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DATE: 22 August 2013

CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Meeting to be held on Tuesday 3 September 2013

S 7.7 New national adult social care data funding (Pages 3 - 8)

In error this item was placed in part two of the original agenda so has now been moved into part one.

S 7.8 Carry Forward Invest to Save Funds - Adult Social Care (Pages 9 - 14)

*Copies of the documents referred to above can be obtained from
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Report No.
CS13031

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: EXECUTIVE

11th September 2013

Date: For Pre-Decision Scrutiny by the Care Services Policy Development and Scrutiny Committee on Tuesday 3 September 2013

Decision Type: Non-Urgent Executive Non-Key

Title: NEW NATIONAL ADULT SOCIAL CARE DATA FUNDING

Contact Officer: Anne Watts, Assistant Director Development & Performance
Tel: 020 8313 4618 E-mail: anne.watts@bromley.gov.uk

Chief Officer: Executive Director of Education, Care & Health Services

Ward: (All Wards)

1. Reason for report

In September 2012 and May 2013 the Health and Social Care Information Centre (HSCIC) announced the changes to be made to adult social care data collections by local authorities with respect to 2013/14 and 2015/15, which in due course would be supported by the provision of additional funding.

Following this the Local Authority Social Services Letter (LASSL(DH)(2013)2) was issued on the 26th July 2013 by the Department of Health to all local authorities announcing the new burden funding to support the development and implementation of the new adult social care data collections into social care case management information systems, financial management and performance management in the current statutory reporting year 2013/2014 and subsequent year of 2014/15.

2. **RECOMMENDATION(S)**

2.1 The Care Services PDS Committee is asked to consider the proposals outlined in the report and recommend that the Executive approve the drawdown of the non-ring fenced grant from the central contingency.

2.2 The Executive is asked to approve the drawdown of the non-ring fenced grant of £59,058 from the central contingency.

Corporate Policy

1. Policy Status: Existing Policy
 2. BBB Priority: Supporting Independence
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Financial

1. Cost of proposal: £59,058
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Strategic & Business Support Service / 805000
 4. Total current budget for this head: £
 5. Source of funding: Grant
-

Staff

1. Number of staff (current and additional): 1 FTE additional temporary resource across EHCS and Finance.
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Applicable:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
-

Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments:

3. COMMENTARY

- 3.1 National data collections for Social care have traditionally focused upon counting activities and processes and give very little details about the outcomes of care delivered by local authority services. Current Government policy, as set out in the White Paper *caring for our future: reforming care and support*, seeks to shift this emphasis to delivering best outcomes to people and their carers.

During 2011-12 a stakeholder group, drawn from local authorities, Department of Health and the HSCIC developed a new outcome based framework and a range of new statutory returns to address this issue.

- 3.2 The outcome of the Zero Based review of Adult Social care returns in 2011-12 resulted in a phased approach to the implementation of all the changes in local authorities over a two year period, starting April 2013, with completion by April 2014.

Changes for Reporting year 2013/14

- 3.3 Firstly a new Equalities & Classifications Framework(EQ-CL) will have to be implemented in 2013-14 within the current social care case management system. This framework introduces a new range of base line data to be collected in respect of:

- Primary support reason for episode of service
- Funding source for episode of service
- Routes of access to services (how customers came into the service)
- Accommodation status during the current episode of service
- Reported Health conditions with mandatory data on Autism and Aspersers & High Functioning Autism in 2014/15.
- Type of support given split between short term support during an episode (reablement, equipment, daycare) and long term support (domiciliary care, residential placements, supported living)
- Track the care pathway to see how customers move from short term support to long term support, the activities involved, and number of occurrences involved with statutory reporting year and across into future reporting years.
- Enhanced carer information

- 3.4 Secondly the current Abuse of Vulnerable Adults statutory safeguarding return has been revamped and updated into a new return called the Safe Guarding Adult Return (SAR), which has to be implemented in 2013/14, and forms the basis for the annual statutory return due for the period 1/4/2013 to 31/3/2014. This revised return is underpinned by the introduction of the new Equalities & Classifications Framework.

- 3.5 Thirdly, the Deprivation of Liberty Safeguards (DoLS)statutory return has been extended to collected more detailed information about service users subject to a DoLS, for the current statutory reporting year , 2013/14

- 3.6 Lastly, the annual collection of the National Minimum Data Set for Social Care (NMDS-SC) return on social work staff has been revised to include information on social workers qualifications, both permanent and locum staff.

Changes for Reporting year 2014/15

- 3.7 Adult Social Care Finance Return (ASC-FR) will be introduced in 2014-15, with preparation work required in 2013-14, to ensure that we will be able to start collecting the required outcomes and financial data from the 1st April 2014. It replaces the current Personal Social

Services Expenditure statutory return, which brings together social care activity and social costs, which provides information in respect of unit costs of services. This new return is dependent on the new data items being implemented as part of the Equalities and Classifications framework. The present team is working to capacity and is unable to complete these tasks alongside their present commitments. The Grant is in recognition of this fact and will be required to allow the completing of existing returns and developing with Finance and IT the reporting systems required by the new Statutory Return.

3.8 The Short & Long Term Support (SALT) statutory return will be implemented in 2014-15, with preparation work required in 2013-14 to ensure that we will be able to start collecting the required outcomes and financial data from the 1st April 2014. It replaces the current Referrals, Assessment and Packages of Care (RAP) and the Adult Social Care Combined Activity Return (ASC-CAR)Referral statutory returns.

Reporting Year 2013-14

3.9 The following statutory returns will still be required as part of the current reporting year which means that the :

- Referrals, Assessment and Packages of Care (RAP) will be required for 2013-14, and then will cease as of the 1/4/2014. This return is replaced by the Short & Long Term Support (SALT) statutory return.
- Adult Social Care Combined Activity Return (ASC-CAR) will be required in 2013-14 and then cease as at the 1/4/2014. This return is replaced by the Short & Long Term Support (SALT) statutory return.
- Personal Social Services Expenditure and Unit Costs (PSS-EX1) will be required in 2013-14 and then cease as at the 1/4/2014. This return is being replaced by the new. Adult Social Care Finance Return (ASC-FR)

Proposals for use of the Grant.

3.10 To deliver the statutory changes to information collection by the 31st March 2014 to enable the range of new statutory reporting returns to be delivered for the 2014/15 year , and to continue collection and reporting on the current statutory reporting structure the following projects have to be completed, supported by the available budget:

Purpose	Spend	Outcome
Business Project resource to implement the Equalities & Classifications Framework, Short and Long Term and revised Abuse of Vulnerable adult's statutory returns in to social care business processes and the current social care information management system.	£16,000	<ul style="list-style-type: none"> • Social care business process amended to the Equalities & Classifications framework. • Case Management system updated to reflect revised business processes and data collection in place from the 1/4/2013. • Annual statutory outputs are developed.
10 days consultancy from the current case management system supplier, to work with the Project resource to ensure changes and amendments to the current case management system and finance	£8,500	<ul style="list-style-type: none"> • CareFirst is re-aligned to the new information collection returns, whilst ensuring that the social care business processes still remain efficient and effective, with no

Purpose	Spend	Outcome
<p>processes meet the requirements on the new zero based review returns.</p> <p>This is based on 10 days at £850 / day</p>		<p>undue burden being placed on frontline staff.</p>
<p>Finance Project resource to implement the Adult Social Care Finance Return (ASC-FR) statutory returns in to social care payment processes, ensuring the appropriate amendments and changes are made to the Council Financial Management system and monthly financial monitoring outputs</p>	<p>£16,000</p>	<ul style="list-style-type: none"> • Finance payment processes for social care services amended to support the Equalities & Classifications framework, Adult Social Care Finance Return (ASC-FR) and The Short & Long Term Support (SALT) statutory return. • Case Management system updated to reflect revised business payment processes and data collection in place from the 1/4/2013. • Annual statutory financial outputs are developed.
<p>Planned Temporary resources to implement the required changes across all the current services agreements held in CareFirst prior to the start of the new financial year.</p> <p>This will be short term four temporary data entry staff to complete a range of data change tasks on CareFirst during March 2014</p>	<p>£6,000</p>	<ul style="list-style-type: none"> • Planned changes to the case management system will require resources to update all current information held in the system to enable.
<p>Staff Training in new process</p>	<p>£12,558</p>	<ul style="list-style-type: none"> • Programme of staff training in the revised business processes and CareFirst amendments.
<p>Total</p>	<p>£59,058</p>	

4. POLICY IMPLICATIONS

Improving the data collections to support the national social care change agenda will contribute to Building a Better Bromley priority in respect of supporting the independence of Bromley residents.

5. FINANCIAL IMPLICATIONS

The local authority has received a non-ring fenced grant to support the re-development of business processes and data collection to implement outcomes of the zero based review of national adult social care data collections, resulting in the new range of adult social care statutory annual data collections required of the Council.

6. LEGAL IMPLICATIONS

If this work is not completed, the Council will not be able to comply with central government statutory requirements in respect of submitting the new statutory returns as defined in 3.1 to 310.

7. PERSONNEL IMPLICATIONS

The proposals only seek to increase short term project resources with the necessary skills for a maximum nine month period to deliver the changes across social care and finance to be able to deliver the new statutory returns in 2014/15.

Non-Applicable Sections:	
Background Documents: (Access via Contact Officer)	

Report No.
CS13034

London Borough of Bromley

PART ONE - PUBLIC

Decision Maker: For pre- decision scrutiny by CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE
CARE SERVICES PORTFOLIO HOLDER

Date: Tuesday 3 September 2013

Decision Type: Non-Urgent Executive Non-Key

Title: CARRY FORWARD OF INVEST TO SAVE FUNDING – ADULT SOCIAL CARE PROJECTS

Contact Officer: Lorna Blackwood, Assistant Director Commissioning
Tel: 020 8313 4613 E-mail: lorna.blackwood@bromley.gov.uk

Chief Officer: Terry Parkin Executive Director of Education, Care & Health Services

Ward: (All Wards);

1. Reason for report

In 2011, the Executive agreed to allocate a total of £1.191m from the NHS funds for social care over a two year period (2012/13 and 2013/4) for invest to save projects relating to adult social care services. These projects related to older people with dementia, adults with physical disabilities and young people with learning disabilities. The projects would result in cumulative net savings of £675k in the second year after which a full evaluation would be carried out to establish the ongoing net revenue savings which could be achieved.

These projects are now under way but are not yet complete. A sum of £1.054m remained unspent at the end of 2012/13 and the Portfolio Holder is requested to agree to carry forward this sum into the 13/14 budget to enable the projects to be completed.

2. **RECOMMENDATION(S)**

The Portfolio Holder is requested to agree to the carry forward of £1.054m from 2012/13 in order to complete the adult social care invest to save projects.

Corporate Policy

1. Policy Status: Existing Policy:
 2. BBB Priority: Children and Young People Supporting Independence for adults:
-

Financial

1. Cost of proposal: £1.054m to be carried forward into 2013/14 budget
 2. Ongoing costs: Non-Recurring Cost:
 3. Budget head/performance centre: NHS social care funding
 4. Total current budget for this head: £1.191original budget
 5. Source of funding: NHS social care funds
-

Staff

1. Number of staff (current and additional): 9 FTE directly employed by the Council on time limited contracts
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: Statutory Requirement:
 2. Call-in: Applicable:
-

Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Approximately 1800 older people with moderate to severe needs resulting from dementia, 225 service users with physical disabilities and 30/40 young people with learning disabilities in out of borough specialist schools and colleges
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments:

3. COMMENTARY

3.1 In 2011, the Executive agreed to allocate a total of £1.19m from the NHS funds for social care over a two year period (2012/13 and 2013/4) for invest to save projects relating to adult social care services. These projects related to older people with dementia, adults with physical disabilities and young people with learning disabilities. The projects are as follows:

Project	Total investment over two years
Community Service Volunteers and Care2Stay Homeshare pilot for people with dementia	£58,560
Staff training and support in dementia skills in extra care housing	£60,000
Virtual multi disciplinary community teams in conjunction with health	£66,000
Staff support and training in dementia skills in care homes	£100,000
Alternative services for people with physical disabilities – Community Service Volunteers, shared housing	£430,724
Occupational therapy resource to support assessments and housing adaptations	£105,111
Staff costs to support projects and development of future service changes	£150,000
Young people with learning disabilities – preparing for adulthood	£220,695
Total	1,191,090

3.2 It was anticipated that the projects would result in cumulative net savings of £675k in the second year after which a full evaluation would be carried out to establish the ongoing net revenue savings which could be achieved.

3.3 The savings have been reflected in reductions in the Department's budgets as follows:

Budget	Reduction in 2012/13	Reduction in 2013/14	Total reduction
Older people	-£100,000	-£150,000	-£250,000
Physical Disabilities	-£100,000	-£150,000	-£250,000
Learning disabilities	-£100,000	-£ 75,000	-£175,000
Total	-£300,000	-£375,000	-£675,000

- 3.4 The funding was included in the Education Care and Health (ECH) Department's budgets in year one (i.e.2012/13). It was anticipated that there would be total spend in 2012/13 of £584,610.
- 3.5 A number of the projects were delayed due to difficulties in recruiting staff and/or the complexities of contractual arrangements. There is a national shortage of senior occupational therapy staff which, coupled with the need for the grading of the post to be re-evaluated, resulted in work having to be re-prioritised and undertaken within existing resources for a period of time. This post has now been filled. A Senior Care Manager was recruited but left before the end of the contract and a further recruitment process has had to be undertaken. Initial work on reviews of people with physical disabilities was undertaken by an external organisation pending recruitment to the Senior Care Managers posts. As this contract did not cover the full range of duties, the original spend was lower than budgeted for. Experience with the Community Service Volunteer proposal has resulted in the contract for the supply of Community Service Volunteers costing more than originally anticipated in order to ensure that all risks to the Council are minimised.
- 3.6 Although a sum of £1.054m remained unspent at the end of 2012/13, projects which had started had created a commitment in Year 2 of £384,579 on time limited posts and contracts with external providers as set out below:
- 3 x Preparing for Adulthood Coordinators working with young people with learning disabilities
 - 1x Senior Occupational Therapist
 - 1x Senior Care Manager – dementia
 - 2 x Senior Care Managers – physical disabilities
 - 1 x Project Manager
 - 1 x Contracts Officer
 - Contract with Oxleas NHS Foundation Trust to work with care homes
 - Contract with Bromley Mind to work with extra care housing staff
- 3.7 For 2013/14 the Executive decided in June 2013 that the balance of the funding would not automatically be carried forward into the budget for 2013/14 but that a request would have to be submitted to the Portfolio Holder. Consequently further commitments against the budget have been put on hold but this will further impact on the Department's ability to achieve the required activity within this financial year.
- 3.8 Therefore the Portfolio Holder is requested to agree to carry forward the full sum of £1.054m into the 13/14 budget to enable the projects to be progressed. Should the Portfolio Holder not agree the request, there will be an additional budget pressure in 2013/14 of up to £384,579 in the ECH Department budget.

4. POLICY IMPLICATIONS

- 4.1 The proposals contribute to the Council's Building a Better Bromley priority of Supporting Independence.

5. FINANCIAL IMPLICATIONS

- 5.1 The financial implications are set out in the body of the report at paras 3.1 – 3.8.
- 5.2 In addition to the carry forwards requested in this report, there is currently £2.203m of NHS funding for social care which has been carried forward via the contingency pending draw down. £90k of this was previously allocated to support an invest to contain initiative in children's social care and to fund a time limited Learning Disability Health Facilitator post. The latter post is being funded by the Clinical Commissioning group and is no longer required for this purpose. The carry forward of the funding for the children's social care project will be the subject of a separate report.

6. PERSONNEL IMPLICATIONS

- 6.1 Currently there are 9 staff directly employed by the Council on these projects on time limited contracts. In the event that these fixed term contracts were terminated prior to the date set out in their contract then there would be an ongoing cost as these staff would be entitled to receive a minimum period of notice in accordance with the provisions of the Employment Rights Act 1996 up to a maximum of 12 weeks. The Council has a policy of avoiding compulsory redundancies wherever possible and in the event that these contracts are terminated then all efforts would be made to find redeployment for staff at risk. Staff continuously employed for two years or more may be entitled to a redundancy payment in accordance with the Council's redundancy policy. Staff aged 55 and over and in an occupational pension scheme would also be entitled to early release of benefits.

Non-Applicable Sections:	Legal implications
Background Documents: (Access via Contact Officer)	Executive report 7 th Sep 2011 (ACS11042) NHS Funds for Social Care : Investment plan for services for people with dementia Executive report 19 th October 2011 (ACS11055) NHS Funds for Social Care : Investment plan for services for people with physical disabilities and younger adults with learning disabilities

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