

# **Gwent Supporting People Regional Collaborative Committee Meeting (Quarterly)**

1.00pm – 4.00pm, Tuesday 21 April 2015

Committee Room 1, Civic Centre, Pontypool, NP4 6YB

## **Present (RCC members):**

Chris Robinson, Monmouthshire Social Care and Health, Lead Commissioner –  
Quality Assurance and Supporting People  
Chris Rutson, United Welsh, CHC Representative  
Darren Daniel, Wales Probation Trust, Team Manager  
Elke Winton, Torfaen CBC, Group Manager Housing (Chair)  
Helena Hunt, Community Safety Partnership, Policy Team Leader  
Julia Osmond, Public Health, Principal Public Health Practitioner  
Neil Binnell, MHA, Housing Support Manager, Provider Representative  
Nigel Stannard, Newport SP, Supporting People Manager  
Richard Sheahan, Linc Cymru, CHC Representative  
Viv Daye, Caerphilly CBC, Service Manager

## **Supporting Officers in attendance:**

Angela Lee, Gwent SP Regional Development Co-ordinator (Minutes)  
Beth Covill, Torfaen SP, Acting Supporting People Manager  
Donna Lemin, Welsh Government, SP Governance & Accreditation Manager  
Malcolm Topping, Caerphilly SP, Supporting People Manager  
Michelle Church, Blaenau Gwent SP, Supporting People Manager  
Trudy Griffin, Monmouthshire SP, Senior Commissioning Officer

## **Observers**

Chris Maggs, SPNAB Chair

## **In attendance for Agenda Item 1,2 & 3**

Sally Jenkins, Head of Children's Services, Newport City Council.  
Rebecca Haycock, Regional Officer, Newport City Council.

## **Apologies:**

Alyson Hoskins, Blaenau Gwent Social Services, Service Manager  
Bobby Bolt, ABUHB, Health Representative  
Diana Binding, Wales Probation Trust, Assistant Chief Executive  
Rhian Stone, Solas, Corporate Director, Provider Representative (Vice Chair)  
Sam Lewis, Llamau, Head of Support Services East, Provider Representative  
Simon Rose, Newport City Council, Housing Needs Manager

	Item/Discussion	Action
1.	<p><b>Welcome and introductions</b> Elke Winton welcomed everyone to the Gwent Regional Collaborative Committee meeting and introductions were given.</p> <p><b>Apologies</b> Apologies were received from Alyson Hoskins, Bobby Bolt, Diana Binding, Rhian Stone, Sam Lewis and Simon Rose.</p>	
2.	<p><b>Domestic Abuse Services Gwent: Changes and Proposals: Sally Jenkins, Head of Children's Services, Newport City Council.</b></p> <p>Sally Jenkins provided the committee with an overview of the changes made to the co-ordination and strategic role of domestic abuse services across Gwent. It is anticipated that this will enable a clear strategic direction to be developed for a domestic abuse pathway, enabling improved co-ordination of the funding of domestic abuse services across the region.</p> <p>SJ provided an overview of the steps taken to move domestic abuse co-ordination and strategic roles from a local authority footprint to a regional footprint. The Pan Gwent forum has evolved to become the South East Wales Board for Violence Against Women, Domestic Abuse and Sexual Violence. This board reports to the Adult Safeguarding Board and will continue to have strong links to the local forums and the Children's Safeguarding Board.</p> <p>The regional structure has been achieved by pulling together several funding pots including local DA Co-ordinator funding, IDVA funding and some funding from support services for children. Developing regional co-ordination for domestic abuse was a recommendation of the Pathfinder project. Rebecca Haycock has recently been appointed as the regional officer and will be assisted in the role by two supporting officers.</p> <p>Gwent is the first region to undertake this approach in Wales; it is anticipated that other regions will undertake similar restructures next year. There will be a Ministerial Advisor.</p> <p>SP as the largest services funder is recognised as crucial to the development of a more coherent provision of domestic abuse services across the region and discussions included:</p> <ul style="list-style-type: none"> <li>• Working together to plan provision</li> <li>• Gwent leading the way in the development of these new structures</li> <li>• Information sharing and intelligence gathering</li> <li>• Other models of providing refuge provision</li> <li>• Recognising the SP leverage and the other funding SP attracts</li> <li>• Reinstating domestic abuse training as a priority</li> </ul>	

3.	<p><b>HaVGHAP Update and Film Preview: Asylum Seekers &amp; Refugees: Julia Osmond</b></p> <p>JO delivered a presentation to the Committee giving an overview of the health needs assessment for Asylum Seekers and Refugees as part of the HaVGHAPs. An update was given of the groups reporting to the steering board and of the changes that have already been implemented due to the homeless health needs assessment including an open referral for non emergency dental treatment for homeless people and the establishment of short treatment care plans.</p> <p>The Asylum Seekers &amp; Refugees needs assessment film was played to the committee</p> <p><b>Action: Circulate presentation with the minutes</b></p>	A
4.	<p><b>Housekeeping</b></p> <p><b>Minutes / Actions arising from the previous meeting (07/01/2015)</b> The minutes from the previous meeting were agreed. Outstanding actions from previous minutes:</p> <ul style="list-style-type: none"> <li>• <b>Minutes/Matters Arising from (24/04/2014) meeting:</b> Item 6 – DL to give a presentation to the Gwent RCC on the outcomes data later in the year: DL advised the Committee that they need to consider the information they would like presented and this could be delivered to a future meeting</li> <li>• <b>Minutes / Matters arising from (07/01/15) meeting:</b> Item 5 – Circulate third quarter outturns to the Committee for information. Third quarter outturns are still outstanding and these are to be circulated to the committee for information as soon as they are collated.</li> </ul> <p><b>Declaration of any conflicts of interest</b> EW reminded members of the need to declare any conflicts of interest in relation to the agenda. No conflicts of interests were declared.</p> <p><b>Chair &amp; Vice Chair Elections</b> The committee discussed the annual chair and vice chair elections that are due to take place in July. It was agreed that the elections should be put on hold until the launch of the MOU as this may impact on how the RCC operates.</p> <p><b>Action: agenda this item for the July meeting of the RCC</b></p>	B  C     D
5.	<p><b>RDC Progress Report</b></p> <p>The report was accepted and noted in the minutes. Updates from the RCC task and finish groups are provided under agenda item 11 of these minutes</p>	
6.	<p><b>Financial position against budget</b></p> <p><b>Third Quarter Outturns October 2014 – December 2014</b></p> <p>Third quarter outturns are outstanding and these need to be collated and</p>	

	<p>circulated to the committee for information.</p> <p><b>Action: these will be circulated shortly to the Committee for information.</b></p> <p><b>Final Quarter Outturns January 2015 – March 2015</b></p> <p>Supporting People Lead Officers confirmed that the Supporting People budget in each local authority had been fully spent for the period April 2014 – March 2015. Final quarter outturns are being finalised in each LA and once completed will be submitted to WG and the RDC for collation and circulation to RCC members.</p> <p><b>Action: AL to collate and circulate final quarter outturns to the committee for approval.</b></p>	<p>C</p> <p>E</p>
7.	<p><b>WG Update Paper</b></p> <p>The paper was accepted by the Committee and noted in the minutes:</p> <ul style="list-style-type: none"> <li>• The Outcomes Data Sub Group has been established and the spreadsheet has been amended to include some questions about homelessness at start of support, review and exit. An additional tab has also been amended making it mandatory to complete the reason for leaving.</li> <li>• Outcomes returns are improving and the information submitted appears to be much more robust.</li> <li>• A group has been established to begin work on the longitudinal study; utilising information in the Sail Database is being considered as this holds information already provided by LAs</li> </ul>	
8.	<p><b>Provider Update</b></p> <p>The provider forum is meeting on April 28<sup>th</sup>; so an update from this meeting will be provided to the next committee meeting in July.</p> <p>The group discussed the outcomes definitions at the last meeting and a report is currently being drafted. It is agreed that this should be submitted to the data sub group for consideration.</p> <p>CHC /Cymorth / LA Reports have been submitted to the data sub group; so that the ideas and recommendations outlined in these reports can be considered.</p> <p><b>Action: Provider reps to submit the report to the Outcomes Data Sub Group</b></p> <p><b>Landlord Update Paper</b></p> <p>The paper was accepted by the Committee and noted in the minutes. CRut advised the Committee that she and RShe had recently met with Caerphilly Landlords Forum; the Committee were advised that there was a lot of interest at the forum about the SP programme but no appetite to get involved.</p>	F

	<p>They met with Lee Cecil, Chair of the National Landlords Forum at the Caerphilly Forum, who showed interest in the Gwent RCC. The committee discussed possible options including co-opting to the Committee; it was agreed that the importance of working closely with the private sector is well understood by the RCC and as part of the requirements of the Housing Act (Wales) which went live on April 14<sup>th</sup> 2015. Linking to the National and Residential Landlord Forums was discussed.</p> <p><b>Action: EW and CRut to meet separately to look at options for establishing further links to the above forums and the detail of co-opting private landlords to the RCC</b></p>	G
9.	<p><b>LA Quarterly Reports</b></p> <p>The reports were accepted by the Committee and noted in the minutes. An overview of the Older Person's report was provided to the committee and of the WG Older Person's Researcher summary report.</p> <p>The committee were advised of the progress that has been made in Gwent to ensure that services are provided on the basis of need; remodelling of services has been progressed in all Gwent LAs and it is anticipated that all services should be provided on the basis of need by 2016. A summary and update from each LA is provided within the report.</p> <p>OP summary report provided an overview of the findings so far and has highlighted that services are moving to needs based (due to needs assessments being introduced) but many are not tenure neutral as services are only provided to tenants of the provider organisation / RSL.</p> <p>It was agreed that considerable progress had been made across Gwent to meet the recommendations of the Aylward Review 2010. Developing services further to ensure that they are also provided on a tenure neutral basis still need to be progressed across some services in Gwent</p> <p><b>Action: RCC Older Persons sub group to be reconvened to consider the recommendations made in the final report when this is published in the Summer</b></p>	H
10.	<p><b>RCC Annual Review</b></p> <p>The Committee were advised that the finalised annual review document has been agreed by WG and that this has been forwarded to members by separate email. The committee were advised that final submission date for this document is June 30<sup>th</sup>.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li><b>A T&amp;F group to be established to look at the document in more detail and to agree the RCC case studies that will be submitted as part of the review.</b></li> </ul>	I

	<ul style="list-style-type: none"> <li>• <b>SPNAB Feedback forms to be sent out to members with the appraisal questions to remind members of the work undertaken during the past 18 months</b></li> </ul>	J
11.	<p><b>Reporting on the RCC Work plan sub groups</b></p> <ul style="list-style-type: none"> <li>• <b>Learning Disabilities:</b> the group met in January and agreed that the “Gwent Allowable Activities” document needed to be reviewed. This has been taken forward by the Gwent Review Officer Group (GROG) and a draft document should be available during Qtr 1. The LD report is currently being drafted and once finalised it is anticipated that the T&amp;F group will be reconvened to agree the commissioning principles of LD services.</li> <li>• <b>Communications:</b> the case study template was circulated for consultation during Qtr 4. The finalised document is now with support providers across the region and it is requested that case studies are returned by April 30<sup>th</sup> 2015. The sub group will then be reconvened to agree the case studies to include in the booklet, SOLAS communications team will be looking at the final formatting of the document. Funding for printing costs still to be finalised and agreed. Distribution of the document now needs to be considered.</li> <li>• <b>Service User:</b> funding for the website has been agreed in principle by the Gwent LAs. Service User sub group and service users to be reconvened to consider an action plan to progress this piece of work.</li> </ul> <p><b>Actions: Updates to be provided to the next RCC meeting in July</b></p>	K
12.	<p><b>RCP Workshop Session</b></p> <p>It was agreed that the separate workshop session held on March 27<sup>th</sup> was very useful. The session enabled members to discuss in detail the options presented in the Chris Price paper and presentation that had been delivered to the January RCC meeting.</p> <p>A follow up session has been arranged for May 7<sup>th</sup> to review the information collated from the previous workshop and to consider whether any of the options could be considered across Gwent.</p> <p><b>Actions: AL to arrange an agenda setting meeting with HH and DD for the next workshop.</b></p>	L
13.	<p>Any other business</p> <p><b>Chris Maggs Update</b></p> <p>CM gave an update to the committee on an overview of the Supporting People, Guidance, Vision and Values events that had been held across Wales and advised that the information gathered from these events will be used as a basis on which to build and develop the updated Supporting People Programme Grant Guidance document.</p>	

	<p>Two emails have been circulated to RCC members:</p> <ul style="list-style-type: none"> <li>• An overview of the visions, values and objectives information collated so far, requiring comments by May 21<sup>st</sup> 2015.</li> <li>• An outline of the strategic guidance and practice documents requiring comments and responses to be submitted by June 19<sup>th</sup> 2015.</li> </ul> <p>CM advised the committee that Gwent was well represented on many of the workgroups including Governance, Data and Finance Groups and reminded members to keep highlighting the opportunity for stakeholders to feed into and influence the development of above documents. It is expected that these documents will be finalised within 12 months.</p> <p>EW expressed thanks from the committee for the support CM had provided to the Gwent RCC in his role as SPNAB Chair which he steps down from in June 2015.</p>	
	<p>Date/time of forthcoming meeting: 7<sup>th</sup> July 2015 1.00pm</p> <p><b><i>Please note change of venue:</i></b>  <b><u>Melin Boardroom, Ty'r Efail, Lower Mill Field, Pontypool, NP4 0XJ</u></b></p>	

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1.00pm – 4.00pm, Tuesday 21 April 2015

**Committee Room 1, Civic Centre, Pontypool, NP4 6YB**

## Meeting Actions

ACTION	AGENDA ITEM NO	ACTION	TO BE COMPLETED BY
A	3	<b>HaVGHAP Update and Film Preview</b> Circulate presentation with the minutes.	AL
B	4	<b>Minutes/Matters Arising from (24/04/2014) meeting:</b> Item 6 – DL to give a presentation to the Gwent RCC on the outcomes data later in the year: DL advised the Committee that the committee need to consider the information they would like presented and this could be delivered to a future meeting	DL
C	4	<b>Minutes / Matters arising from (07/01/15) meeting:</b> Item 5 – Circulate third quarter outturns to the Committee for information. Third quarter outturns are still outstanding and these are to be circulated to the committee for information as soon as they are collated.	AL
D	4	<b>Chair &amp; Vice Chair Elections</b> Agenda this item for the July meeting of the RCC	AL
E	6	<b>Final Quarter Outturns January 2015 – March 2015</b> Collate and circulate final quarter outturns to the committee for approval.	AL
F	8	<b>Outcomes – information from providers</b> Provider reps to submit the report to the Outcomes Data Sub Group	Provider reps
G	8	<b>Private landlords</b> Arrange separate meeting to look at options for establishing further links to the above forums and the detail of co-opting private landlords to the RCC	EW / C Rut
H	9	<b>Older Persons sub group</b> To be reconvened to consider the recommendations made in the final report when this is published in the Summer	OP Sub Group
I	10	<b>RCC Annual Review</b> A T&F group to be established to look at the document in more detail and to agree the RCC case studies that will be submitted as part of the review.	AL
J	10	<b>RCC Annual Review</b> SPNAB Feedback forms to be sent out to members with the appraisal questions to remind members of the work undertaken during the past 18 months	AL
K	11	<b>RCC Work plan sub groups</b> Updates to be provided to the next RCC meeting in July	AL / Sub group members
L	12	<b>RCP Workshop Session</b> Arrange an agenda setting meeting with HH and DD to firm up the agenda for the next workshop	AL/ DD/ HH