHAMSHIRE SUPPORTING PEOPLE COMMISSIONING BODY MEETING HELD ON MONDAY 4 APRIL 2005, COMMENCING AT 12.06PM AND CONCLUDING AT 12.56 PM IN THE CONFERENCE ROOM, HAMPDEN HALL, AYLESBURY**

#### **MEMBERS PRESENT**

Bob Sherwood	BCC Head of Commissioning, Policy & Performance (Chairman)
Belinda Ford	Principal Officer (Policy, Research & Needs) Wycombe District Council
Sheila Franklin	Head of Housing (Needs & Strategy), Aylesbury Vale District Council
Peter Hesketh	BCC Principal Accountant
Martin Holt	Head of Health and Housing, Chiltern District Council
Sean Hughes	Housing Strategy Manager, South Bucks District Council

#### **IN ATTENDANCE**

Kirsteen Murray	BCC Interim Supporting People Manager
Kelly Sutherland	BCC Democratic Services Officer

#### **APOLOGIES FOR ABSENCE/CHANGES IN MEMBERSHIP**

Apologies for absence were received from Anne McLoughlin-Flynn, Buckinghamshire County Council, Paul Williams, National Probation Service and Katherine Woolley, Chiltern and South Bucks Primary Care Trust.

#### **1 MINUTES**

The minutes of the meeting held on 7 March 2005, copies of which had been circulated previously, were confirmed.

#### **2 MATTERS ARISING**

The Chairman welcomed Kirsteen Murray, who had been appointed as Interim Supporting People Manager, to the meeting.

Martin Holt advised that the Bucks Infrastructure Group Conference would be held on 22<sup>nd</sup> May 2005 at Adams Park, High Wycombe. The conference would consider how the Voluntary Sector could adapt in order to provide public services more effectively. The Commissioning Body agreed that it was important that some of their members and representatives from the Supporting People team should attend.

It was noted that the Supporting People Inclusive Forum had been scheduled to take place on the same date. In order to ensure maximum attendance at both events it was agreed that the Supporting People team would investigate rearranging the date for the Inclusive Forum.

The Commissioning Body was advised that the Supporting People Strategy had now been submitted to the Office of the Deputy Prime Minister (ODPM).

**3 SUPPORTING PEOPLE GRANT AND BUDGET 2004/05**

Peter Hesketh, BCC Principal Accountant reported that there an accurate end of year figure was not yet available, due to problems with the interface between the SWIFT and SAP systems. The Finance team would be working closely with the Supporting People team, in order to rectify this issue. It was hoped that accurate figures would be presented at the next meeting and it was AGREED that if the figures became available earlier, they would be circulated to the Commissioning Body members in advance of the next meeting date.

**ACTION**

**PH**

**4 SUPPORTING PEOPLE WORK PROGRAMME 2005/06**

Kirsteen Murray introduced a Work Programme, which had been compiled by Val Chambers, the previous Supporting People Manager, in response to the informal feedback from the Audit Commission inspectors. It was stressed that the work programme focussed on immediate actions to improve in light of the initial feedback and now that the draft report had been received it was AGREED that it should be revised and presented for a more comprehensive discussion at the next meeting.

**KM**

**5 ODPM LETTER TO COMMISSIONING BODY CHAIRS**

The Commissioning Body discussed the letter written by Wendy Jarvis of the ODPM, which highlighted the ODPM's view on the future direction of the Supporting People programme. Members noted that the main theme of the letter was the integration and mainstreaming of Supporting People and BCC had already anticipated this development. Kirsteen Murray had been asked to consider how to integrate the work of the Supporting People team into BCC mainstream service areas most effectively.

A member raised concerns that this integration might have implications for the relationship between BCC and the District Councils and other partners, as strong links had been forged via the implementation of Supporting People. The Chairman emphasised that he did not want the process to have an adverse effect on relationships with partners and he hoped that the move towards mainstreaming Supporting People might provide access to increased resources within BCC.

## 6 UPDATE ON SUPPORTING PEOPLE MANAGER POST AND ARRANGEMENTS FOR THE SUPPORTING PEOPLE TEAM

The Chairman advised members that Kirsteen Murray, who had been appointed as Interim Supporting People Manager, would be working three days per week, usually Monday, Tuesday and Wednesday. The interim role was for a six month period. Kirsteen's primary role would be to provide continuity during the period of change. She would also be investigating how to integrate Supporting People into mainstream BCC service areas and considering how to improve stakeholder involvement in the Supporting People decision-making process and the development of strategy. There were no plans to appoint a permanent Supporting People Manager until the future shape of the Supporting People team had been determined.

Members asked if Kirsteen would be the point of contact for ad hoc queries specific to certain projects. In response Kirsteen reported that in some cases she would be the contact, although some work had been allocated to other team members. It was noted that Anne McLoughlin-Flynn could be contacted on Kirsteen's non-working days, if urgent Supporting People issues arose.

## 7 CONSIDERATION OF LETTER AND SERVICE SPECIFICATION SUBMITTED BY BUCKINGHAMSHIRE DRUG ACTION TEAM

The Commissioning Body considered and discussed a Service Specification submitted by the Buckinghamshire Drug Action Team. It was AGREED that the Service Specification should be adopted.

## 8 ANY OTHER BUSINESS

### *Draft Inspection Report*

There was a discussion regarding initial reactions to the draft inspection report and possible further evidence, which could be submitted to the inspectors with a view to improving their rating of the Supporting People service in Buckinghamshire. The deadline for submission of a response was 13 April and members agreed to forward any comments to Kirsteen Murray and Helen Wayland, Supporting People, Project Officer, who would co-ordinate the response.

The following points were noted:

- Members believed that the strength of partnership working had been overlooked and agreed that further evidence could be submitted to support this assertion.
- It was suggested that a target date should be agreed for the formation of the Core Strategy Group and a revised Commissioning Body membership. It was AGREED that 1<sup>st</sup> October 2005 target date would be a realistic timescale.
- Members expressed disappointment at the results of the mystery shopping exercise. It was suggested that a Supporting People directory could be compiled to improve signposting for services.
- The inspectors had suggested that minutes of the Commissioning Body meetings should be published on the internet. Members felt this should be a high priority and it was AGREED that the Chairman would discuss the practicalities of this exercise with the Democratic Services Officer.
- Through the realignment of services, improvements to services were

being delivered despite budgetary constraints and members felt this point should be made in the response to the inspectors.

***Elected Members Reference Group***

Members noted that a meeting of the Elected Members and Non-Executive Board Members Supporting People Reference Group was scheduled to take place on 20 April. It was AGREED that the substantial agenda items should cover the Supporting People budget, the Draft Inspection report and an Overview of Homeless Services, which had been prepared for the January meeting that had been cancelled. The Chairman and Kirsteen Murray would prepare an introductory paper for the Draft Inspection report.

**BS/KM**

**9 DATE OF NEXT MEETING**

Monday 9 May 2005 at 12 noon in the Conference Room, Hampden Hall, Aylesbury.

**Chairman**