

Children's, Families and Young Persons Housing Strategy Sub Group Meeting

22 July 2010 – Torbay Foyer

Minutes

Present: SB- Supporting People Service Development Officer, JS- Communities, Torbay Council (Chair), SC- Housing Needs, Torbay Council, CC- Westcountry Housing Association, NA- Checkpoint, PM- Torbay Council (minutes), ND, FP- Children's Services, JD- Housing Link Co-ordinator, SA

Apologies: ST- Safer Communities, JW- Connexions, DP, DK- Care To Community, RH- Youth Offending Team, SB- Children's Services

No.	Action	Who
1	Find out commissioning arrangements in Devon for Young Devon and Nightstop provisions	JS
2	Re-draft Terms of Reference for homelessness prevention panel to include governance of prevention fund spend and share with strategy group for comment	SB
3	Provide collated information on exceptions where difficulties with move-on	RH
4	Provide clarity on role of Care To Community (CTC) staff at Homelessness Prevention Panel to ensure they are able to fully represent all aspects of Children's Services	SA
5	Discuss Children's Trust Commissioning with Executive Head Communities to agree joint working	JS
6	Meet with RK in Children's Services to discuss joint commissioning plans	JS/SB
7	Agree how Children's Services will be represented on strategy group, including role and responsibilities	SA/FP
8	Meet with EP to identify best way to meet strategic housing and support needs of disabled families	SB/SA/JD
9	Review terms of reference and provide feedback to SB	All
10	Amend Shelter leaflet to include local information	NA

No.	Item	Action
1.	Welcome and Introductions JS welcomed everyone to the meeting.	
2.	Matters Arising AP1: JS has received information from Nightstop, including an evaluation undertaken by the University of Plymouth into provision in Devon. SB to circulate with minutes. Nightstop are operating a crash pad service which allows clients to stay with a host family for up to 6 weeks. Costs appear to	SB

	<p>be more than current spend on existing Supported Lodgings contract. Nightstop funded 60% by Big Lottery. JS to find out more information on Exeter/Devon as they are using both Young Devon and Nightstop.</p> <p>AP2: SB has invited HD to join. Representation from Children's Services to be picked up under agenda item 6.</p> <p>AP3: SB & SC have met and agreed that the homelessness prevention panel should have authority to make decisions on spend of prevention fund (£10,000 agreed by strategy group). Panel to record spend reasons and amounts. SC to identify monitoring process. SB/SC to feedback to strategy group on process and spend.</p> <p>AP4: SC to ensure communication between panel members is clear and working effectively.</p> <p>AP5: NA & ND fed back that the Drug and Alcohol Action Team (DAAT) use a national system for data collection. NA to ask for further information from the DAAT to inform strategic planning.</p> <p>AP6: The panel has met to look at monitoring. SBe is looking into a web based model. SC fed back that the panel now has a much clearer understanding of the movements of young people who are homeless or at risk of homelessness.</p> <p>AP7: Group understanding is that the 2 new Social Workers will be starting with CTC in September/October.</p> <p>AP8: SB has been in contact with Youth Service and providers to discuss client involvement. Meeting agreed that a rep on the group could be tokenistic and maybe setting up a housing reference group with support of youth parliament may work better. SB will continue to work on this.</p> <p>AP9: RH sent apologies so no update.</p> <p>AP10: SB/JS agreed that data collection should be coordinated with Children's Trust and will liaise further with HD to avoid duplication and best use of data.</p>	<p>JS</p> <p>SC</p> <p>NA</p> <p>RH</p>
3.	<p>SC produced information on positives and negatives of the current homelessness prevention panel. SB to circulate with minutes. Background information provided on the panel. Panel is meeting every 2 weeks at the same time. Regularly attended by key partners.</p> <p>Clarity still required on role of CTC in respect of Child in Need (CiN) assessments. SA explained that CiN is not the sole access point for services from Children's Services. Meeting agreed further information on access to all Children's Services is required.</p> <p>NA identified that the process map is not currently reflecting practice and requested that it be changed to ensure accuracy. SB to draft and liaise with panel on changes, including incorporation of accountability of spend for prevention fund.</p>	<p>SB</p> <p>SB</p>

	<p>FP explained that Common Assessment Framework is currently being reviewed by TT- Children's Services. If people have feedback please send to SB who will collate and send to TT.</p> <p>SA updated that an automatic response letter will shortly be operational to respond to referrals – this should improve communication on status of referrals to CiN for initial assessments.</p> <p>SA to liaise with DK and SBe so their role incorporates representing / screening for all aspects of Children's services.</p> <p>Panel is looking at all 16/17 year olds homeless and at risk of homelessness and tracking progress, including move on from emergency accommodation, CiN assessment, family mediation. Panel also supports service providers with move on to ensure throughput of clients through the accommodation systems. Panel has discretion to prioritise referrals for Supporting People (SP) services, information to be included in revised Terms of Reference for the group. The standard SP Referral Hub prioritisation process is used first for all referrals.</p>	SA
4	<p>RK- Children's Services- unable to attend (presentation attached). SA provided an update including that although the Children's Trust model was no longer a government requirement, Torbay would continue with this as it provides a comprehensive model and structure. The Trust is currently being reviewed to streamline service provision. RK is leading Children's Services Commissioning Team which is currently at planning stage. Group agreed that commissioning for housing and support must fit with wider commissioning agendas.</p> <p>SB gave a presentation (attached), stating that the group was at a stage where the focus needed to shift to commissioning and also take more account of the needs of families. This group is currently responsible for £785,880 worth of commissioning. The budget was £200,000 overspent for 2009/10 so careful management is required to bring it back in line. SP Commissioning Body has requested a financial update for their September meeting which could have further implications on budget. SP has already had a £79,000 cut and further budget cuts are anticipated in October.</p> <p>FM- SP Manager, JS and RW agreed last week that the new emergency accommodation service at the Foyer should not go ahead in light of budget restraints. Emergency accommodation provision will continue to be delivered from spot purchased provision through Young Devon supported lodgings scheme.</p>	

	<p>SP is required to tender services in this financial year as it can no longer extend contracts. This is a real opportunity for joint commissioning. SP are setting up a framework agreement that this group will be able to go direct to at the Invitation To Tender (ITT) stage of procurement. All members of the group should encourage providers to join Devon Tenders to ensure applications for the Pre Qualification Questionnaire stage are made.</p> <p>SB updated that the Family Intervention Project has had its ring fence removed and this could provide an opportunity for closer joint working.</p> <p>SP has just completed a cost benefit analysis for all services and for this client group sector found that for every person using an SP service, the cost saving to other agencies in Torbay per year is £2401.</p>	
5	<p>The last 3 slides of SB's presentation identified some joint commissioning possibilities for the future. Agreed that the group needs to identify its joint priorities but taking this forward is difficult in light of current economic climate. Supporting People (SP) services fall outside of statutory requirements.</p> <p>CC commented that the group also needed to be aware of other commissioned services that are working with families and young people such as the Social Inclusion Floating Support Service (SIFS).</p> <p>All agreed that when looking at commissioning we have to look at wider pathway. SP are about to enter into an Service Level Agreement with Care To Community to back-charge for any relevant care leavers using SP services. In the future it would be better to avoid this internal transfer of money. SA agreed that budgets should be pooled where possible, with foster care being the exception.</p> <p>Agreed that this group needed to have an understanding of the wider expenditure within Children's Services commissioning and it was felt the commissioning meetings would be appropriate route. JS to speak with SS- Executive Head of Communities- on this matter. JS and SB to meet with RK to discuss future working arrangements and mapping of provision.</p> <p>Agreed that the group had a role to play in delivering the prevention agenda. SB has met with JE who has agreed to a 3 session pilot in PSHE classes looking at homelessness. NA and RH to assist with delivering this.</p> <p>SC updated that Housing had seen an increase in families losing their accommodation. This highlighted to the group that it needs to recapture current priorities and what could</p>	JS JS/SB

	<p>happen in the future. The group needs to understand current provision and evaluate if and where duplication is taking place. FP updated that HD has been tasked to complete Parenting Strategy in the next 6 months. This group should be involved to ensure joint working to meet strategic need.</p>	
6	<p>Terms of reference (ToR) circulated prior to the meeting. SB explained that with the group needing to focus on commissioning and with staff changes within Children's Services, this was an opportune time to review the groups ToR and membership. SA and FP confirmed commitment from Children's Services to attend. Agreed they would take to management team to identify lead person to attend and represent Children's Services. SA/FP to update SB on named rep for the ToR. JD asked if her attendance was required in terms of representing the needs of families with disabled parent/children. It was agreed that SB and SA should meet with EP and JD to discuss and agree representation and report back to group. Agreed the ideal frequency of meetings would be quarterly. SB stated that there would be a need for smaller working groups to develop service specifications and evaluate tenders once commissioning starts. Decision making – agreed that it would be difficult for people attending to have the power to make commissioning decisions and that these would need to go out for consultation. ND said he felt the Youth Offending Team may require separate representation from Children's Services. All agreed to review ToR and provide feedback to SB for collation, including who should be part of core membership.</p>	<p>SA/FP</p> <p>SB/SA/JD</p> <p>All/SB</p>
7	<p>SC shared the Shelter guidance on responding to Southwark (previously attached to agenda). NA felt the leaflet needed to be localised to avoid young people being passed to services unnecessarily. Agreed that the leaflets already printed should have a sticker put on them to show first point of contact is Check Point. NA to action. SC provided information on the Surf the Waves pilot project which is aimed at 18-25 year olds to offer a rent deposit if certain criteria is met (attached). ND said that 18-24 year olds currently represent the largest population of Probation clients. This is a non statutory requirement but is aimed at prevention agenda.</p>	<p>NA</p>
8	<p>AOB</p> <p>NA updated that the Runaways project has been cut by</p>	

	50% due to charitable funding ending. Check Point had already seen 17 referrals this week. Overall NA felt there was not an increase in numbers attending the drop in but felt this could be due to better targeting in the service. NA stated that cases are more complex. KW provided data on family mediation referrals (attached to minutes).	
9	Date of Next Meeting 2 September 1pm – 3pm Part B – 3pm – 4pm (discussions are commercially confidential and therefore only open for commissioners)	