

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

9:30 am – 13:00 pm, Wednesday 25 January 2017

Committee Room 2/3 Civic Centre, Glantorfaen Road,  
Pontypool, NP4 6YB

**Present (RCC members):**

Alyson Hoskins, Blaenau Gwent CBC, Head of Adult Services  
Chris Humphrey, Newport CC, Head of Adult & Community Services  
Darren Daniel, Wales Probation Trust, Team Manager  
Dave Congreve, Tackling Poverty Representative  
Elke Winton, Torfaen CBC, Group Manager Housing  
Emma Hammonds, Torfaen & Blaenau Gwent MIND, Director, Support  
Provider Representative  
Hugh Irwin, United Welsh, Landlord Representative  
Kath Deakin, MHA, Head of Sustainable Communities, Support Provider  
Representative  
Paul Cockeram, Councillor, Cabinet Member for Adult Social Services &  
Housing, Regional Partnership Board Representative  
Rhian Stone, Pobl Group, Director Care & Support, Provider Representative  
Sam Lewis, Llamau, Head of Support Services East, Provider Representative

**Supporting Officers in attendance:**

Angela Lee, Gwent SP Regional Development Co-ordinator (Minutes)  
Donna Lemin, Welsh Government, SP Governance & Data Accreditation  
Malcolm Topping, Caerphilly SP, Supporting People Manager  
Nigel Stannard, Newport CC, Supporting People Manager  
Rachael Lewis, Supporting People Manager, Torfaen  
Trudy Griffin, Supporting People Manager, Monmouthshire

**Presentation:**

Sara Theaker, Communities for Work

**Observer:**

Katie Clubb, North Wales RCC Chair

**Apologies:**

Alicja Zalesinska, Tai Pawb, Director  
Chris Edmunds, ABUHB, In One Place Programme Co-ordinator  
Diana Binding, Assistant Chief Executive, Gwent Probation Wales  
Julia Osmond, Public Health, Principal Public Health Practitioner  
Michelle Church, Blaenau Gwent SP, Supporting People Manager  
Nicola Needle, Monmouthshire CC, Changing Practice, Changing Lives Lead  
Richard Sheahan, Linc Cymru, Landlord Representative  
Viv Daye, Caerphilly CBC, Service Manager

	Item/Discussion	Action
1.	<p><b>Welcome and introductions</b> EW welcomed everyone to the Gwent Regional Collaborative Committee meeting and introductions were given.</p> <p><b>Apologies</b> Apologies were received as noted above</p> <p><b>Declaration of Interests</b> AL declared an interest in agenda item 9 and agreed to leave the room whilst this item is discussed by members.</p>	
2.	<p><b>Presentation: Communities for Work &amp; Lift Programme</b></p> <p><i>Sara Theaker, Communities for Work, Welsh Government</i></p> <p>An update was provided to the RCC on the Communities for Work (C4W) and Lift Programmes. ST is the Programmes representative for this area.</p> <p>The Communities for Work Programme is delivered across the Communities First areas and is bound by post code. It is funded until March 2020. Since 2015, they have worked with 5500 people across Wales with in excess of 1000 people supported to gain sustainable employment (16hrs or more). They can also work with young people aged 16-24 who are NEET. The Programme works to identify the hardest to reach in the most deprived communities to engage them in returning to employment. Within each Communities First cluster there is a team of five including Adult and Youth Mentors, Specialist Employment, Parent Advisers and a Triage worker. Holistic support is provided by the team to ensure people get the support they need to get into work, engage with health and other partners e.g. substance misuse workers. Referrals can be made locally through networks being built up in the Communities First clusters. Marketing materials for the projects are currently being developed.</p> <p>An innovation fund is used to assist in meeting priorities. Regional events for staff including a Gwent one are being scheduled.</p> <p>RCC members advised:</p> <ul style="list-style-type: none"> <li>• That success of these Programmes locally was very dependent on the other Programmes being delivered such as Communities First and the trusting relationships built on the ground enabling referrals to be made.</li> <li>• There are a large number of employment and work grant funded Programmes now being delivered locally and how well are these linked together to ensure no duplication.</li> <li>• It is very difficult recruiting staff to care and support jobs and is consideration given to skills needed within each LA. <ul style="list-style-type: none"> <li>○ ST advised that mapping of local skills and the labour market is undertaken by C4W. They are also able to deliver bespoke training to increase skill sets needed by the local labour markets. <ul style="list-style-type: none"> <li>▪ They would be able to deliver “routes into care/support”</li> <li>▪ Contact Sara direct for information about this</li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ An innovation fund is also available in addition to the bespoke training to further engage people and develop their skills some examples such as delivering a boot camp programme and facilitating work experience placements were given.</li> <li>○ Recruiting those that have received support, who are “experts by experience” enabling those that want to work in this sector and giving opportunities through work experience and apprenticeships was something that the sector needed to develop.</li> </ul> <ul style="list-style-type: none"> <li>• Recruitment and retention issues were being experienced by employers, better off calculations for people on low incomes still show that they are not better off in low paid work.</li> <li>• Scope for Social Care to engage regarding promoting roles and jobs in social care</li> <li>• Programmes such as C4W and Lift do not operate in Monmouthshire.</li> <li>• Other barriers to work such as those with criminal offending history – specialist workers would support people with these issues to help them overcome barriers into work.</li> <li>• Welsh Government is developing an Employability Strategy, which is likely to be launched in the autumn of 2017. RCCs will need to respond to the consultation.</li> </ul> <p><b>Actions:</b></p> <p><b>Circulate contact details for ST and local contacts with the minutes</b></p>	A
3.	<p><b>Housekeeping</b></p> <p><b>Minutes / Actions arising from the previous meeting (13/10/2016)</b> The minutes from the previous meeting were agreed. Outstanding actions from previous minutes are either completed, on the agenda or waiting to be progressed.</p> <p><b>Update of Actions from minutes 14/10/16:</b> <b>C3:</b> NS provided an update to the RCC of the Kemp database mapping which reviews the interventions from the various tackling poverty programmes to check for duplication. Supporting People floating support services have been mapped against Families First with results showing that out of 940 interventions 16% received support from both Programmes. Work is progressing to further analyse and map interventions across some of the other Programmes.</p> <p>DC advised that a similar exercise was taking place in TCBC which show that the interventions are not overlapping but are complementary to each other. Turnover is also high with a large number of new unknown clients coming through and trying to access the Programmes; further analysis is showing that there is interdependency across the Programmes with people moving interdependently across the Programmes to access appropriate support.</p> <p>Terminology, language and narrative is important when discussing interventions delivered by the Tackling Poverty Programmes: we must stop talking about overlap between the programmes, as this infers duplication which is not what is being noticed when mapping exercise are being</p>	

	<p>completed: complementary is more appropriate, as is interdependency.</p> <p>DL advised to provide early evidence and potential recommendations from the above mapping exercises to the Tackling Poverty Alignment Board.</p> <p><b>Actions:</b></p> <p><b>Update to be provided to the next RCC meeting on the mapping interventions underway in Newport and Torfaen.</b></p> <p><b>Early evidence of the mapping interventions taking place in Newport and Torfaen to be provided to the Tackling Poverty Alignment Board</b></p> <p><b>E3:</b> The APB will be reviewing its membership over the coming months and are aware of the need to co-opt an RCC rep.</p> <p><b>Action: ensure that RCC rep is co-opted to the APB when membership is reviewed</b></p> <p><b>F3: Action: Forward RCC Terms of Reference to NCN colleagues</b></p> <p>Recent membership changes to the RCC should improve links to Health through the increased number of LA Reps from Social Care</p> <p>Regional Partnership Board (RPB): PC represents the RPB at the RCC, there is no dedicated rep on the RPB for the RCC.</p> <p><b>Action: to be raised at the next RPB whether a co-opted RCC rep should attend.</b></p> <p><b>H3: Action: Contact YOS colleagues to discuss co-opted membership:</b></p> <p>National Probation Service representation on the RCC</p> <p><b>Action: National Probation Service to be contacted to discuss representation</b></p> <p><b>O7: Rent Smart Wales:</b> the impact on LAs / impact re non registrations is not yet known re obligations to enforce and associated costs. Costs to providers are also a concern. Cymorth are working closely with WG. It was agreed that this should be a future agenda item.</p> <p><b>Action: invite Karl / Alan Thomas to another RCC to discuss Welfare Reforms and implementation of Rent Smart Wales.</b></p> <p><b>U9:</b> Translation costs.</p> <p>An update was provided by KC North Wales RCC Chair on the regional pot that LAs contributed money to; this ensures that costs such as translation etc required to run the RCC can be covered. This budget is held by the host authority with money drawn down as required. Updates on the money spent are the provided to the North Wales RCC as required.</p>	<p>B</p> <p>C</p> <p>D</p> <p>E</p> <p>F</p> <p>G</p> <p>H</p> <p>I</p>
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	<p>➤ Spend Plan 2017 – 2018: <i>agreed, to note in minutes</i></p> <p>The Spend Plan for 2017 -2018 was circulated to RCC Voting Members for approval and agreed and signed off by email. The Spend Plan was submitted to Welsh Government by the required deadline of January 16<sup>th</sup>. The timescales for RCC to scrutinise and sign off documents prior to submission was queried, as timescales are very tight.</p> <p>DL advised that Karen Tudor has begun to review the Spend Plans submitted. She advised the RDC and staffing costs cannot be paid for from the grant. Karen Tudor is the main point of contact for any finance queries.</p>	
5.	<p><b>Welsh Government update</b></p> <p>WG bulletin January 2017 was circulated prior to the meeting.</p> <p>The substance misuse delivery plan 2016-18 – and expected RCC actions:</p> <p><i>“WG and Regional Collaborative Committees (RCCs) to review the training provision available to the housing workforce and the skills, knowledge and competencies required to help people with substance misuse”</i></p> <p>The expected actions were discussed by the Committee with the following points raised:</p> <ul style="list-style-type: none"> <li>-Do RCCs know what Substance Misuse training is available?</li> <li>-Is it appropriate?</li> <li>-Is an audit of providers required?</li> <li>-What is meant by the housing workforce?</li> <li>-Invite Substance Misuse colleagues to a regional provider forum to discuss Naloxone training.</li> <li>-Concern raised that this could be a huge task for RCCs to undertake and not as simple as the statement above suggests. There would be limitations as to what the RCC could collate in relation to the whole housing workforce in a region.</li> <li>-Should SP contracts be reviewed to see if they specify that substance misuse training is undertaken by staff.</li> <li>-How does this work link to the work of the Substance Misuse Area Planning Boards?</li> </ul> <p><b>Actions:</b></p> <p><b>SP Leads to consider at their next meeting whether a local audit could be undertaken to determine training received by support workers</b></p> <p><b>Collate information about the substance misuse training currently available across Gwent</b></p>	<p>L</p> <p>M</p>

6.	<p><b>LA Updates</b></p> <p>Blaenau Gwent, Caerphilly, Monmouthshire Newport &amp; Torfaen: <i>update papers circulated to note in the minutes</i></p> <p>No queries were raised</p> <p>➤ Providing Debt Advice: <i>draft letter for discussion and sign off</i></p> <p>The letter was discussed and some amendments were made. It was agreed that providers should follow advice provided by the Financial Conduct Authority when they contact to enquire about registration.</p> <p><b>Actions:</b></p> <p><b>SP Leads to determine when the FCA debt advice letter is sent to providers</b></p> <p><b>FCA provider letter to be shared with the RDC Network</b></p>	<p>N</p> <p>O</p>
7.	<p><b>Provider Update:</b></p> <p>➤ <i>National living wage</i></p> <p>The RCC were advised that the national living wage would be increasing from £7.20 to £7.50 in April and it was agreed that this should be raised at local and regional forums. Providers should advise their local SP teams if this is going to lead to any additional cost pressures.</p> <p>The RCC were advised that discussions at the last forum covered RentSmart Wales, the ACE mapping exercise undertaken by the RCC YP T&amp;F group and a test run of the service user website.</p> <p><b>Landlord update:</b></p> <p>An overview was provided to the RCC of the Supported Accommodation Review.</p> <p>Responses are currently being drafted from across the sector and from CHC, WLGA and Cymorth Cymru to the English consultation.</p> <p>Challenges include concerns over the allocation, governance and administration that will be developed for the devolved fund, with discussions including using the RCC or RPB to oversee and scrutinise.</p> <p>It was noted that whilst there is specific recognition in considerations for short term and refuge accommodation, it is less prominent for other supported housing.</p> <p>A meeting was arranged by Cymorth and Welsh Government and the</p>	

	<p>researchers who developed the review document and discussions were held with providers and local authority officers: Welsh Government want to collaborate and work closely with the sector; they anticipate having to undertake further research to look at the supported housing accommodation in Wales in more detail. They are also looking at resources needed and are considering how the money is allocated, what governance structures would be needed and likely costs to administer the fund from LAs.</p> <p>There is considerable concern about the impact and the sustainable future of supported housing</p> <p><a href="https://www.gov.uk/government/consultations/funding-for-supported-housing">https://www.gov.uk/government/consultations/funding-for-supported-housing</a></p> <p><b>Action: Supported Accommodation Review to remain on the RCC as a standard agenda item</b></p>	P
8.	<p><b>RDC progress report</b></p> <p>The RDC progress report was acknowledged by members and noted in the minutes. AL provided the committee with an overview of the RDC report, which and provided an update on the following items:</p> <p><b>Regional Strategic Plan:</b> was agreed virtually by the RCC and submitted to Welsh Government by required deadline.</p> <p><b>Service User Sub Group:</b> the group have been considering the launch event for the website, there will be costs to hire a venue and provide a buffet. DL advised that SPPG could not be used to fund the costs of the event.</p> <p>-It was agreed that the event should be held in the new financial year as elected members go into Purdue after March.</p> <p>-It was suggested that LAs could be approached to use their engagement funding to cover costs of the event.</p> <p>Young Persons Sub Group: An overview of the ACE needs mapping exercise was provided to the RCC; members were also provided with a briefing paper and infographic highlighting information from the exercise. The briefing paper had been forwarded to Welsh Government and Carl Seargent; who have agreed to publish a link to the work on the Welsh Government Supporting People website.</p> <p><b>Action: circulate the info graph and briefing papers again to members again after the meeting.</b></p>	Q
9.	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>➤ RDC Shortfall funding</li> </ul>	
	<p>Date/time of forthcoming meetings:</p> <p><i>6<sup>th</sup> April 2017, RCC Business meeting 9.30am</i></p> <p><b>Committee Room 2/3, Civic Centre, Glantorfaen Road, Pontypool, NP4 6YB</b></p>	



## Gwent RCC: Meeting Actions

9:30 am – 13:00 pm, Wednesday 25 January 2017

<b>ACTION</b>	<b>AGENDA ITEM NO</b>	<b>ACTION</b>	<b>TO BE COMPLETED BY</b>
A	2	<b>Circulate contact details for ST and local contacts with the minutes</b>	AL
B	3	<b>Update to be provided to the next RCC meeting on the mapping interventions underway in Newport and Torfaen.</b>	NS/DC
C	3	<b>Early evidence of the mapping interventions taking place in Newport and Torfaen to be provided to the Tackling Poverty Alignment Board</b>	NS/DC
D	3	<b>Ensure that RCC rep is co-opted to the APB when membership is reviewed</b>	AL
E	3	<b>Forward RCC Terms of Reference to NCN colleagues</b>	AH
F	3	<b>To be raised at the next RPB whether a co-opted RCC rep should attend.</b>	PC
G	3	<b>Contact YOS colleagues to discuss co-opted membership</b>	AH/RSto
H	3	<b>National Probation Service to be contacted to discuss representation</b>	DD
I	3	<b>Invite Karl / Alan Thomas to another RCC to discuss Welfare Reforms and implementation of Rent Smart Wales.</b>	AL
J	3	<b>Arrange meeting with LAs to discuss regional budget for the RCC running costs.</b>	AL
K	3	<b>Circulate MOU for members to complete during March</b>	AL
L	5	<b>SP Leads to consider at their next meeting whether a local audit could be undertaken to determine training received by support workers</b>	SP Leads
M	5	<b>Collate information about the substance misuse training currently available across Gwent</b>	AL/SP Leads
N	6	<b>SP Leads to determine when the FCA debt advice letter is sent to providers</b>	SP Leads

O	6	<b>FCA provider letter to be shared with the RDC Network</b>	AL
P	7	<b>Supported Accommodation Review to remain on the RCC as a standard agenda item</b>	AL
Q	8	<b>Circulate the info graph and briefing papers again to members again after the meeting.</b>	AL