

Appendix 3
Commissioning Body Away Day 19th December 2007.
Minutes and Actions.
(Including Progress towards the Action Plan)

Attendees :

Marcia Whyte – ACO Harrow London Probation
Amanda Tooth – Housing Development Manager London Probation
Mark Gillett – Head of Commissioning and Partnerships Supporting People
Accountable officer
Shikha Sharma – PCT
Gwyneth Allen – Divisional Director Housing
Trina Taylor – Senior Policy Officer
Nick Davies – Supporting People Lead Officer
Sandie Roberts – Supporting People Project Officer

1. Introduction Aims.

ND outlined the background to the session which came from a request from the November Meeting of the Commissioning Body that a session be arranged to consider the key questions in and issues in relation to the future of the SP programme.

ND outlined the aims of the session which were:

- To agree on the main strategic priorities for the Harrow SP programme in the new local government landscape.
- To agree the appropriate short and long term governance and operational arrangements for delivering this agenda.

2. Setting the scene

There followed two presentations covering background information one from TT who :

- Presented information about the LAA and community strategy priorities.

The second presentation was from ND who outlined:

- Progress against the 5 year SP strategy 2005 –10.
- Current Governance arrangements
- Information about future funding allocations.

3. Discussion about a number of Key questions:

There followed discussion and debate about the following questions.

1. What is the commissioning bodies short term plan for delivering the Supporting People Agenda.

2. What are the 3 main strategic priority issues that the SP programme in Harrow has to address in the next 3 years

3. What changes in governance, decision making would support the achievement of these aims (including reviewing the membership of the commissioning body).

4. What are the operational contracting; commissioning and procurement functions that need to be in place to support the delivery of this strategy

What should the shape of these be in the short and long term?

5. What are the long term - opportunities and risks for the programme provided by the LAA and HSP.

4. Agreement of an Action Plan

As a result of the discussions the following Action Plan was devised in answer to them:

1. What is the commissioning bodies short term plan for delivering the Supporting People Agenda.

Priority	Action	Progress @ 18/04/ 08
1. To ensure that the SP programme is aligned with LAA structure and targets.	ND to engage with the LAA Management Groups with a view to SP being involved in discussions around the target indicators.	Meetings held with all MG leads who have committed to involve SP in their delivery planning meetings
	Indicators not on the short list that are felt to be important omissions, to be sent to Trina (with a strong business case for inclusion) before the HSP meeting of Jan 08.	Business case made re NI 139 to Director of ASCH. Not accepted on the basis of lack of headroom for improvement.
	Indicators on target list - SP to identify how they will be involved.	Identified indicators that apply and will consider how to formalise in contract specifications.
	SP provider engagement in LAA delivery Seek feedback from Providers at Provider Forum in Jan 08 .	Presentations and discussions were held with Provider Forum on the 9th January
	Review what contribution SP service make to the LAA 3 rd sector target.	SP providers are largely classed as 3rd sector providers and therefore contribute to NI 7
2. Strategy for Allocation of under-spend	SP team to present proposals for allocation of underspend with clarity about defining what money can be spent from non recurring	Proposals were presented at CB on 12th Feb 2008 and are now being

	funding and what is proposed to be spent from the recurring 3 year budget.	implemented. Update provided as part of the CB report for May 08.
3. To refresh the Strategy	Undertake strategy consultation in Feb 08 Align strategy with 3yr funding and LAA.	Strategy consultation day was held on the 28th February 2008. Strategy should be completed by the end of May 2008
4. Contract Monitoring	To continue working with Providers/Services to ensure outcome measures are in line with LAA targets.	Contract monitoring process has been completed for 2007/08, but for a few exceptions.

2. What are the 3 main strategic priority issues that the SP programme in Harrow has to address in the next 3 years.

Action
Await outcome from consultation on the Strategy refresh February 2008

3. What changes in governance, decision making would support the achievement of these aims (including reviewing the membership of the commissioning body).

Priority	Action	Progress @ 18/4/08
CB Decision Making	ND to redraft CB Terms of Reference and Memorandum of Understanding circulate for CB agreement	ND has drafted revised Memorandum of understanding. It was agreed at the CB on the 12/2.
	MG to draft brief paper and outline the relationship between Cabinet and CB.	MG to update
Chairing CM Meetings	AT will continue to Chair CB Mtg up until end of this financial year. Her last meeting will therefore be May 08 and will be reviewed by CB members.	CB members to select a chair for the meetings of the CB from May 08 onwards
CB Membership	Inclusion of Children's Service Representation at CB meetings.	Richard Segalov to be invited to the CB.

	Finance and Performance reps to be invited to ad hoc CB meetings.	
Voting Members	MG (Accountable Officer to SP) no longer LAA voting member CB. GA(Housing) will become a voting member for CB.	
Adult & Social Care Strategy Group	ND to arrange attendance at next meeting in order to present a case re: SP and how it fits into the governance of the HSP.	ND awaiting feedback from Shikha Sharma

4. What are the operational contracting; commissioning and procurement functions that need to be in place to support the delivery of this strategy?

What should the shape of these be in the short and long term?

Priority	Action
Budget	No pooling of budgets for 08/09.
WL Procurement Activity	SP to consider this option when procuring for new services.
Pathfinders	Need to look at what impact this has on SP, transition etc.
Shared Services on WL basis	Organisation around commissioning and procurement of new services, inclusive of social care.
Administration Function	This to be a standing item on CB agenda at future meetings

5. What are the long term - opportunities and risks for the programme provided by the LAA and HSP.

Risk	Opportunities
Not linking in with agreed targets and Governance structures.	More flexibility when commissioning services.
The continued existence of SP team in the long term.	Potential for developments.
	Commissioning in terms of Strategic Partnership.