

**HERTFORDSHIRE COUNTY COUNCIL
ADULT CARE SERVICES SELECT COMMITTEE
THURSDAY 12 OCTOBER 2000 AT 10.30 A.M.**

Agenda Item No:

5

SUPPORTING PEOPLE

Report of the Director of Adult Care Services

Author: Sarah Pickup, Assistant Director, Adult Care Services
telephone 01992 556350

Executive Member: Julia Price

1. Purpose of the Report

To consider proposals from the Cabinet to outline the purpose and proposals of the Government's Supporting People programme and to establish Member level responsibility for taking forward the programme on behalf of Hertfordshire County Council, and to seek approval of the proposed Implementation Action Plan.

2. Summary

- 2.1 The Supporting People programme will provide housing support services to a wide range of vulnerable people. From April 2003, all the resources currently being used for this purpose will be pooled into a single pot, which will be used by a multi-agency commissioning body to secure services. It is proposed that this single budget should be formally held at county level in non-unitary councils. Hertfordshire County Council will therefore be a lead authority in planning and implementing the substantial changes which Supporting People will entail.
- 2.2 This report outlines the actions which need to be taken and the structures which need to be established in order to prepare for Supporting People.

3. Conclusions

- 3.1 Hertfordshire County Council need to nominate a lead officer for Supporting People and notify the DETR by the end of November.
- 3.2 The County Council will be lead authority for the Supporting People programme and needs to establish the member machinery to drive the programme forward.
- 3.3 The authority needs to prepare and implement an Action Plan in accordance with the plan prepared by the DETR.

4. Cabinet Proposals

The Cabinet, on 18th September 2000, proposed:-

- (1) *That the Executive Member for Adult Care Services takes responsibility for developing the Supporting People Programme, subject to the usual scrutiny arrangements.*
- (2) *That the action plan set out in Appendix 1 be agreed.*

The Select Committee's comments are invited.

CABINET REPORT

HERTFORDSHIRE COUNTY COUNCIL CABINET MONDAY 18 SEPTEMBER 2000 AT 10.00 AM

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1. Background

- 1.1 The Supporting People programme aims to pool and manage strategically in each geographic area all the resources which are spent to provide housing support services to vulnerable people. The aim is to improve the quality and effectiveness of these services, by focusing on and planning for local need, improving the range and quality of services, integrating support “with wider local strategies” eg Health, Social Services, Housing etc., monitoring and inspecting quality and effectiveness and introducing effective decision-making and administration.
- 1.2 From April 2003, funds from various sources will be put together into one pot, to be managed by a joint commissioning body, which will plan, commission, fund and review supported housing schemes. In Hertfordshire, it is likely that the County Council will be the lead authority for this programme.

2. Consultation and Guidance Papers

- 2.1 The first 3 of a series of 6 comprehensive consultation and guidance papers have been issued by the DETR. These papers seek views on a range of issues and set out detailed guidance to assist authorities in preparing for Supporting People. Where responses are sought, the Director of Social Services will prepare and submit a response in consultation with the portfolio holder for Adult Care Services.

3. Implementing the New System

- 3.1 The way in which the Supporting People process will work, and the steps which local authorities should take to prepare are heavily prescribed by the DETR in the various documents which they have published. Five key stages in the process of providing quality support services for vulnerable people have been identified as follows:
 - ◆ Strategic planning
 - ◆ Mapping supply
 - ◆ Needs assessment
 - ◆ Commissioning and purchasing services
 - ◆ Contracting services.
- 3.2 The first stage in preparing for Supporting People is the development of a long term strategic plan which should take a 3-year view and be developed in partnership with a range of agencies. The Supporting People Strategic Plan needs to be consistent with other strategic priorities in the Housing Investment Programme, Health Improvement Programme, Community Care Plans, Joint Investment Plans, Criminal Justice and Crime Reductions, Neighbourhood Renewal and other approaches to social exclusion in the authority.

- 3.3 The budget for the implementation for the strategic plan will be formally held at county level. Spending decisions will be made by a Joint Commissioning body made up of officers from the County Council, District Council, Probation Service, Health Authorities and possibly the Housing Corporation.
- 3.4 Setting up the machinery to prepare for and implement Supporting People arrangements involves numerous complex and detailed organisational tasks. The DETR have produced a comprehensive work programme, and from this a local action plan has been prepared. A copy is attached at Appendix 1 and approval to the programme is sought. The immediate actions required by the end of November 2000 are to establish a shadow inclusive forum and core group to take forward the development of a strategy, to appoint a lead officer to develop and champion the programme and to pass the details of that officer to the DETR Supporting People team. At present, the lead officer for Supporting People for the County Council is the Adult Services Project Manager – Supporting Housing, and it is suggested that it would be appropriate for this to continue.
- 3.5 In addition to the lead officer, the DETR have recognised the demands that Supporting People will place on administering authorities, and have recommended that a team of people be put in place to implement and run the system. The DETR propose that the team be recruited early in the next financial year, and they plan to make resources available to facilitate this, subject to submission of a report demonstrating adequate progress on the action plan.

4.. Implications for Elected Members

- 4.1 Elected members are responsible for the discharge of the Supporting People programme, and the associated functions and grants. The DETR are recommending that decision-making on matters other than the overall strategy be vested in a small group of elected members, or one elected member, subject to the scrutiny arrangements. The strategy itself will be subject to the approval of elected members of all the relevant authorities. In Hertfordshire, this means that there is a need to establish responsibility for supporting people at portfolio holder level to agree with Districts the elected member machinery which needs to be put in place to support the overall programme. It would seem appropriate that, within the County Council, the portfolio holder for Adult Care Services should take responsibility for Supporting People and that they should work with the lead officer and the Director of Adult Care Services to develop the necessary machinery to prepare and deliver the strategy.

5. **Financial Implications**

- 5.1 The transitional period which has now begun will allow the identification of the expenditure on supported housing activity in Hertfordshire, which will determine the grant which will be payable for Supporting People from April 2003. The Director of Adult Care Services will join the LGA in lobbying to ensure the maintenance of a guarantee that the actual costs of services are transferred to authorities in April 2003.
- 5.2 It is estimated that the cost of a Supporting People team will be around £150,000 per annum. In addition, there will be costs associated with establishing the new arrangements, including the mapping of current provision and needs and the commissioning of IT systems to meet DETR requirements. At this stage, it is assumed that all such funding requirements will be met by the DETR funding to be provided from April 2001.

Background information used by the author in compiling this report

1. Supporting People, DETR April 1999
2. Phasing Implementation, DETR May 2000
3. Managing the Changeover, DETR May 2000
4. Decision Making Processes and Working Arrangements, DETR July 2000
5. Social Services Committee report, Supporting People and Extra Care Sheltered Housing, Hertfordshire Social Services Commissioning Unit, January 2000
6. Comprehensive Spending Review Announcement – Housing Programme, DETR July 2000.

If you require further information on the points raised in this report, please contact Sarah Pickup, Assistant Director of Social Services on 01992 556350, e-mail sarah.pickup@hertscc.gov.uk, fax 01992 556323.

**SUPPORTING PEOPLE
HERTFORDSHIRE IMPLEMENTATION ACTION PLAN**

SEPTEMBER 2000 TO 31ST MARCH 2001

DATE/DETR DEADLINE	TASK	DETAIL/PROGRESS
September 2000	Nominate Lead Officer and Inform DETR	Recommendation in report to Cabinet 18/9/00
November 2000	Set up Shadow Commissioning Group	Discussion held with Herts Housing Directors and Probation - Awaiting nominated individuals to be put forward. Initial meeting targeted for late September
	Set up Shadow Inclusive Forum and Core Strategy Development Group	Initial 'conference' style meeting planned for mid to late October
December 2000	Member training/conference day	Organise training/seminar day for members of all authorities across Hertfordshire
January 2001	Inclusive Forum and Commissioning Body constitutions drafted and agreed	Both to have separate constitutions detailing roles, responsibilities, decision making processes and limitations. Must be agreed by all partner authorities, at officer AND Member levels.
	Formalise links with and involvement of Health	Determine involvement levels (i.e. Health Authorities or Has and PCTs?)
February 2001	Identify links with other strategies and policy objectives.	Map the areas of interaction with other strategic objectives and identify areas of common or joint interest.
	Identify links with other commissioning processes.	Identify links between Supporting People commissioning systems and those for housing capital, health, regeneration and other funding mechanisms.
	Produce Supporting People Implementation Plan	Develop, consult and obtain approval for implementation plan up to April 2003
	Produce Progress Report for DETR	Report to DETR to trigger allocation of implementation funds for 2001/2002 financial year.
March 2001	Review DETR IT report and commission Supporting People IT system.	Examine DETR's findings on IT 'pilots' and commission new Adult Services/Children Schools and Families IT system provider to develop Supporting People 'module' or commission compatible, separate system.
APRIL 2001 TO 31ST MARCH 2003		
April 2001	Obtain information on supply from nationally based sources and analyse	The first step in building the map of supply (incorporating individual scheme data on type, service user numbers, funding sources, costs etc.)
	Complete recruitment and establishment of Supporting People Team	
	Needs Analysis	Assess current knowledge of needs and assess options for achieving comprehensive analysis

DATE/DETR DEADLINE	TASK	DETAIL/PROGRESS
May 2001	Explore options for cross authority working	
June 2001	Agree capital funding priorities for period to April 2003	
	Set up implementation team	Includes Supporting People team and wider internal and external support necessary to deliver implementation
August 2001	Identify areas of current/potential joint commissioning with other programmes	
October 2001	Begin visits to existing supply/providers	Familiarisation with sector and supply ready for 'background' to review processes.
November 2001	Conduct/Commission full needs survey	
February 2002	Collect data from providers	Part of the supply map exercise. Data compared with that from other sources.
	Carry out review of sheltered housing providers	
	Cost Comparison Systems	Develop mechanisms to compare costs inter scheme and inter client group costs.
	Review local management agreements	Review arrangements between Housing Associations and other housing providers and voluntary/private sector scheme managers.
March 2002	Develop user involvement approach	Start to establish the system for and mechanics of involving user opinions in strategic and commissioning decisions.
	Supply map completed	Develop and publish first comprehensive map of local supply
April 2002	Set up administrative arrangements and systems	
	Establish and test IT systems	
	Set up payment systems and set up payments commencing in April 2003	
May 2002	Develop local service aims for each client group	
	Develop framework for arrangements with managing agents	
June 2002	Needs survey completed and produced	
July 2002	Produce first Supporting People Strategy	Incorporate supply and needs analysis data.
September 2002	Unmet need map produced	Comparison of need to supply data to inform 2003 Comprehensive Spending Review process at national level
	Scheme by scheme reviews	Plan first programme of reviews and set up scheme review arrangements
December 2002	Establish and test IT systems	
January 2003	Agree communication strategy for sheltered and other 'home for life' guarantee tenants	Develop system to allay fears of those given a guarantee of funding security under the Supporting People users guarantee.
1st April 2003	SUPPORTING PEOPLE DAY	IMPLEMENTATION