

Proposed New Governance Structure

The purpose of the partnership is to provide strategic leadership and a clear framework within which the Derbyshire Supporting People Programme can deliver high quality housing related support services to vulnerable people across Derbyshire, in accordance with the terms of the Supporting People Grant (“the Grant”) allocated by the Secretary of State via Derbyshire County Council, as Administering Authority.

Responsibilities of partners and their representatives

The partners note the requirements of the Secretary of State’s guidance on Supporting People to the effect that, notwithstanding the County Council’s statutory role as the Administering Authority for the Grant, all partners have a responsibility for the strategic commissioning, leadership and development of the Supporting People Programme, including through the establishment of a Commissioning Body, a Core Strategy Group and the development and review of medium term Supporting People Strategies and an Annual Plan. As an excellent authority we are able to review and agree a revised governance structure for the Supporting People programme.

The partners agree the following principles to enable the Supporting People Programme to work effectively in Derbyshire:

- Partners will promote links between the Supporting People Programme and other local delivery plans, including the Local Area Agreement.
- Partners will be concerned to consider the interests of the whole County and the whole range of service user groups and will not be confined to matters affecting only their areas of specific interest.
- Partners will be required to commit sufficient resources to enable the effective functioning of the partnership and the effective operation of meetings.
- Partners will apply to the Supporting People Programme any code of conduct on partnership working that they adopt under the LAA arrangements from time to time.

Governance arrangements

At the Commissioning Body (CB) meeting of 12th September 2008, the group agreed to improve the governance structure and build on the strengths of the previous arrangements. The CB would be replaced with a strategic body and a wider agenda to include supported housing issues and steps towards providing speedier service changes and a more effective service. The other recommendations agreed include:

- 1) That the Supporting People Commissioning Body is re-constituted as the Strategic Partnership Group for Accommodation and Support. The Group will set the Strategic Direction for the Supporting People Programme and will coordinate and develop a countywide strategic direction on accommodation issues where appropriate.
- 2) That the Core Strategy Group has the responsibility for commissioning services funded through the Supporting People Programme
- 3) That the membership of the Core Strategy Group is reviewed and revised to respond to the recommendations in the Audit Commission inspection report and these agreed actions
- 4) That links are established between the Health and Wellbeing Partnership Board and the Strategic Partnership Group for Accommodation and Support
- 5) That the revised arrangements are reviewed in April 2009 to ensure that they are delivering speedier service changes, a more effective service and make efficient use of time
- 6) That new terms of reference are developed for the Strategic Partnership Group and the Core Strategy Group for consideration at the first meeting of the Strategic Partnership Group on 30 October
- 7) That a work plan and timetable for both the Strategic Partnership Group and the Core Strategy Group are prepared for consideration at the first Strategic Partnership Group meeting on 30 October
- 8) That the Health and Well Being Partnership Board is recommended to consider the inclusion of a Probation service representative in its membership.

DRAFT TERMS OF REFERENCE

Strategic Partnership Group for Accommodation and Support

Memberships include the following:

- Two representatives from each Districts, one voting representative (an Elected Member) and one senior officers from, Amber Valley, Bolsover, Chesterfield, Derbyshire Dales, Erewash, High Peak, North East Derbyshire, and South Derbyshire (each District/ Borough Council)
- Derbyshire County Council (the Administering Authority)-chair;
- Probation Board; And
- One representative on behalf of all the Primary Care Trusts (PCTs), any part of whose areas lies within the area of the partnership body.*
- Two Service user representatives.

* The Strategic Partnership Group for Accommodation and Support can request additional representation

Remit of the Group

The Supporting People Directions require that the provisions in italics must be included:

- I. To be responsible for ensuring an integrated approach to service development, and commissioning; by facilitating joint working, links with relevant strategies and Best Value Reviews; and pooling resources when necessary and appropriate;
- II. *To agree a Supporting People Strategy and annual plan, having regard to any Supporting People guidance;*
- III. *To have due regard to any comments made by the Secretary of State on the Supporting People Strategy, or annual plan, or any proposed significant changes to those documents;*
- IV. *To consider any proposed significant changes to the approved Supporting People Strategy and annual plan; and*
- V. *To review the approved Supporting People Strategy in a manner which has regard to any Supporting People guidance?*
- VI. To review progress against the Strategy and Annual Plans;
- VII. To delegate the task of implementing the Annual Plan, including commissioning decisions to the core strategy group(CSG)) and Supporting People Team and in doing so ensuring that appropriate representation and resources are made available to the CSG;
- VIII. To establish performance targets for the programme;
- IX. To delegate the day-to day administration of the programme to the Supporting People team;
- X. To ensure that appropriate actions are taken to mitigate risks associated with the delivery of the Supporting People Strategy and programme;
- XI. *To set the Strategic Direction for the Supporting People Programme and will coordinate and develop a countywide strategic direction on*

accommodation issues where appropriate e.g. aids and adaptations,
Disability facilitates Grants, Tele-care and Extra-care.

XII. To place equality, diversity and inclusiveness at the core of all decision and actions.

XIII. To establish links and report to the HWB partnership.

Frequency of meetings & admin support

To meet X a year in accordance with the strategic timetable below;

Strategic Time table

Sept-Dec	Agree commissioning/Annual Plan Establish SP Budget Establish performance plan Agree strategy Agree Annual report
Jan-April	Mid year review of Strategy, Annual Plan Finance, Risk register and Commissioning decisions
May-August	Sign off Grant Usage Annual review of Strategy, Annual Plan Finance, Risk register and Commissioning decisions

Proposed new name - Commissioning Group for Accommodation and Support

Terms of Reference

Purpose of the Group

Derbyshire's Commissioning for Accommodation and Support members, are expected to have the ability and the authority to take a strategic overview across the range of needs and different client groups. At the same time members are expected to have the ability and authority to advocate where applicable for their own service's client groups.

Commissioning Group For Accommodation and Support (CGAS) are responsible for ensuring that appropriate accommodation and housing related support is provided for vulnerable people in the local community by bringing together the various different and competing priorities, and review the options to make best use of available funds with the aim of meeting the following objectives:

- A programme that delivers quality of life and promotes independence;
- Services that are of high quality, strategically planned, cost effective and complement existing services;
- To encourage Service Users to be involved in the planning and development of services
- A working partnership of local government, probation, health, voluntary sector organisations, housing associations, support agencies and Services Users.
- Lead on commissioning for strategic housing with care and support services in the County.

Roles and Responsibilities

Strategy/Commissioning

- To advise the Strategic Partnership Group for Accommodation and Support (SPGAS) and Administering Authority on key policy and practice issues relating to the Supporting People Programme
- To prepare the Supporting People strategy, Annual commissioning and budget plan for consideration by the SPGAS
- To agree major amendments to the Strategy and Annual Plans in terms of commissioning proposals and implementation timescales;
- To consider the need for capital and revenue to deliver the strategy, on behalf of each agency
- To place equality, diversity and inclusiveness at the core of all decision and actions
- Identify opportunities for joint commissioning or enhancing common services through strategic collaboration within the various agencies;
- Identify demands that are currently unmet, and whilst not requiring immediate resources have a medium to longer-term need which could inform future Supporting People strategies;

- To ensure that operational changes within each partner agency are implemented following commissioning and procurement decisions where appropriate.
- Establish a Performance management framework that would includes,
 - Local Area Agreement national targets
 - Quality Assessment Framework rating
 - Value for Money
 - Outcomes
 - User satisfaction
- Financial monitoring against the strategy and Annual Plan and considering in year changes required to manage the programme within budget;
- To contribute to the development of the Cross-Authority Commissioning Group and Cross-Authority Statement;
- Deal with complaints and appeals, which cannot or have not been resolved by the Supporting People Team;
- Monitor and enable the engagement of Service Users including identifying opportunities to improve user participation;
- Impact and Risk Assess shifts in Supporting People funding.
- Updates risk management and contingency arrangements;
- Feedback from stakeholder meetings, including the Supporting People Inclusive Forum, that will inform any revisions required to the SP Strategy;
- Feedback from stakeholders and service users about how well new commissioning initiatives are achieving desired outcomes.

Frequency of Meetings and Admin Support

- 8 meetings a year.
- Admin support to be provided by the Supporting People Team- Reports and agenda papers to be circulated 5 days before the meeting is due and minutes of meetings to be circulated 1 week after they are held.

Timetable for key decision are:

September-October	Prepare Strategy/commissioning/budget plans.
November-December	Establish performance targets. Annual report Performance 2 reports
January- February	Implement and reviewing commissioning plan.
March-April	Review performance against targets Performance 3 reports
May-June	Performance Q4 and annual review of performance reports Implement and reviewing commissioning plan
July-August	Performance 1 reports Implement and reviewing commissioning plan. Review performance against targets

Reports

Commissioning Group for Accommodation and Support will also receive reports from:

1. The Supporting People Team covering all aspects of the implementation of the Supporting People Programme, including:
 - Budgetary position and projections of the Supporting People Grant and Implementation Grant;
 - Updates and outcomes of contract management meetings and quality/monitoring returns;
 - Needs and demand mapping information;
 - Proposals for inclusion in the Strategy and Annual Plan;
 - Consultation/ Involvement with Service Users and other key stakeholders.
2. Supported Housing Planning Groups, covering:
 - Local needs identification
 - Proposed priorities
3. Sub-Groups, including:
 - Derbyshire Domestic Violence and Supporting People Forum
 - Derbyshire Home Improvement Agency Forum
 - Derbyshire Young People's Housing and Accommodation Strategy Group
4. Project (Boards) Groups, including in 2007:
 - Promotion of Best Value, Choice and Independence for People with Learning Disabilities
 - Housing Related Support Services for Older People

Decision Making

Decisions will be made on a consensus basis with the Chair having the casting vote, if necessary.

Membership

The membership includes, as a minimum, representatives from:

- One representative from each of the 8 District and Borough Councils:
- PCTs – 1 representative from Derbyshire County PCT

- Probation - 1 representative
- Accountable Officer Supporting People (Chair) - 1 representative
- Derbyshire Children and Younger Adults Department – 1 representative
- Service User Representation – 2 representatives
- Voluntary and Community Sector – 1 representative
- Derbyshire Supporting People Lead Officer - 1 representative
- Provider Representatives – 2 from Provider Working Group
- Adult Social Services Commissioning Manager- 1 representative
- Derbyshire DAAT- 1 representative
- Derbyshire YOS- 1 representative

Other people may attend the meetings with the agreement of the Chair.

Quorum

There will be a minimum of three core representatives, one from each of the following; District/ Borough Councils, Supporting People and Probation or PCT in attendance at all meetings.

TOR Review Date

April 2009