



BROMLEY CIVIC CENTRE, STOCKWELL CLOSE, BROMLEY BRI 3UH

TELEPHONE: 020 8464 3333

CONTACT: Lynn Hill  
[lynn.hill@bromley.gov.uk](mailto:lynn.hill@bromley.gov.uk)

DIRECT LINE: 020 8313 4595

FAX: 020 8290 0608

DATE: 21 August 2012

To: Members of the  
**CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE**

Councillor Judi Ellis (Chairman)  
Councillor Catherine Rideout (Vice-Chairman)  
Councillors Reg Adams, Ruth Bennett, Roger Charsley, John Getgood,  
David Jefferys, Mrs Anne Manning and Charles Rideout

Non-Voting Co-opted Members

1 x Bromley Federation of Housing Associations Representative (vacancy)  
Brebner Anderson, Disability Voice Bromley  
Angela Clayton-Turner, Bromley Mental Health Forum  
Angela Harris, Bromley LINK  
Brian James, Learning Disability and Looked After Children Representative  
Leslie Marks, Bromley Council on Ageing  
Lynne Powrie, Carers Bromley

A meeting of the Care Services Policy Development and Scrutiny Committee will be held at on **TUESDAY 4 SEPTEMBER 2012 AT 7.00 PM**

MARK BOWEN  
Director of Resources

*Copies of the documents referred to below can be obtained from*  
[www.bromley.gov.uk/meetings](http://www.bromley.gov.uk/meetings)

## A G E N D A

### PART 1 AGENDA

**Note for Members:** Members are reminded that Officer contact details are shown on each report and Members are welcome to raise questions in advance of the meeting.

### STANDARD ITEMS

- 1 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**  
To note that Bromley LINK have a new Chairman, Angela Harris and welcome her to the meeting.
- 2 **DECLARATIONS OF INTEREST**

### **3 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE PUBLIC ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to this Committee must be received in writing four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on Wednesday 29<sup>th</sup> August 2012.

### **4 MINUTES OF THE CARE SERVICES PDS COMMITTEE MEETING HELD ON 19TH JUNE 2012 (Pages 5 - 26)**

### **5 WORK PROGRAMME AND MATTERS ARISING 2012/13 (Pages 27 - 32)**

#### **HOLDING THE PORTFOLIO HOLDER TO ACCOUNT**

### **6 QUESTIONS TO THE CARE SERVICES PORTFOLIO HOLDER FROM MEMBERS OF THE PUBLIC AND COUNCILLORS ATTENDING THE MEETING**

In accordance with the Council's Constitution, questions to the Portfolio Holder must be received in writing four working days before the date of the meeting. Therefore please ensure that questions are received by the Democratic Services Team by 5pm on Wednesday 29<sup>th</sup> August 2012.

### **7 PRE-DECISION SCRUTINY OF REPORTS TO THE CARE SERVICES PORTFOLIO HOLDER**

The Care Services Portfolio Holder to present scheduled reports for pre-decision scrutiny on matters where he is minded to make decisions.

**a SUPPORTING PEOPLE SERVICES JOINT FRAMEWORK AGREEMENT**  
(Pages 33 - 36)

**b DEVELOPMENT OF BROMLEY HEALTHWATCH AND NHS INDEPENDENT COMPLAINTS ADVOCACY SERVICE** (Pages 37 - 44)

**c ALLOCATION OF AFFORDABLE HOUSING PAYMENT IN LIEU FUNDS**  
(Pages 45 - 50)

**d ANNUAL REPORT OF THE BROMLEY ADOPTION AGENCY AND THE BROMLEY ADOPTION AGENCY STATEMENT OF PURPOSE 2012 - 2013**  
(Pages 51 - 82)

#### **POLICY DEVELOPMENT AND OTHER ITEMS**

### **8 REVIEW OF IMPACT OF REMOVAL OF THE RNIB TALKING BOOKS SUBSIDY ON SERVICE USERS** (Pages 83 - 86)

### **9 INTEGRATED TRANSITION STRATEGY** (Pages 87 - 96)

### **10 OLDER PEOPLE COMMISSIONING STRATEGY (RESPITE AND DAY TIME OPPORTUNITIES)** (Pages 97 - 102)

### **11 DRAFT MENTAL WELL BEING STRATEGY 2012-15** (Pages 103 - 114)

- 12 BUDGET MONITORING 2012/13** (Pages 115 - 124)
- 13 CAPITAL PROGRAMME - 1ST QUARTER MONITORING 2012-13 AND FINAL OUTTURN 2011-12** (Pages 125 - 130)
- 14 COUNCIL MOTION - HOUSING NEED** (Pages 131 - 134)
- 15 QUESTIONS ON THE CARE SERVICES PDS INFORMATION BRIEFING** (Pages 135 - 136)

The briefing comprises:

- Previous Part 1 Decisions of the Care Services Portfolio Holder taken since the Committee's previous meeting
- Bromley Safeguarding Adults Board 2011/12 Annual Report
- Annual Update Report on Bromley Youth Offending Team Partnership 2011/12
- Outcomes from the Ofsted Thematic Inspection of Safeguarding Disabled Children
- Outcomes of the Unannounced Ofsted Inspection of the Local Authority's Arrangements for the Protection of Children
- ECS Contract Activity Report July to December 2012
- LB Bromley Response to the Consultation on Proposed Changes to Health Scrutiny

Members and Co-opted Members have been provided with advance copies of the briefing via email. The briefing is also available on the Council's website at the following link:

<http://cds.bromley.gov.uk/ieListDocuments.aspx?CId=559&MId=4307&Ver=4>

Printed copies of the briefing are available upon request by contacting Lynn Hill on 020 8461 7700 or by email at [lynn.hill@bromley.gov.uk](mailto:lynn.hill@bromley.gov.uk).

## **PART 2 AGENDA**

- 16 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000**

The Chairman to move that the Press and public be excluded during consideration of the items of business listed below as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.

**Items of Business**

**Schedule 12A Description**

**17 QUESTIONS ON THE CARE SERVICES PDS  
PART 2 (EXEMPT) INFORMATION BRIEFING**

The briefing comprises:

- Part 2 Decisions of the Care Services Portfolio Holder taken since the Committee's previous meeting

Members and Co-opted Members have been provided with advance copies of the briefing via email.

Information relating to the financial or business affairs of any particular person (including the authority holding that information)

.....

## CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

Minutes of the meeting held at 7.00 pm on 19 June 2012

### Present

Councillor Judi Ellis (Chairman)

Councillors Reg Adams, Ruth Bennett, Roger Charsley, John Getgood, David Jefferys, Mrs Anne Manning and Charles Rideout

Peter Buckland, Angela Clayton-Turner, Brian James, Leslie Marks and Lynne Powrie

### Also Present

Councillor Robert Evans, Councillor Peter Fookes and Councillor Diane Smith

## **1 CO-OPTIONS TO THE CS PDS COMMITTEE 2012/13 AND APPOINTMENT OF THE HEALTH SCRUTINY SUB-COMMITTEE AND THE ACCOMMODATION WITH CARE FOR OLDER PEOPLE REFERENCE GROUP**

Report RES12087

Members confirmed the Co-opted Membership appointments to the Care Services PDS Committee for 2012/13. They also confirmed the membership of the Health Scrutiny Sub-Committee and the Accommodation with Care Reference Group.

### **RESOLVED that:**

- (1) **That the following non-voting appointments be made to the Care Services PDS Committee for 2012/13:**
- **Brebner Anderson, Disability Voice Bromley**
  - **Peter Buckland, Bromley LINK**
  - **Angela Clayton-Turner, Bromley Mental Health Forum**
  - **Brian James, Learning Disability and Looked after Children Representative (alternate Ian Legg)**
  - **Leslie Marks, Bromley Council on Ageing (alternate Maureen Falloon)**
  - **Lynne Powrie, Carers Bromley (alternate Maureen Falloon)**
  - **Bromley Federation of Housing Associations representative (vacant)**

- (2) That the membership of the Health Scrutiny Sub-Committee Membership be confirmed as the same membership as the Policy Development and Scrutiny Committee.
- (3) The Accommodation with Care for Older People Reference Group be re-appointed:
- Councillor Charles Rideout
  - Councillor Ruth Bennett
  - Barbara Campedelli – representing Carers
  - Ray Clay – Representing Experts by Experience
  - Angela Clayton-Turner – representing Bromley Mental Health Forum
  - Ken Keepen – Representing Extra Care Housing Tenants
  - Leslie Marks – Representing Bromley Council on Ageing
  - Marion Purl – Representing Carers

(Councillor Diane Smith, Executive Assistant for Care Services, also attends the Reference Group.)

## 2 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence were received from Councillor Catherine Rideout and Brebner Anderson.

## 3 DECLARATIONS OF INTEREST

The following declarations of personal interest were made –

- Councillor Judi Ellis declared that her father had dementia and was resident in a care home in Bromley;
- Councillor Diane Smith declared she was on the board of Governors for Bromley Healthcare;
- Councillor Reg Adams declared that he his wife worked for Bromley Community Counselling Service;
- Councillor Mrs Anne Manning declared that she was Chairman of the Carers Organisation Group;
- Leslie Marks declared that she had a son in a care home;
- Angela Clayton-Turner declared that she had a relative in a Mission Care home;
- Peter Buckland declared that he was on the board for Affinity Sutton;
- Brian James declared that he had a son in a supported living scheme.

**4 MINUTES OF THE MEETING OF ADULT AND COMMUNITY  
PDS COMMITTEE MEETING HELD ON 10th APRIL 2012**

**RESOLVED** that the minutes of the meeting held on 10<sup>th</sup> April 2012 be confirmed subject to the addition of Councillor Diane Smith to the list of attendees.

**5 QUESTIONS FROM COUNCILLORS AND MEMBERS OF THE  
PUBLIC ATTENDING THE MEETING**

No questions had been received.

**6 QUESTIONS TO THE CARE SERVICES PORTFOLIO HOLDER  
FROM MEMBERS OF THE PUBLIC AND COUNCILLORS  
ATTENDING THE MEETING**

No questions had been received.

**7 WORK PROGRAMME AND MATTERS ARISING 2012/13**

Report Res12109

The Chairman requested that if Members saw a forthcoming item and wished to ask for a question to be covered they should contact the PDS Chairman who would request that it be incorporated into a particular report at the agenda planning meeting.

She also explained that, as previous decisions were already on the website these would no longer appear on the agenda.

The Portfolio Holder reported that the Healthwatch item on the Health Scrutiny agenda for July would now be considered at the Policy Development and Scrutiny meeting in September.

**RESOLVED** that the report be noted.

**8 PORTFOLIO HOLDER DECISIONS TAKEN SINCE THE LAST  
MEETING**

The Committee noted the decisions taken by the Portfolio Holder since the last meeting held on 10<sup>th</sup> April 2012. ([Link to decisions](#))

## **9 PRE-DECISION SCRUTINY OF CARE SERVICES PORTFOLIO REPORTS**

The Committee considered the following reports on matters where the Care Services Portfolio Holder or the Executive were due to take decisions.

### **A) CARE SERVICES PORTFOLIO PRIORITIES 2012/13 (DRAFT)**

Report CS12001

The Committee was presented with a report outlining the draft portfolio priorities and aims for 2012/13. The 7 priorities for the Care Services portfolio focused on safeguarding (children and vulnerable adults), maximising independence, ensuring health and wellbeing and where people do need support, this support meets their needs appropriately. These priorities were in line with the Government's outcomes framework for adult care and children's social care. All priorities would be monitored throughout the year and progress reported back to the Committee in the autumn.

The Chairman requested that if Members had any particular comments about the content of the report they should mail the Performance Monitoring & Information Manager at the Education and Care Services Department.

Concerns were raised that the "outcomes" appeared to be objectives and it was suggested that the word "outcomes" should be removed from the heading.

One Member commented that there did not appear to be any priorities relating to adult and young carers. Officers explained that it was contained in the table which could be accessed using the link embedded in the report.

(A print friendly version of this document is attached to these minutes.)

**RESOLVED that the Portfolio Holder be requested to agree the 2012/13 draft priorities and aims for the Care Services Portfolio.**

### **B) ORPINGTON HEALTH SERVICES CONSULTATION**

Report CS12016

Members considered the current plans for a consultation on the future of health services in Orpington, to be delivered by NHS Bromley, the commissioners of health services for the borough.

The report addressed several elements of this consultation exercise:

- The consultation plan – how to involve local people in the consultation; and,



- The consultation document – an outline of what the consultation would contain

Diane Hedges, Project Director, and Colin Beesting, consultation engagement addressed the committee. They explained that they only wanted comments on the format of the consultation, who should be consulted and any information that the Committee felt that it would need. The discussion was not yet at the stage to cover how and which services should be delivered as this would be the context for the consultation. The draft consultation report would be brought back to the Health Scrutiny Sub-Committee on 11<sup>th</sup> July 2012.

Members were concerned that the reference to Bromley and Orpington residents meant that these were the only areas being consulted. The Project Director explained that in some cases the services were specific just for the Orpington area, and for others for the whole of the borough. The aim was to seek views from everyone who wished to make comment and was likely to be affected. Further adjoining wards were suggested for inclusion for the summary document household drop and these was agreed

The local consultation arrangements were yet to be signed off by NHS London and the Local Clinical Commissioning Committee and consultation would not take place until after this. However it was hoped that this would take place on 12<sup>th</sup>/13<sup>th</sup> July 2012.

Members were keen to know if leaflets and a website on the consultation would be available and sought confirmation that the consultation would be widely advertised. It was explained that there would be posters and leaflets in all GP surgeries and libraries. The consultation would also be promoted in the local papers.

It was suggested that all residents' associations were advised and that a complete list of these could be obtained from the Planning department.

The Project Director concluded by saying that she would be consulting on a service model and a proposal which would have a series of location options and a set of services within geographical areas.

**RESOLVED that**

**(1) The arrangements for the consultation be endorsed, subject to the comments set out above.**

**(2) The Portfolio Holder be recommended to:**

**(a) endorse the consultation plan; and**

**(b) note the outline consultation document headings.**

**C) UPDATE ON GATEWAY REVIEW: SPECIALIST INFORMATION  
ADVICE AND GUIDANCE SERVICES**

Report CS12002

A Gateway Review of Information, Advice and Guidance Services had been presented to this Committee in December 2011. The Committee requested a further report on specialist advice and guidance, including the Bromley Mencap support planning and brokerage service, with particular reference to welfare benefits advice and support.

The value of the current contract with Bromley Mencap was £61k per annum and expired at the end of September 2012. As part of the budget options for 2012/13, the Council had agreed to seek reductions in spend on support planning and brokerage services for people who do not meet FACS criteria, in both learning disabilities and older peoples' services.

The report proposed that information, advice and guidance to people with learning disabilities be included as part of the Bromley Mencap core strategic partnership contract from April 2013 and that the Council continued to fund welfare benefits support for people with learning disabilities and mental ill health during the period in which major changes were being introduced to the benefits system. The provision of this service would be reviewed at the end of 2013.

The Chairman referred to an email that the Committee had received from Eddie Lynch, Chief Executive of Bromley Mencap, in which he highlighted his concerns about the reduction in funding. Members queried the use of the lottery funding received by Bromley Mencap and officers explained that the Council contract was solely for people with learning difficulties but that the lottery funding was funding support for all people with disabilities not solely learning disabilities.

The Committee had a full discussion on the contents of the report and again highlighted the concerns with the service provided by Department for Work and Pensions/ Job Centre Plus and whether they provide sufficient and appropriate support to clients. Members asked that officers closely monitor the service provided by DWP

**RESOLVED that the Portfolio Holder is requested to agree that:**

- (1) Information advice and guidance for people with learning disabilities should form part of the core contract with Bromley Mencap from April 2013.**
- (2) The contract with Broadway for the provision of benefits support be extended in accordance with the option in the contract for one year from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014 at a cost of £42k; and**

- (3) **The Portfolio Holder agrees to waive the requirement in Financial Regulations for competitive tendering to award a contract to Bromley Mencap from 1<sup>st</sup> October 2012 to 31<sup>st</sup> March 2014 for the provision of benefits support to people with learning disabilities at a cost of £30k in a full year.**

**D) CARE HOME RESPITE FOR OLDER PEOPLE - CONTRACT AWARD AND NEXT STEPS**

Report CS12003

Following the closure of the Kingswood care home respite care facility a tender process had been undertaken to seek alternative care home provision. Members considered a report setting out the results of the tender process for the Care Home Respite contract and recommendations for award of the contract and next steps. The financial implications were set out in a report on Part 2 of the agenda.

**RESOLVED that the Portfolio Holder is requested to agree:**

- (1) **That a contract for provision of one residential Care Home Respite bed for physically frail (PF) and for residential Elderly Mentally Infirm (EMI) be awarded to The Heathers residential care home for a period of 2 years from 1<sup>st</sup> July 2012 with an option to extend for up to 1 year followed by a further period of up to 1 year.**
- (2) **That delegated authority be given to the Assistant Director of Commissioning in consultation with the Care Services Portfolio Holder to negotiate up to four additional care home respite places, three residential and one Nursing EMI, in order to meet the demand for planned care home respite, at a cost not to exceed 10% above the Council's ceiling rate.**

**E) RESIDENTIAL AND NURSING CARE HOME CONTRACTS FOR OLDER PEOPLE - GATEWAY REVIEW**

Report CS12004

Members considered a report which set out the commissioning intentions and sought approval of the proposed procurement route for contracts for residential and nursing care homes for older people.

The Council had block contracts for the provision of residential and nursing home care which would expire in October 2012 and January 2013. It was advantageous for the Council to hold a proportion of the required service provision as block contracts in order to maintain a degree of price control and to assist with availability of places where demand was high.

The Committee agreed with the proposals and recommended that the Executive be asked to approve the procurement intentions to establish new contracts for residential and nursing care homes for older people.

**RESOLVED** that the Executive be asked to approve the procurement intentions to establish new contracts for residential and nursing care homes for older people.

**F) PROPOSAL TO CO-LOCATE THE POLICE PUBLIC PROTECTION UNIT WITHIN THE LONDON BOROUGH OF BROMLEY CHILDREN'S SOCIAL CARE MULTI-AGENCY SUPPORT HUB**

Report CS12005

Officers presented a report setting out proposals to co-locate the London Borough of Bromley (LBB) Children's Social Care Multi-Agency Support Hub (MASH) with Police Public Protection Unit and Health at the Bromley Civic Centre. This further developed the current LBB Multi-Agency Support Hub arrangements in Bromley by facilitating early, better quality information sharing in order to more effectively safeguard vulnerable children and more effectively signpost children who do not meet the Children's Social Care threshold to early intervention services.

Members agreed that this was a sensible proposal and were informed that it was cost neutral.

If the scheme was successful there was a possibility of extending it to cover vulnerable adults.

**RESOLVED** that the Portfolio Holder be requested to endorse the proposal.

**G) PROPOSED CHANGES TO THE DISABLED FACILITIES GRANTS (DFG) POLICY**

Report CS12006

Officers presented a report that detailed a proposal to seek agreement to charge interest on any discretionary funding provided to assist with adaptations for disabled clients. Such charges would be registered as a legal charge on the affected property; any interest would be repaid along with the grant sum upon sale or transfer of the property.

Officers confirmed that work was underway to link this with the allocations made to families who fostered children with complex needs.

**RESOLVED** that the Portfolio Holder be requested to agree that interest is charged for any discretionary grants provided to assist with adaptations for the disabled as set out in the body of the report.

## H) RESPITE AT HOME CONTRACTS

Report CS12015

The contracts for respite at home services would expire on 31<sup>st</sup> August 2012 and the report requested agreement to an exemption from tendering of the contract for respite at home services for a period of 7 months to 31<sup>st</sup> March 2013.

The Chairman commented that this was a valued service and the costs were very competitive. It was also noted that some clients would like an element of “personal care” as well as the sitting service and feedback from providers suggested that they would be prepared to pay additional costs for such a service.

**RESOLVED that the Portfolio Holder agrees to an exemption from tendering to enter into contracts with:**

- (1) Carers Bromley for a 7 month period from 1<sup>st</sup> September 2012 to 31<sup>st</sup> March 2013 for the provision of respite at home services as set out in paragraph 3.2.**
- (2) Bromley Mind for a 7 month period from 1<sup>st</sup> September 2012 to 31<sup>st</sup> March 2013 for the provision of respite at home services as set out in paragraph 3.3.**

## I) REVISED PAYMENT STRUCTURE FOR FOSTER CARER ALLOWANCES

Report CS12007

A report setting out the revised payment structure for foster carer allowances was presented to Members. It included a phased two year introduction for existing foster carers. Members thanked officers for their work in producing such an informative report.

One Member commented that the resourcing and recruitment did not appear to take into account the needs of highly dependent children. Officers explained that an “Invest to Save” bid had been submitted and if successful the funding would be used to employ a member of staff to work on developing packages to support foster carers caring for highly dependent and disabled children.

The Committee noted the revised payment structure for foster carers and the phased two year introduction for existing foster carers.

**RESOLVED that the Executive be requested to:**

- (1) Approve the revised payment structure to be implemented from 1st August 2012.**
- (2) Agree a two year phased introduction for existing foster carers as outlined in the main body of the report.**

**10 QUESTIONS ON THE CARE SERVICES PDS INFORMATION BRIEFING**

- A) Tackling Troubled Families Progress Report**
- B) Draft Children's Strategy for 2012-15**
- C) Performance Monitoring 4th Quarter 2011/12**

Members requested that in future there was a sheet placed in the agenda denoting that there was an information item on the website.

**11 ANNUAL COMPLAINTS REPORT 2011/12**

Report CS12010

Officers presented a report which outlined the complaints received from April 2011 to March 2012.

Members noted the statistics and the areas where complaints had been received. They were particularly pleased to see the compliments regarding the re-ablement service.

**RESOLVED that the report be noted.**

**12 HOUSING AND RESIDENTIAL SERVICES: 2011/12 ANNUAL REPORT INCLUDING Q1 UPDATE ON THE HOUSING REGISTER CURRENT TEMPORARY ACCOMMODATION POSITION**

Report CS12009

Members considered a report that provided an overview of the annual performance of Housing & Residential Services against the 2011/12 key objectives and targets. It also gave an update on the new allocations scheme and the current position on the use of temporary accommodation and the actions being taken to try and reduce the current level of nightly paid accommodation placements.

They commented on the length of time reviews were taking to be completed. Officers explained that due to the volume of reviews they were taking longer

to complete. In addition a number of them required information which had to be gathered, therefore causing further delays. However very few reviews were being overturned and this message was now getting through which should help to reduce numbers.

The Chairman praised the work relating to Cranbrook House and noted that the Department was trying to get control over the Bed and Breakfast facilities. Officers explained that every option was being considered to address the Bed and Breakfast situation. It could take some time for the things to settle and there would be a lot of change over the next few years.

**RESOLVED that**

- (1) The performance against the key objectives and targets in the 2011/12 Portfolio Plan and work plan for these service areas, including the current actions in relation to temporary accommodation use are noted. (Appendix 2).**
- (2) The priorities as set out in paragraph 3.4 for the forthcoming year in response to the drivers set out from paragraphs 3.3 are noted.**
- (3) The current position of the new allocation scheme be noted. (Appendix 3).**

**13 FINAL OUTTURN REPORT 2011/12**

Report CS12011

Members considered an update of the final budget position for the Adult and Community Services Portfolio.

The final outturn for the “controllable” element of the ACS budget in 2011/12 was an under spend of £1,418,000 compared to the last reported figure of £780,000 which was based on activity at the end of January 2012. After allowing for the net £388,000 carry forward request, if agreed by the Executive, the final outturn position would be £1,030,000.

On the 20th June 2012 the Executive would be asked to approve a number of carry forward requests relating to either unspent grant income, or delays in achieving invest to save initiatives where cost pressures would follow through into 2012/13. Appendix 2 provided a detailed breakdown of all the carry forward requests. Those included in section 1 of the appendix would have repayment implications if not approved, those in section 2 related to grants which would not have to be repaid if not agreed but would impact on service delivery in 2012/13, and those in section 3, which all related to the housing service, and would help ensure that full year cost pressures of £696,000 following through into 2012/13 were managed within the overall resources available.



Appendix 3 provided a breakdown of any full year implications arising from the final 2011/12 outturn and Appendix 4 provided a detailed reconciliation of the Original 2011/12 budget to the Latest Approved 2011/12 Budget.

Officers reported that there were pressures on the budget due to the increase in homelessness. If this continued to rise there was the possibility of an overspend.

The Chairman commended officers on maintaining services despite the budget cuts.

**RESOLVED that:**

- (1) **The under spend of £1,418,000 on controllable expenditure at the end of 2011/12 is noted.**
- (2) **The Executive be requested to agree net carry forwards totalling £388,000 as detailed in appendix 2.**

**14 LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000**

**RESOLVED that the Press and public be excluded during consideration of the items of business listed below as it was likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the Press and public were present there would be disclosure to them of exempt information.**

**15 LEARNING DISABILITY CARE AND SUPPORT SERVICE CONTRACT AWARDS**

Report CS12012

Members considered the award of care and support contracts in four supported living schemes for people with learning disabilities.

**RESOLVED that the Portfolio Holder be requested to agree:**

- (1) **A waiver of the requirement for competitive tendering under Financial Regulations to award the care and support contract for Padua Road to Family Mosaic from 1<sup>st</sup> April 2012 to 30<sup>th</sup> June 2013 in accordance with the cost set out in paragraph 5.1.**
- (2) **A waiver of the requirement for competitive tendering under Financial Regulations to award the care and support contract for Dunstonians to Sunnyside from 27<sup>th</sup> February 2012 to 31<sup>st</sup>**



**August 2013 in accordance with the cost set out in paragraph 5.1;**

- (3) A waiver of the requirement for competitive tendering under Financial Regulations to award the care and support contract for Goldsmiths Close to mcch from 1<sup>st</sup> April 2012 to 10<sup>th</sup> January 2013 in accordance with the cost set out in paragraph 5.1; and**
- (4) A waiver of the requirement for competitive tendering under Financial Regulations to award the care and support contract for 111 Masons Hill to mcch from 1<sup>st</sup> April 2012 to 30<sup>th</sup> June 2013 in accordance with the cost set out in paragraph 5.1.**

**16 CARE HOME RESPITE FOR OLDER PEOPLE - CONTRACT AWARD AND NEXT STEPS (PART 2)**

Report CS12013

Officers presented the part 2 information relating to Kingswood House, considered in part 1 of the agenda. It set out the results of the tender process for the Care Home Respite contract and made recommendations for award of the contract and next steps.

**RESOLVED that the Portfolio Holder be requested to agree that:**

- (1) A contract for provision of one residential Care Home Respite bed for physically frail (PF) and for residential Elderly Mentally Infirm (EMI) be awarded to The Heathers residential care home for a period of 2 years from 1<sup>st</sup> July 2012 with an option to extend for up to 1 year followed by a further period of up to 1 year.**
- (2) Delegated authority be given to the Assistant Director of Commissioning to negotiate up to four additional care home respite places, three residential and one Nursing EMI, in order to meet the demand for planned care home respite, at a cost not to exceed 10% above the Council's ceiling rate**

**17 AWARD OF FRAMEWORK CONTRACT FOR DOMICILIARY CARE AND SPECIALIST DEMENTIA CARE SERVICES.**

Report CS12014

Officers presented a report setting out the results of a tendering process for a Framework of Domiciliary Care Providers and a contract for Specialist domiciliary Dementia Care and made recommendations for award of contracts. The contract length for all contracts was 5 years with 2 possible further extensions of 2 years each.

Members noted the report.

**RESOLVED** that the Executive be requested to:

- (1) Agree the award of places on the Framework Agreement for Domiciliary Care Services for the providers listed in Appendix 1. The framework will begin on 27<sup>th</sup> August 2012 and will last for 5 years with the option to extend for two further periods of 2 years each.**
- (2) Agree the award of a contract for Specialist Dementia Care to Brook Street (UK) Ltd. The contract will commence on 27<sup>th</sup> August 2012 and will last for 5 years with the option to extend for two further periods of 2 years each.**
- (3) Delegate authority to the Director of Education and Care Services, in consultation with the Portfolio Holder for Care Services, to agree time limited spot contract arrangements with existing providers in line with the proposals outlined in paragraphs 3.15 and 3.18 of the report.**
- (4) To note the impact of the Contributions Policy and the proposed reduction in charges which will take effect from April 2013.**

The Meeting ended at 8.45 pm

Chairman

# Education and Care Services Plan for 2012/13: Priority Framework Summary

## **Vision**

**Supporting improved quality of life through encouraging high aspirations, maximising independence, promoting healthy lives, and protecting the most vulnerable**

<b>Education Portfolio</b>
<b>Priority Outcome 1</b>
<b>Children and young people enjoy learning and achieve their full potential.</b>
<b>Outcome statements</b>
<p><b>In Bromley children and young people:</b></p> <ul style="list-style-type: none"> <li>➤ (including those who are vulnerable and have additional needs), are supported to achieve their full educational potential and are encouraged to have high aspirations for their future;</li> <li>➤ have access to sufficient school places and specialist provision within the Borough;</li> <li>➤ enjoy attending school and have high-levels of attendance.</li> </ul>
<b>We aim to:</b>
<ul style="list-style-type: none"> <li>➤ Redefine the local framework for school improvement - including teaching schools</li> <li>➤ Improve educational attainment in early years settings and schools, particularly: <ul style="list-style-type: none"> <li>○ between the lowest and highest attaining groups in the Early Years Foundation Stage;</li> <li>○ increasing the pace of improvement by the end of their Reception Year at school;</li> <li>○ narrowing the gap for children from low income families and their peers across all Key Stages;</li> <li>○ vulnerable groups.</li> </ul> </li> <li>➤ Improve attendance, especially in Primary schools;</li> <li>➤ Increase and enhance in-borough provision for children with disabilities and special educational needs, particularly residential placements for children with autism;</li> <li>➤ Ensure sufficient capacity of places in early years settings and schools, particularly within the Primary phase, to meet the Council's duties and responsibilities;</li> <li>➤ Successfully implement the Special Educational Needs and Disabilities Green Paper Pathfinder Bid.</li> </ul>
<b>Priority Outcome 2</b>
<b>Young people get the best possible start in adult life.</b>
<b>Outcome statements</b>
<p><b>In Bromley children and young people:</b></p> <ul style="list-style-type: none"> <li>➤ make a successful transition from childhood into adulthood;</li> <li>➤ are supported from education in to appropriate employment, further or higher education, or training;</li> <li>➤ identified as vulnerable achieve maximum independence when moving into adulthood.</li> </ul>
<b>We aim to support:</b>
<ul style="list-style-type: none"> <li>➤ all young people in the transition from education to employment, further/higher education or training, particularly the most vulnerable;</li> </ul>

- the transition of young people leaving care and moving into independent living, further/higher education, and employment;
- the transition of children with learning difficulties and/or disabilities from Young People Services to Adult Services, and into independent living and employment.

Actions and performance measures are set out in full Departmental Business Plan available from [michael.watts@bromley.gov.uk](mailto:michael.watts@bromley.gov.uk)

## **Joint Education and Care Services Portfolio Priority**

### **Priority Outcome 3**

**Children and young people behave positively, take responsibility for their actions and feel safe within the Borough. Parents/ carers take responsibility for the behaviour of their children.**

#### **Outcome statements**

##### **In Bromley children and young people:**

- behave positively within their school, community and the Borough, and take responsibility for their actions;
- are supported to access opportunities for positive activities across the Borough;
- and their parents and carers promote positive attitudes and behaviour to, and take responsibility for, their children.

#### **We aim to:**

- Reduce the number of first time entrants in the youth justice system and reduce levels of re-offending;
- Intervene early through integrated support to tackle challenging behaviour issues in early years settings and in schools;
- Enhance opportunities for positive activities for young people across the borough;
- Work with partners to reduce bullying, including cyber bullying, across the Borough, particularly when outside of school;
- Encourage children and young people to take responsibility for their actions within and outside of school, and work with parents and carers to support them in taking parental responsibilities.

Actions and performance measures are set out in full Departmental Business Plan available from [michael.watts@bromley.gov.uk](mailto:michael.watts@bromley.gov.uk)

## **Care Services Portfolio**

### **Priority Outcome 4**

**Children and Young People are safe where they live, go to school, play and work.**

#### **Outcome statements**

##### **In Bromley children and young people:**

- are safeguarded and protected from harm, and are kept safe from bullying or crime;
- in care are encouraged to have high aspirations for their future and are supported to achieve their maximum potential;

➤ and their parents and carers are supported in their parenting role.

**We aim to:**

- Ensure that vulnerable children and families are identified and supported at the earliest possible stage;
- Sustain and develop a stable and high quality children's social care workforce to safeguard children at risk;
- Increase the number of in-borough family placements for children with more complex needs and disabilities;
- Improve the outcomes of Children in Care through the effective use of Corporate Parenting;
- Increase the timeliness and number of children being adopted;
- Further strengthen the improvements in children's social care services;
- Ensure safeguarding arrangements in all key partner agencies are suitably robust.

**Priority Outcome 5**

**Ensuring the health and wellbeing of children and young people, and their families**

**Outcome statements**

**In Bromley children and young people:**

- feel happy about their lives, and are encouraged to have happy and healthy lifestyles;
- are supported in their caring role and are encouraged to realise their full potential;
- and their parents/ carers are supported to develop bonding and positive relationships.

**We aim to:**

- Use the Healthy Schools Programme to work with schools to improve the health and wellbeing of all pupils within Bromley's schools;
- Improve provision of emotional wellbeing, mental health services and counselling services for children, young people and families;
- Strengthen the support provided to young carers;
- Improve the health of children in care;
- Successfully implement the Special Educational Needs and Disabilities Green Paper Pathfinder Bid.

**Priority Outcome 6**

**Enhancing quality of life for people with care and support needs**

**Outcome statements**

**In Bromley, residents are offered effective choice and control over the services they receive to maintain independence:**

- People can maintain their independence and live their lives to the full, receiving high quality support when they need it
- People seeking help from Care Services receive advice, guidance and services swiftly

- People know the choices available to them locally, what they are entitled to and who to contact when they need help
- People manage their own support so that it is delivered to meet their needs
- People engage socially as much as they wish to avoid loneliness and isolation

**We aim to:**

- Provide locally relevant information and advice about care and support need to enable choice and control;
- Have a diverse market in care and support services to offer choice and control to service users and their carers by:
  - supporting people to remain in their own homes or extra care housing as an alternative to residential care;
  - commissioning day care as a result of service users determining what (alternative) types of support they require;
  - modernising respite services for older people and people with learning disabilities;
  - commissioning a domiciliary care service to provide flexibility and enable service users to exercise choice and control as to how they receive their care;
- Provide choice and control over meeting support needs, enabling all service users to maintain their independence;
- Utilise NHS funds to improve social care outcomes for older people and those with physical disabilities.

<b>Priority Outcome 7</b>
<b>Maximise independence and reduce the need for care and support</b>
<b>Outcome statements</b>
<p>In <b>Bromley</b>, everybody has the opportunity to have optimum health throughout their life and proactively manage their health and care needs with support and information:</p> <ul style="list-style-type: none"> <li>➤ People experiencing housing difficulties are assisted with advice and support aimed at maintaining or securing a home and avoiding crisis</li> <li>➤ When people become ill, recovery takes place in the most appropriate place, enabling people to regain their health, wellbeing and independence</li> <li>➤ Earlier diagnosis and intervention means that people are less dependent on intensive services</li> </ul>
<b>We aim to:</b>
<ul style="list-style-type: none"> <li>➤ Provide more health opportunities for those with diminished health to access healthy lifestyles</li> <li>➤ Support service users to stay independent for as long as possible</li> <li>➤ Focus on preventing homelessness by working in partnership to maximise and make best use of the supply and use of affordable housing</li> </ul>
<b>Priority Outcome 8</b>
Ensuring that people have a positive experience of care and support
<b>Outcome statements</b>
<p>In <b>Bromley</b>, social care service users and their carers are satisfied with their experience of care and support services:</p> <ul style="list-style-type: none"> <li>➤ People respect the dignity of the individual and ensure support is sensitive to each individual's circumstances;</li> <li>➤ Carers can balance their caring roles with their desired quality of life;</li> <li>➤ Carers feel that they are respected as equal partners throughout the care process;</li> <li>➤ Service user views and experiences are gathered to help inform service developments, and concerns are responded to quickly and effectively;</li> <li>➤ Social care service standards are regularly reviewed to ensure they deliver a quality service and continue to maintain service users' independence.</li> </ul>
<b>We aim to:</b>
<ul style="list-style-type: none"> <li>➤ Better identify and support carers living in Bromley by: <ul style="list-style-type: none"> <li>○ ensuring service users and their carers have a voice in all aspects of service planning, commissioning and quality monitoring of services</li> <li>○ encouraging carers to identify themselves</li> <li>○ supporting carers to remain mentally and physically well</li> </ul> </li> <li>➤ Provide carers of people with dementia access to a comprehensive range of respite/short break services that meet both their needs;</li> <li>➤ Promote excellent customer service for those who experience our services.</li> </ul>



<b>Priority Outcome 9</b>
<b>Safeguarding adults whose circumstances make them vulnerable and protecting from avoidable harm</b>
<b>Outcome statements</b>
In Bromley, everyone enjoys physical safety and feels secure: ✚ People are free from physical and emotional abuse, harassment, neglect and self harm ✚ Instances of abuse of vulnerable adults are investigated promptly and effectively ✚ People are protected as far as possible from avoidable deaths, disease and injuries
<b>We aim to:</b>
✚ Focus on the prevention of abuse of vulnerable adults through the work of the Safeguarding Board and engaging with Partner Agencies; ✚ Ensure that the workforce has the capacity, skills and expertise in safeguarding to deliver modernised services; ✚ Continue to improve the delivery of services and reliability of contractors through Quality Assurance and Contract Monitoring.
Actions and performance measures are set out in full Departmental Business Plan available from <a href="mailto:michael.watts@bromley.gov.uk">michael.watts@bromley.gov.uk</a>

This page is left intentionally blank

# Agenda Item 5

Report No.  
CS12037

London Borough of Bromley

PART 1 - PUBLIC

---

**Decision Maker:** Care Services Policy Development and Scrutiny Committee

**Date:** 4<sup>th</sup> September 2012

**Decision Type:** Non-Urgent                      Non-Executive                      Non-Key

**Title:** **ADULT AND COMMUNITY PDS WORK PROGRAMME  
2012/2013 AND MATTERS ARISING**

**Contact Officer:** Angela Buchanan, Performance Manager, ECS Strategic & Business Support  
Tel: 020 8313 4199 E-mail: [angela.buchanan@bromley.gov.uk](mailto:angela.buchanan@bromley.gov.uk)

**Chief Officer:** Mark Bowen, Director of Resources

**Ward:** N/A

---

1. Reason for report

1.1 Members are asked to review the Committee's work programme for 2012/13 and to consider progress on matters arising from previous meetings of the Committee.

---

2. **RECOMMENDATION(S)**

2.1 The Committee is asked to consider its work programme and matters arising and indicate any changes that it wishes to make.

### Corporate Policy

1. Policy Status: Existing policy. As part of the Excellent Council stream within Building a Better Bromley, PDS Committees should plan and prioritise their workload to achieve the most effective outcomes.
  2. BBB Priority: Excellent Council.
- 

### Financial

1. Cost of proposal: No cost
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £344,054
  5. Source of funding: Existing 2012/2013 budgets
- 

### Staff

1. Number of staff (current and additional): There are 10 posts (9.22 fte) in the Democratic Services Team .
  2. If from existing staff resources, number of staff hours: Maintaining the Committee's work programme takes less than an hour per meeting.
- 

### Legal

1. Legal Requirement: No statutory requirement or Government guidance.
  2. Call-in: Call-in is not applicable. This report does not involve an executive decision
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): This report is intended primarily for Members of this Committee to use in controlling their on-going work.
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 The format of this report was changed in May 2012 to encompass both the PDS Work programme and the Matters Arising from previous meetings. This single report aims to simplify and streamline the PDS agenda by reducing the number of reports. The Work Programme also includes the dates of any partnership groups and sub committees that planned following the September Care Services PDS meeting.
- 3.2 The Committee's matters arising table is attached at **Appendix 1** this report updates Members on recommendations from previous meetings which continue to be "live". Currently there are 4 items 2 of which have been completed following the June meeting, 1 is on this agenda and 1 has been included on the work programme.
- 3.3 The 2012/13 Care Service PDS Work Programme is attached as **Appendix 2**. It reflects areas rescheduled from 2011/12. Other reports may come into the programme or there may be references from other Committees, the Portfolio Holder or the Executive.
- 3.2 The Committee is asked at each meeting to consider its Work Programme and review its workload in accordance with the process outlined at Section 7 of the Scrutiny Toolkit. All PDS Committees are also recommended to monitor the Council's Forward Plan of Key Decisions for their portfolios and to use it for identifying issues for consideration in advance of executive decisions being made. The Forward Plan issued on DATE 2012 includes key decisions related to the Adult and Community Portfolio and the next Forward Plan will be published on DATE.
- 3.3 In approving the work programme Members will need to be satisfied that priority issues are being addressed; that there is an appropriate balance between the Committee's key roles of (i) holding the Executive to account, (ii) policy development and review, and (iii) external scrutiny of local health services; and that the programme is realistic in terms of Member time and officer support capacity.

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Previous work programme reports

## Matters Arising 2012/13 progress summary

<b>PDS Minute number/ title</b>	<b>Committee Request</b>	<b>Update</b>	<b>Completion Date</b>
Report Res12109 PDS Work Programme Report	The Portfolio Holder reported that the Healthwatch item on the Health Scrutiny agenda for July would now be considered at the Policy Development and Scrutiny meeting in September.	Included on this agenda	4 <sup>th</sup> September 2012
Report CS12001 Care Services Portfolio Priorities 2012/13 (Draft)	A print friendly version of the portfolio plan document be circulated	Document circulated with agenda pack – appended to the June Care Services PDS Minutes	4 <sup>th</sup> September 2012
Report CS12016 Orpington Health Services Consultation	Suggested that all residents' associations were advised of this consultation and that a complete list of these should be supplied to the project lead.	Full list provided to project lead	21 <sup>st</sup> June 2012
Report CS12002 Update On Gateway Review: Specialist Information Advice and Guidance Services	Members asked that officers closely monitor the service provided by DWP	Update report added to the Care Service Work Programme	TBC

**CARE SERVICES PDS COMMITTEE  
FORWARD PROGRAMME FOR MEETINGS 2012/13**

<b>Health Social Care and Housing Partnership Board 10<sup>th</sup> Sept 2012 (9.30am)</b>		
<b>Children &amp; Young People Partnership Board 8<sup>th</sup> October 2012 (2.00pm)</b>		
<b>Health Social Care and Housing Partnership Board 19<sup>th</sup> October 2012 (9.30am)</b>		
<b>Health and Wellbeing Board – 15<sup>th</sup> November 2012 (12.30pm)</b>		
<b>Care Services PDS – 4<sup>th</sup> December 2012</b>		
<b>Title</b>	<b>Lead</b>	<b>Notes</b>
Outcome of Orpington Hospital Consultation	NHS Bromley	
Mid-Year Portfolio Plan Update – Action Plans	AD SS	
Housing Mid-Year Performance Report	DECS	
Review of Services for Children and Young People with Mental Health Needs	AD CP	
Substance Misuse Service Annual Report	AD CP	
Bromley Safeguarding Children Board, 2011/12: Annual Report	AD CSC	
Bromley Youth Council Manifesto Campaign Update	AD CSC	
Update on Citizen Advice Bureau Changes	AD CP	
Tenancy Strategy carried over from September 2012 PDS	DECS	carried over from September 2012 PDS
ECS Budget Monitoring 2012/13 Report	DDF	
ECS Outstanding Debtors Report 2012/13	DDF	
<b>HSCH -19<sup>th</sup> October 2012 (9.30am)</b>		
<b>Care Services PDS – 17<sup>th</sup> January 2013</b>		
<b>Title</b>	<b>Lead</b>	<b>Notes</b>
Contract monitoring of Care Homes – Annual Report	AD CP	
Draft Local Account – Adult Social Care Annual Report	AD SS	
ECS Contract Renewal 6 Monthly Update	AD CP	
Budget Monitoring	DDF	
Capital Programme	DDF	
Matters Arising and Work Programme	DSO	
<b>Health and Wellbeing Board – 17<sup>th</sup> January 2013 (12.30pm)</b>		
<b>Health Scrutiny Sub Committee – 31<sup>st</sup> January 2013</b>		
<b>Title</b>	<b>Lead</b>	<b>Notes</b>
Proposed model for Cancer Services	TBC	
JSNA Health Needs Assessments	DPH	
South London Healthcare NHS Trust	TBC	
Out of hours GP cover	NHS Bromley	PDS request
<b>Care Services PDS – 12<sup>th</sup> March 2013</b>		
Homelessness and Tenancy Strategies	AD CS	
Draft Portfolio Plan 2012/13 priorities /aims	AD SS	
Budget Monitoring	DDF	
Capital programme Monitoring	DDF	
Matters Arising and Work Programme	DSO	

Title	Lead	Notes
<b>Health and Wellbeing Board – 21<sup>st</sup> March 2013 (12.30pm)</b>		

**Report Author Key**

DECS	Director Education & Care Services
AD CS	Assistant Director Care Services
AD SS	Assistant Director Strategic Support
AD CP	Assistant Director Commissioning & Partnership
AD CSC	Assistant Director Children's Social Care
DPH	Director of Public Health
DDF	Deputy Director Finance
DSO	Democratic Services Officer
TBC	To be confirmed

**CARE SERVICES PDS COMMITTEE FUTURE ITEMS TO BE CONSIDERED:**

<b>ITEM</b>
Public Health Update from Resources Portfolio Holder
Advocacy review outcomes
Presentation form DWP – Supporting Vulnerable People (AIG changes)



Report No.  
CS12031

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** Care Services Policy Development and Scrutiny Committee  
**Executive**

**Date:** 4<sup>th</sup> September 2012  
12<sup>th</sup> September 2012

**Decision Type:** Non-Urgent Executive Key

**Title:** Supporting People Services Joint Framework Agreement

**Contact Officer:** Wendy Norman, Contracts and Compliance Manager Education and Care Services  
Tel: 020 8 313 4212 E-mail: wendy.norman@bromley.gov.uk

**Chief Officer:** Lorna Blackwood, Assistant Director Education and Care Services

**Ward:** Boroughwide.

---

1. Reason for report

This report outlines the benefits gained from membership of the Joint Framework Agreement with Southwark, Lewisham and Lambeth and seeks agreement to join the new Framework which will be established with effect from 1<sup>st</sup> April 2014.

---

2. **RECOMMENDATION(S)**

2.1 The Care Services PDS Committee is asked to consider and comment on the proposals contained in the report.

2.2 The Executive is recommended to:

- a) Consider any comments from the PDS Committee; and
- b) Approve that Bromley join the contract framework agreement for Supporting People Services which is being set up jointly by the London Boroughs of Southwark and Lewisham for a one off cost of £10k.

### Corporate Policy

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

### Financial

1. Cost of proposal: Estimated Cost £10,000
  2. Ongoing costs: Non-Recurring Cost:
  3. Budget head/performance centre: Supporting People Services 749
  4. Total current budget for this head: £4m
  5. Source of funding: Education and Care Services Department Budgets
- 

### Staff

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

### Legal

1. Legal Requirement: Non-Statutory - Government Guidance
  2. Call-in: Applicable
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 3000
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 The Supporting People programme funds housing related support to people who need some assistance to continue to live independently and to enable people to acquire the skills to move into their own tenancies and to sustain them. The programme benefits both people living in supported housing and those living in their own homes. The programme provides housing related support to prevent problems that can often lead to hospitalisation, 24 hour care or homelessness and can help the smooth transition to independent living for those leaving an institutionalised environment.
- 3.2 The Supporting People programme was originally funded through a ring fenced grant from the Department for Communities and Local Government (CLG), but since 2011/12 the programme has been funded via the revenue support grant. Supporting People Services provided are not a statutory requirement and initially focussed on prevention of homelessness. During the last 2 years officers have reviewed the services provided and the scope of the programme has been reduced so that the services funded are cost effective means of meeting statutory obligations, for example tenancy support for homeless young people living in supported accommodation.
- 3.3 Lewisham and Southwark Councils set up a framework agreement for Supporting People services in 2010 and Bromley Council has participated in the use of the framework agreement as a secondary authority. Use of this framework has proved to be extremely beneficial as it has enabled the Council to call off contracts with relatively little additional procurement activity, yet enabled the achievement of £264k ongoing annual revenue savings on contracts let using the framework. This saving amounts to 26% on previous contract values where the service commissioned remained the same. The pricing information gives a useful benchmark that has been used in negotiations for contracts not covered by the framework.
- 3.4 The framework expires on 31.3.2014 and Lewisham and Southwark are proposing to set up a new framework that incorporates most of the previous categories of service, but also includes new categories, for example Health, Children and Young Peoples services where there will be new commissioning activity during the next few years common to all boroughs. It is recommended that Bromley Council joins the new framework as a secondary authority in order to take advantage of the prices obtained. This will be at an estimated one off cost of £10k (based on the cost of joining the existing framework and using it to let approximately £1.5m worth of contracts) to the council.
- 3.5 The key features of the joint framework agreement are:
- a. It will last for 4 years and will be agreed between the initiating authorities and providers.
  - b. The framework agreement will be divided into categories of services for different client groups.
  - c. Providers will be admitted onto the joint framework on the basis of their financial and operational status and the most economically advantageous bids. In effect the framework will be a preferred provider list with an agreed schedule of rates.
  - d. Providers will be obliged to provide services at their agreed rate. These rates are fixed for the first 3 years of the framework agreement. Changes to prices in year 4 are not linked to fixed indexes, but linked to availability of resources.
  - e. Participating boroughs can call services off the framework at any time or not at all. This can be done by using a mini competition between framework providers if necessary.

- 3.6 In order to access the framework agreement the Council would need to agree that Southwark and Lewisham will be the lead boroughs for the joint framework agreement and Southwark's procurement processes will apply. Whilst we will be able to comment on elements of the process to establish the framework the final decisions will rest with Lewisham and Southwark as lead authorities. Bromley commissioning and procurement staff will be involved in the process of evaluating tenders as part of any mini competition.
- 3.7 Bromley will not be obliged to use the joint framework agreement when it has been set up. If we do not use it for particular services an alternative arrangement will be made in accordance with financial regulations.
- 3.8 The Portfolio Holder will receive further reports when the framework contract is awarded and at the point when any call off against the framework is required.

**4. FINANCIAL IMPLICATIONS**

- 4.1 The estimated one off cost of participating as a secondary authority on the joint framework agreement is £10k to use the framework to place contracts with an annual value of £1.5m.
- 4.2 The framework will establish clear prices and ensure that services deliver a high level of quality. It will also save on the procurement process.

**5. LEGAL IMPLICATIONS**

- 5.1 There are no specific legal comments at present. Arrangements for Framework Agreements are covered under paragraph 7.3 of the Financial Regulations. Value for money is established by means of the initially vetting carried out when the framework is established and by the mini competition which will be held when seeking to place a specific service contract.

<b>Non-Applicable Sections:</b>	Policy Implications, Personnel Implications
Background Documents: (Access via Contact Officer)	09018 Joint Framework Agreement for Supporting People Services

Report No.  
CS12027

London Borough of Bromley

## PART ONE - PUBLIC

---

**Decision Maker:** Care Services Policy Development and Scrutiny Committee  
Care Services Portfolio Holder

**Date:** 4<sup>th</sup> September 2012

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** DEVELOPMENT OF BROMLEY HEALTHWATCH AND NHS  
INDEPENDENT COMPLAINTS ADVOCACY SERVICE

**Contact Officer:** Wendy Norman, Procurement and Development Manager  
Tel: 020 8313 4212 E-mail: wendy.norman@bromley.gov.uk

**Chief Officer:** Lorna Blackwood, Assistant Director, Commissioning (ECS)

**Ward:** Boroughwide

---

### 1. Reason for report

The Health and Social Care Act 2012 introduced changes to replace the current system of patient and public involvement in publicly funded health and social care. Each local authority must commission a new Healthwatch organisation from April 2013 to replace the existing Local Involvement Network (LINK) and an independent health complaints advocacy service to replace the existing Patient Advice and Liaison (PALS) service currently commissioned by the NHS. This report sets out the functions that Bromley Healthwatch and the independent complaints advocacy service will be commissioned to deliver together with recommendations for procuring the services.

---

### 2. RECOMMENDATION(S)

**The Policy Development and Scrutiny Committee is asked to**

2.1 comment on the recommendations outlined in this report.

**The Portfolio Holder is asked to agree:**

2.2 to proceed to an open market testing process to appoint a provider to deliver a local Healthwatch organisation;

2.3 that the contract for Bromley Healthwatch is let for 1 year from 1<sup>st</sup> April 2013 with the potential to extend for a further 2 years with authority to extend the contract to be delegated to the Director of Education and Care Services in consultation with the Care Services Portfolio Holder;

- 2.4 to allocate a maximum of £145k to the Healthwatch service for 2013/14 from the funding provided by the Department of Health for Healthwatch;
- 2.5 to join the London wide procurement exercise for the complaints advocacy service and to allocate a maximum of £64k for 2013/14 from the funding provided by the Department of Health for independent complaints advocacy to the cost of the service;
- 2.6 to allocate a maximum of £5k in 2013/14 from the funding provided by the Department of Health for independent complaints advocacy to support the development of an information self help advocacy web portal.
- 2.7 to allocate the £15k made available in 2012/13 to resource the commissioning of Bromley Healthwatch and the independent complaints advocacy service.

## Corporate Policy

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

## Financial

1. Cost of proposal: Estimated Cost: £90k in 2013/14 for Healthwatch; £69k in 2013/14 for independent complaints advocacy; £5k in 2013/14 for advocacy web portal; £15k in 2012/13 for procurement of these services
  2. Ongoing costs: Recurring Cost: as above
  3. Budget head/performance centre: 813 900 3814
  4. Total current budget for this head: £15k set up costs for 2012/13; £164k in 2013/14
  5. Source of funding: DCLG formula grant
- 

## Staff

1. Number of staff (current and additional): N/A - Externally commissioned service
  2. If from existing staff resources, number of staff hours: Contract Compliance Officer for approximately 70 hours per annum
- 

## Legal

1. Legal Requirement: Statutory Requirement: Health and Social Care Act 2012
  2. Call-in: Applicable:
- 

## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): All borough residents could potentially benefit from a well functioning Healthwatch organisation and the independent complaints advocacy service.
- 

## Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A
2. Summary of Ward Councillors comments:

## 1. COMMENTARY

The Health and Social Care Act 2012 introduced the requirement for local authorities to develop a local Healthwatch organisation which will act as the local consumer champion across health and social care. This new organisation must be in place by 1<sup>st</sup> April 2013. It also requires local authorities to secure an independent complaints advocacy service for health to replace the existing Patient Advice and Liaison (PALS) service currently commissioned by the NHS, also by 1<sup>st</sup> April 2013. This report sets out the requirements for each service and recommends the procurement route for each.

### HEALTHWATCH

3.2 The main functions for a local Healthwatch are defined as:

- § Providing information, advice and signposting about access to local health and care services and about choices that may be made with respect to aspects of those services (previously provided by the PALS service for health)
- § Obtaining the views of local people about their needs for, and their experiences of, local health and care services and conveying these to those involved in the commissioning and scrutiny of care services
- § Promoting and supporting the involvement of local people in the commissioning, provision and scrutiny of local health and care services
- § Making reports and recommendations about how local care services could or ought to be improved, to persons responsible for commissioning, providing, managing or scrutinising local health and care services
- § Signposting members of the public to the NHS complaints advocacy service
- § Representing Healthwatch on the Local Health and Wellbeing Board which is responsible for the Joint Strategic Needs Assessment and the development of a Health and Wellbeing Strategy.

Bromley Healthwatch will incorporate some of the functions currently undertaken by Bromley Local Involvement Network (LINK). LINKs are community based, locally accountable networks of individuals, groups and organisations designed to strengthen the patient, public and user voice in the commissioning, provision and scrutiny of local services. Bromley Link is a network comprised of volunteers, supported by a “host” organisation commissioned by the local authority (currently Shaw Trust).

3.3 Nationally there has been a view that LINKs have not delivered all the outcomes expected of them. For example, they have struggled to involve a wide range of people from different sections of the community, they have no consistent identity, the tripartite structure (local authority, host organisation and LINK) has not been successful. As a result the new legislation requires that local Healthwatch will be a “body corporate”. This would be an organisation in its own right, for example a charity, or company limited by guarantee, or a community interest company. Healthwatch will need to be able to appoint its own staff, will have to produce its own annual accounts and will have to comply with nationally set standards.

3.11 The Health and Social Care Act also introduced Healthwatch England, an organisation which will represent Healthwatch at a national level and will be a committee of the Care Quality



Commission. (CQC) It is expected that local Healthwatch organisations will be able to pass on local concerns to Healthwatch England who will work with CQC to look into concerns raised from local information

- 3.4 The establishment of Bromley Healthwatch will require significant changes to current arrangements. In order to explore the options for Bromley two workshops have been held to which stakeholders from a wide range of statutory and voluntary organisations including the current Bromley Link organisation were invited. The workshops were well attended and delegates demonstrated a strong commitment to working together to maximise the effectiveness of the new organisation. Key points arising were:
- § The importance of using local knowledge to successfully set up a local Bromley Healthwatch
  - § The importance of avoiding duplication with existing structures, thereby maximising both personnel and financial resources
  - § The need to explore joint commissioning with neighbouring boroughs to ensure maximisation of resources while still retaining local expertise and knowledge
  - § The need to ensure that Bromley Healthwatch is able to reach out to all the communities in the borough including the different ethnic communities and full range of ages
  - § The need to ensure that the enthusiasm, experience and expertise held by the current group of volunteers within Bromley LINK is not lost in the transition to Bromley Healthwatch.
- 3.5 The Department of Health (DH) has also hosted sub regional events for stakeholders which have explored more detailed functions of Healthwatch. These have been attended by representatives from Public Health, the voluntary sector, Bromley Link and the Chairman of the Care Services policy Development and Scrutiny Committee.
- 3.6 As a result of the consultations, officers have considered the following procurement options which were set out for stakeholders at the workshops.
- a) Grant aid to Bromley Link to develop into Bromley Healthwatch. This was explored with Bromley Link, but rejected because Bromley Link was not in a strong enough position to take this forward.
  - b) Soft market testing with likely providers leading to an invitation to selected providers to submit bids. This method does not sufficiently test the open market and could be seen as less than transparent.
  - c) Open competition. This option is transparent and tests the market thoroughly. Local organisations have reservations about their ability to compete successfully against larger national providers.
- 3.9 In order to procure a Healthwatch service, option c), which was also supported by attendees at the workshop, is recommended. Officers have in effect already undertaken soft market testing by working with Bromley Link in order to ensure that they understand the future requirements of Healthwatch and how Bromley Link members can contribute to this. With Council encouragement Bromley Link has explored the potential of collaboration with other local voluntary organisations in order to set up an organisation that would be able to take part in a procurement process. Having undertaken this “market testing” officers have satisfied themselves that the local organisations will not be disadvantaged in an open competition. The Department of Health will be running regional workshops to assist local providers with engaging and competing in a formal procurement process.

- 3.7 As a response to concerns raised by local authorities the DH has undertaken work to reduce duplication of activity in London boroughs. The DH has organised a useful series of workshops for London commissioners which have explored Healthwatch requirements and potential models. As a result of this the DH has developed a document which sets out the characteristics of a good Healthwatch organisation which will form the basis of the service specification for Bromley Healthwatch.

## INDEPENDENT COMPLAINTS ADVOCACY SERVICE

- 3.12 The Health and Social Care Act also introduced changes in the way that people are supported to make complaints about NHS services. This service was previously commissioned centrally by the Department of Health, but with effect from April 1<sup>st</sup> 2013 responsibility for commissioning it will be delegated to individual Local Authorities. For each authority this is a relatively low value contract, the annual indicative allocation of funds for Bromley being £69,439.

- 3.13 The potential exists for the local Healthwatch organisation to

- a) be commissioned to deliver this service, or
- b) to restrict its role to signposting residents to the provider of the service.

Discussions with the local stakeholder group have concluded that option b) is preferred.

- 3.13 The current provider has released information about the usage of the current service in Bromley during 2010/11. This is shown below as an indication of volume of activity:

Enquiries Received	Information Download	Direct Advocacy	% Cases refer to service in another area
476	599	62	53%

A significant complexity of the proposal for individual commissioning is demonstrated above by the figures for cases complaining about services in another borough. If each borough is responsible for assisting its own residents, then there will be a plethora of individual advocacy organisations involved in assisting residents with complaints about the major London hospitals, all needing individually to identify the appropriate route for doing this. In response London commissioners are exploring the potential of entering into a joint contract for the service, either Pan London, or sub regionally. A joint contract would mean that information about these routes could be developed and knowledge retained by the provider organisation, compared with the difficulty of sharing this information across borough. It would also reduce the costs to be borne by each borough of tendering and monitoring a small contract. The London Borough of Hounslow is leading on this project, supported by the London Joint Improvement Partnership. It is therefore recommended that Bromley joins the London wide procurement arrangements for the independent complaints advocacy service.

- 3.14 In addition, the current provider has extensive materials online for self-help tools for those more able to advocate on their own behalf. It has been recognised that there is possible merit in obtaining those documents and adapting for any future service provision. These could be adapted to be provided online as part of a web portal that could be developed for all 33 London boroughs independent of any other contracts for direct face to face advocacy provision.
- 3.15 An option for consideration is that regardless of the procurement route chosen by individual London boroughs, a small proportion of the funding allocation London boroughs have received

for Healthwatch implementation be set aside to cover the costs for developing a web portal. This portal, as a minimum, would provide self-help tools for advocacy, and could be extended to be a single access point for all NHS complaints advocacy providers across London, whatever route of collaborative procurement is chosen.

- 3.16 The single web portal could provide a single information point for all London boroughs for NHS Complaints advocacy and provide the details and referral routes of the relevant provider for the client's borough of residence. A small proportion (£5k) of the ongoing core Healthwatch funding allocation could then be set aside in order to keep the web portal maintained.

#### **4 POLICY IMPLICATIONS**

- 4.1 The development of a local Healthwatch function and independent complaints advocacy is a requirement introduced by the Health and Social Care Act 2012.

#### **5 FINANCIAL IMPLICATIONS**

- 5.1 The government DCLG formula grant already includes funding for Bromley Link. The current contract cost of commissioning the support for Bromley Link is £90k per annum. The available funding will be increased by a further transfer of £55k to cover the newly transferred function of providing information and signposting services from the PCT PALS service. It is proposed that a maximum of £145k be made available in 2013/14 for the procurement of the new Healthwatch service.
- 5.2 A sum of £69k will also be made available to cover the cost of the independent complaints advocacy service and it is proposed that £64k of this be allocated to the procurement of the independent complaints advocacy service with the remaining £5k allocated to the development of the information self help advocacy portal.
- 5.3 The figures quoted for the increases in funding are estimates only and will not be confirmed by the government until January 2013. The allocations will only be guaranteed until the end of the 2013/14 financial year pending the outcome of the Government's next comprehensive spending review. Therefore it is proposed that any new contracts should be for an initial period of one year (2013/14) with the option to extend for a further two years subject to the continuing availability of funding.
- 5.4 The government has included £15k in formula grant for 2012/13 to assist in the set up of Bromley Healthwatch which will be used to resource the commissioning of Healthwatch and the independent complaints advocacy service. It is proposed that this is used to fund the resources required in the ECS Commissioning team to procure the new services.

#### **6. LEGAL IMPLICATIONS**

- 6.1 The legislation requires that local Healthwatch will be a "body corporate". This would be an organisation in its own right, for example a charity, or company limited by guarantee, or a community interest company. Healthwatch will need to be able to appoint its own staff, will have to produce its own annual accounts and will have to comply with nationally set standards.
- 6.2 Procurement of the Healthwatch service will comply with CPR 8.1 tendering requirements. Consideration will be given to including TUPE information in respect of current Shaw staff employees engaged on the present service.
- 6.3 CPR 8.4.1 recognises the use of collaborative arrangements as proposed with the pan London complaints service. At this stage the cost of participation is not known but given the value of the service should be minimal and will be accommodated within existing budgets. It is not yet clear

who will be leading on the establishment of a pan London web portal or the method that will be chosen but it is anticipated that the value of the Council's participation is such that final approval of this matter can be delegated to the Director of Education and Care Services

## 7 PERSONNEL IMPLICATIONS

- 6.1 Should the TUPE regulations apply to staff in the existing Link host organisation, this will be managed in accordance with relevant employment legislation.

<b>Non-Applicable Sections:</b>	None
Background Documents: (Access via Contact Officer)	ACS11063 Arrangements for developing Healthwatch in Bromley. Procurement of Complaints Advocacy in London (JIP / NHS London)

Report No.  
CS12033

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** 4th September 2012

**Decision Type:** Urgent Executive Key

**Title:** ALLOCATION OF AFFORDABLE HOUSING PAYMENT IN LIEU FUNDS

**Contact Officer:** Kerry O'Driscoll, Head of Housing Development & Strategy  
E-mail: [Kerry.O'Driscoll@bromley.gov.uk](mailto:Kerry.O'Driscoll@bromley.gov.uk), 0208 313 4139

**Chief Officer:** Marc Hume, Director (Renewal and Recreation)  
E-mail; [Marc.Hume@bromley.gov.uk](mailto:Marc.Hume@bromley.gov.uk), 0208 461 7987

**Ward:** (All Wards);

---

1. Reason for report

£896k of Affordable Housing Payment in Lieu (PiL) funding needs to be committed to new affordable housing scheme(s) as a matter of priority.

---

2. **RECOMMENDATION(S)**

2.1 The Care Services PDS committee are asked to:

a) Consider and comment on the matters contained within this report

2.2 The Portfolio Holder is recommended to:

a) Consider any comments from the PDS committee

b) Agree to delegate authority to the Director (Renewal and Recreation) to approve allocation of PiL funding following discussion with the Portfolio Holder for Care Services taking account of the recommendations of the evaluation panel as referred to at paragraph 3.10 below.

### Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Excellent Council:
- 

### Financial

1. Cost of proposal: £896k
  2. Ongoing costs: Not Applicable
  3. Budget head/performance centre: S106 deposits (payment in lieu)
  4. Total current budget for this head: £4.26m of which £896k relates to the proposal in this report
  5. Source of funding: S106 deposits
- 

### Staff

1. Number of staff (current and additional): N/A
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: Statutory Requirement: Town and Country Planning Act 1990
  2. Call-in: Not Applicable
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Borough-wide
- 

### Ward Councillor Views

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

### **3. COMMENTARY**

#### **Background**

- 3.1 In line with the Council's adopted Unitary Development Plan (Policy H2 and H3), a proportion of affordable housing is sought on eligible new developments. The affordable housing should normally be provided on-site. However in some limited circumstances the Council may consider it appropriate to accept a Payment in Lieu (PiL) – which is a payment from a developer in lieu of on-site affordable housing provision
- 3.2 Payments in Lieu of affordable housing are calculated using a methodology within the Council's adopted Affordable Housing SPD. A legal agreement is used to establish the amount and timing of such payments with provisions to cover late payments and unspent funds.
- 3.3 In line with the Town and Country Planning Act 1990, the Council has a legal obligation to spend PiL funds on delivering affordable housing. PiL funds should be spent within the time-period stated within the legal agreement, which is usually within five years of receipt. If the Council has not applied (spent/ contractually committed) the sums received within the given timeframe then the applicant may request such sums (or the relevant part not applied) to be paid back.
- 3.4 At present the amount of £896k of an unspent remainder of a specific payment needs to be allocated to a scheme(s) as soon as possible to mitigate the likelihood of any PiL being recovered. Hence, the reason this report must be considered as a matter of urgency.

#### **Proposed approach to use of the sum of c.£896k**

- 3.5 At present the Council has seven housing association development partners that deliver and manage all new affordable housing schemes across the Borough. These housing associations are known as 'Registered Providers' (RPs) of affordable housing, as defined under the Housing and Regeneration Act 2008. The RPs are regulated by the Homes and Communities Agency.
- 3.6 In line with internal Council Procurement and Legal guidance (detailed in 6. Legal Implications), in June 2012, a 'soft market testing' exercise was undertaken whereby the Housing Development and Strategy Team informally contacted the Council's seven RP partners and invited them to provide expressions of interest for the utilisation of the c.£896k PiL to enable the delivery of new affordable housing. Two of the RPs indicated that they did not wish to bid for the PiL funds.
- 3.7 In August 2012, an Invitation "To Tender" for this funding was sent to the remaining five RPs with a response deadline of the end of August 2012.
- 3.8 The Invitation "To Tender" sets out the Council's criteria assessing bids for PiL funding, as follows:
  - i to deliver larger family sized (three bedrooms or greater) affordable rent units – or units that will meet the needs of specifically identified under occupying households
  - ii to assist in reducing the number of families in temporary accommodation, helping to meeting the Council's statutory obligations in this regard
  - iii to deliver housing schemes that meet the requirement of those with the need for supported and/or wheelchair accessible housing
  - iv to support schemes that promote other Council aims around social economic and environmental sustainability factors.
- 3.9 The bidders were also required to provide detailed information in relation to scheme location, design and quality standards, unit size, unit tenure, rent levels, development timeframe and the amount of grant sought.

- 3.10 Housing officers from Renewal and Recreation Department and Education and Care Services Department, along with Finance officers will also evaluate bids against the criteria detailed in 3.8 and 3.9 above and will consider the value for money offered. A priority list will be produced summarising how the proposed schemes meet the criteria above and recommending which schemes to fund.
- 3.11 In view of the need to commit the funds as close to the end of August 2012 as possible, for the reasons detailed in paragraphs 3.3 and 3.4, it is recommended that upon completion of the tendering exercise and evaluation of submissions set out directly above, the Director (Renewal an Recreation) is given delegated authority to consider and approve the panel's recommendations for funding allocations following discussions with the Portfolio Holder for Care Services.

#### Future allocations of Payment in Lieu funding

- 3.12 In addition to the c.£896k unspent PiL, and proposed expenditure strategy and process detailed within this report, there are further received and negotiated PiLs. These are set out within Table 1 below.

PiL payments already received and currently unallocated	£3.364 million
Negotiated PiLs secured in s106 agreements but not received	£3.750 million
PiLs currently under negotiation within the planning process	£2.500 million
<b>Total</b>	<b>£9.614 million</b>

Table 1: Further PiL sums received or negotiated

- 3.13 The forthcoming LB Bromley Housing Strategy, anticipated to be ready for internal consultation by Quarter 4 2012-13, will include details of a proposed strategic approach to the usage of remaining PiL funds in order to support corporate strategic housing objectives.
- 3.14 Additionally, and in line with Procurement advice regarding the tendering process for the allocation of the remaining un-committed PiL and future PiL funding anticipated and detailed in Table 1 (above), during 2012/13 Housing officers will seek approval from Executive Committee to create a framework of partners to enable the allocation of future funds on a programme basis over the next 4-5 years.
- 3.15 Scope will be made for partners, other than the aforementioned 7 Registered Providers (in paragraph 3.5), to be included should they meet the required local criteria.

## **4 POLICY IMPLICATIONS**

- 4.1 The proposed expenditure strategy and process for the c.£896k PiL (as detailed in section 3 above) will assist in the enabling the Council to deliver new affordable housing that will help to meet local statutory and high priority housing need whilst easing associated budgetary pressures. This reflects the objectives set out within the relevant Departmental business plans:

§ ACS Portfolio Plan Outcome 2 - 'Delaying and reducing the need for care and support in reducing the pressures on temporary accommodation'.



§ R&R Business Plan Outcome 6 and Aim 6A ‘Deliver a range of affordable housing options that meet local statutory housing needs and reduce budgetary pressures’.

## 5 FINANCIAL IMPLICATIONS

- 5.1 Since the recession, there has been a marked increase in the number of households applying for assistance to LB Bromley under the homelessness legislation - notably a near doubling in 2011, compared to 2010. Consequently, in order to meet the Council’s statutory duties, nightly paid accommodation placements have been rising very significantly each month (total placements 291 households as at 31<sup>st</sup> March 2012, 160 more than in March 2011). Whilst Boroughs work together to try and negotiate agreed payment rates, landlords are pushing up their prices aware of the immense demand for accommodation and legislative re-housing duties incumbent on local authorities meaning that, in nearly all cases, accommodation cannot be secured within LHA subsidy rates, resulting in increased costs to the Borough.
- 5.2 A report to the June meeting of this committee highlighted the pressures and how these had culminated in a rise in households in nightly paid accommodation. Since this time, the number of statutory homeless households requiring nightly paid accommodation has continued to rise and if this trend continues will result in a full year effect cost pressure of £1m.
- 5.3 Additional affordable housing will directly offset these budget pressures by providing alternative units which do not have associated costs to the Council. For example, on 1st April 2012 there were 73 households in two-bedroom nightly paid units, with an average net cost to the Council of £13.65 per night per household (over a year - £4,982.25). Any additional two bedroom affordable rented unit delivered using PiL funding could be used to re-house such a household and eliminate the associated cost.
- 5.4 The current uncommitted balance of Payment in Lieu funds held by the Council is £4.260m. This committee report seeks to allocate a sum of £896k from the S106 deposits which would leave an uncommitted balance of £3.364m as highlighted in 3.12.
- 5.5 A further £3.75m of Agreements have been negotiated, however these funds remain provisional until such time as the actual development on those sites begin.

## 6 LEGAL IMPLICATIONS

- 6.1 The Council’s Head of Procurement has confirmed that the tendering and evaluation processes set out above are in line with the Council’s Procurement requirements, and this has been confirmed in advice received from officers in the Council’s Legal services.

<b>Non-Applicable Sections:</b>	Personnel
Background Documents: (Access via Contact Officer)	Payment in Lieu Process and Strategy for the Allocation of Funds (ACS Portfolio Holder 26 July 2006)

This page is left intentionally blank

**PART ONE - PUBLIC**

---

**Decision Maker:** Care Services Portfolio Holder

**Date:** For Pre-Decision Scrutiny by the Care Services PDS Committee on 4 September 2012

**Decision Type:** Non-Urgent Executive Non-Key

**Title:** **ANNUAL REPORT OF THE BROMLEY ADOPTION AGENCY AND THE BROMLEY ADOPTION AGENCY STATEMENT OF PURPOSE 2012 - 2013**

**Contact Officer:** Ian Leadbetter, Head of Social Care, Care and Resources  
Tel: 020 8313 4116 E-mail: [ian.leadbetter@bromley.gov.uk](mailto:ian.leadbetter@bromley.gov.uk)

**Chief Officer:** Kay Weiss, Assistant Director (Safeguarding and Social Care)

**Ward:** All

---

1. Reason for report

- 1.1 The London Borough of Bromley is a registered Adoption Agency (known as Bromley Adoption Agency). The work of Bromley Adoption Agency is governed by the Adoption and Children Act 2002 and is subject to the Adoption Agency Regulations (AAR) 2005 and 2011 and the National Minimum Standards (NMS) 2011.
- 1.2 Standard 25.6 of the National Minimum Standards 2011 requires the Adoption Agency to produce a six monthly report on adoption activity to the Agency Executive, to:
- receive written reports on the management, outcomes and financial state of the agency;
  - monitor the management and outcomes of the services in order to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users;
  - satisfy themselves that the agency is complying with the conditions of registration.
- 1.3 It is therefore proposed that a report be presented to the Executive Working Party for Safeguarding and Corporate Parenting on a six monthly cycle with an annual report being presented to the Care Services Portfolio Holder following scrutiny by the Care Services PDS.
- 1.4 In addition, it is a requirement under standard 18.3 of the National Minimum Standards that the Adoption Agency approves and annually reviews the Statement of Purpose and children's guides. The annual report to the Portfolio Holder following scrutiny by the Care Services PDS will satisfy this requirement.
- 

2. **RECOMMENDATION(S)**

2.1 **The Care Services Policy Development and Scrutiny Committee is asked to:**

- (1) **consider and comment upon the Annual Report of Adoption Activity 2011 - 2012 (Appendix 1);**
- (2) **consider and comment upon the Statement of Purpose 2012 – 2013 (Appendix 2);**
- (3) **consider and comment upon the children's guides (copies to be circulated);**
- (4) **consider and comment upon the proposal that the statutory six monthly report is scrutinised by the Executive Working Party for Safeguarding and Corporate Parenting with an annual report to be presented to the Care Services Policy and Scrutiny Committee.**

2.2 **The Care Services Portfolio Holder is asked to:**

- (1) **consider and approve the annual report of adoption activity 2011 – 2012;**
- (2) **consider and approve the Statement of Purpose 2012 – 2013;**
- (3) **consider and approve the Children's Guides;**
- (4) **consider and approve the arrangements outlined for the presentation of the six monthly reports to the Executive Working Party for Safeguarding and Corporate Parenting and the annual report to be presented for consideration to the Care Services PDS and Portfolio Holder.**

### Corporate Policy

1. Policy Status: Existing Policy:
  2. BBB Priority: Children and Young People:
- 

### Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Adoption Service
  4. Total current budget for this head: £764,450.00
  5. Source of funding: Base Budget
- 

### Staff

1. Number of staff (current and additional): 11Fte
  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? Not Applicable
2. Summary of Ward Councillors comments:

### 3. COMMENTARY

- 3.1 The National Minimum Standards (NMS) 2011 for adoption require that all Adoption Agencies provide a six monthly report of their key functions, activity and the key objectives.
- 3.2 Similarly, the NMS requires that the agency also approves and annually reviews the Adoption Agency's '*Statement of Purpose*' and children guides.
- 3.3 This report provides an account of the work of Bromley Adoption Agency during the financial year 2011/12.
- 3.4 The Bromley Adoption Agency carries out its work through the Adoption Panel and the Safeguarding and Social Care Division, and in particular the Adoption Team, who provide a borough wide service within the Social Care Division of the Children and Young People Service. The Agency has well-developed links with other borough wide services and key stakeholders. The work of the Adoption Team contributes to improving outcomes for some of the most vulnerable children and young people in the borough and is in line with the priorities outlined in the Children and Young People's Plan.
- 3.5 The work of the Bromley Adoption Agency is governed by the Adoption and Children Act 2002 [ACA 2002] which was fully implemented in December 2005.
- 3.6 The Adoption Team undertakes a number of core duties. These include:
- § adoption and post adoption support services;
  - § locating prospective adoptive families for Bromley's children, where adoption is the plan;
  - § recruitment and preparation of prospective adopters;
  - § provision of advice and guidance to prospective adopters and social workers from Safeguarding and Social Care;
  - § provision of birth records counselling;
  - § intercountry and step parent adoption;
  - § independent support to birth families affected by adoption;
  - § attending meetings of the South East Adoption consortium, British Agencies of Adoption and Fostering (BAAF) and London Councils adoption and fostering agencies.
- 3.7 Adoption and post adoption support continues to be an area of work to develop and expand in order to meet the needs of adopters, children who have been adopted and the requirements of the Adoption and Children Act 2002.
- 3.8 The service is continually reviewing the recruitment of adopters to ensure that it reflects the profile of children that need to be placed for adoption. With consortium colleagues the service will maintain a focus on the need to recruit more BME adopters, adopters for older children, large sibling groups and children with complex needs. There will also continue to be a focus on the need to have sufficient numbers of adopters for children outside of the Bromley borough. These priorities reflect the profile of children coming through for adoption and the current profile of approved adopters.
- 3.9 Appendix 1 provides Members with the Annual Adoption Report 2011/2012. The report reviews progress and work around the approval of new adopters, of children placed for adoption and also details the development of adoption and post adoption support services.

- 3.10 During 2011/12 there were 23 adopters (13 units) approved and 25 children presented to adoption panel for approval. 17 children were placed for adoption during 2011/12.
- 3.11 Appendix 2 is the updated Bromley Adoption Agency's '*Statement of Purpose*', 2012 -2013.
- 3.12 The Adoption Minimum Standards were revised in 2011. The Practice Guidance on the Adoption and Children Act 2002 was revised in February 2011. Arrangements for the presentation of reports on a six monthly basis to meet statutory requirements are outlined in the main body of the report (Appendix 1)

**4. POLICY IMPLICATIONS**

- 4.1 The London Borough of Bromley is a registered Adoption Agency (known as Bromley Adoption Agency). The work of Bromley Adoption Agency is governed by the Adoption and Children Act 2002 and is subject to the Adoption Agency Regulations (AAR) 2005 and 2011 and the National Minimum Standards (NMS) 2011.
- 4.2 The Statement of Purpose contributes to the priority outcomes for children and young people and to Building a Better Bromley.

**5. LEGAL IMPLICATIONS**

- 5.1 The Bromley Adoption Agency provides these services pursuant to their powers and duties under the Children Act 1989 and the Adoption and Children Act 2002.

<b>Non-Applicable Sections:</b>	Financial Implications Personnel Implications
Background Documents: (Access via Contact Officer)	

**London Borough of Bromley**  
**Education and Care Services**  
**Bromley Adoption Agency**

**Annual Report on Adoption Activity**  
**2011 – 2012**



# **ANNUAL REPORT ON ADOPTION ACTIVITY 2011-2012**

## **CONTENTS**

1. Bromley Adoption Agency
2. Bromley Adoption Team
3. Children Approved for Adoption
4. Children Made Subject to Adoption Orders
5. Children Placed for Adoption in 2011/12
6. Profile of Adopters
7. National Adoption Standards Timescales
8. The Adoption Consortium
9. Recruitment and Preparation of Adopters
10. Intercountry Adoption
11. Adoption Support Services
12. Support Groups
13. Education Support
14. Post Adoption Contact
15. Work with Birth Families of Adopted Adults
16. Birth Records Counselling
17. Adoption Allowances
18. Training
19. Adoption Panel
20. Disruptions
21. Complaints/Compliments/Allegations
22. Future Developments
23. Future Reports



## **1. BROMLEY ADOPTION AGENCY**

- 1.1 The London Borough of Bromley is a registered Adoption Agency (known as Bromley Adoption Agency). The work of Bromley Adoption Agency is governed by the Adoption and Children Act 2002 and is subject to the Adoption Agency Regulations (AAR) 2005 and 2011 and the National Minimum Standards (NMS) 2011.
- 1.2 Adoption agencies are also subject to Ofsted inspections, the last inspection of the Bromley Adoption Agency was carried out in 2009 and the service was judged as 'good'.
- 1.3 This report highlights the activity of the Adoption Agency during 2011 – 2012.

## **2. BROMLEY ADOPTION TEAM**

- 2.1 The Bromley Adoption Service is a borough wide service managed within the Social Care Division of the Children and Young People Service. It has developed close links with other borough wide services and key stakeholders. The work of the Adoption Service contributes to improving outcomes for some of the most vulnerable children and young people in the borough and reflects the priorities outlined in the Children and Young People's Plan.
- 2.2 The Adoption Team is responsible for all the adoption work undertaken within the Department. This involves domestic, inter-country and step-parent adoption; birth parent counselling; post placement and post adoption support and a range of intermediary services.
- 2.3 The Adoption Team, managed by the Group Manager, sits within the Care and Resources service area. The Adoption Team has a total of 9.0 FTE managerial and social work staff. Additionally the team has 2.0 FTE administrative staff who administer the Adoption Panel, letterbox contact arrangements, and archiving of files.
- 2.4 The managerial and social work staff within the Adoption Team take lead responsibility for different aspects of the service, namely adoption support services, family finding, and the recruitment and preparation of prospective adopters. The team provides a duty service for prospective adopters and to social workers from Safeguarding and Social Care. Team members take lead roles in providing other services such as birth records counselling, adoption support work and inter-country and step-parent adoption. The Group Manager acts as the Agency Adoption Adviser and directly manages staff that have a dedicated role in providing post adoption support services including letterbox, support to direct contact arrangements and independent support to birth families affected by adoption. The Deputy Manager, directly manages the staff

involved in family finding for children and adopter recruitment. One of the two adoption support senior practitioners is the nominated Adoption Support Services Adviser (ASSA).

- 2.5 The Adoption Agency Advisor plays a key role in ensuring the effective running of the Adoption Panel, providing a quality assurance role in relation to reports being prepared for panel and for providing specialist advice to staff within Safeguarding and Social Care in relation to adoption work.
- 2.6 During 2011/12 Bromley continued to be a member of the South East Adoption Consortium. The Group Manager attends the quarterly meetings of the Consortium Managers as well as representing Bromley at the British Agencies of Adoption and Fostering (BAAF) and London Councils quarterly meetings of London adoption and fostering agencies.

### **3. CHILDREN APPROVED FOR ADOPTION**

- 3.1 In 2011/12 there were 25 children presented to the Adoption Panel. This is the same figure as for 2010/11.

### **4. CHILDREN MADE SUBJECT TO ADOPTION ORDERS**

- 4.1 Ten children were made subject to Adoption Orders in 2011/12.

### **5. CHILDREN PLACED FOR ADOPTION IN 2011/12**

- 5.1 There were seventeen children placed with prospective adopters during the year. Thirteen of the children placed with adopters were White British; two were mixed white Asian, one was Bangladeshi and one mixed white African. Eleven of the children were placed with in-house adopters, four with other local authority adoption agencies and two with a voluntary adoption agency.
- 5.2 The Team continues to strive towards recruiting more BME adopters and adopters for older children and sibling groups. These two areas again remained a priority recruitment target for 2011/12 in terms of putting more energy into focusing on current children waiting for adoptive families and children who are in the early stages of the adoption planning process. We have therefore increased the number of workshops/preparation groups from 2 to 3 per year. We continue to recruit families who live outside of the borough to reduce the possibility of parents establishing the whereabouts of their birth children. Demand for placements for white babies aged between 0-2 years continues to be low and as a consequence they are not a priority area for recruitment. By focusing on these specific areas of recruitment, the Adoption Team ensures that any purchase of inter-agency placements is targeted on the 'harder to place' child.

## **6. PROFILE OF ADOPTERS**

- 6.1 The number of prospective adopters approved during the year was 23 individuals (13 units) which was slightly below the team's performance target of 15.
- 6.2 The ethnicity of the 23 adopters was predominantly White/British (21); and 2 white/other.
- 6.3 There were five new initial step-parent adoption enquires in 2011/12.

## **7. NATIONAL ADOPTION STANDARDS TIMESCALES**

- 7.1 The Adoption Agency is required to monitor its performance against a range of timescales. The timescales relate to the decision to place a child for adoption, assessing and approving prospective adopters and the proposal to place a child with particular adopters.
- 7.2 Of the seventeen children placed with prospective adopters, as outlined in paragraph 4.1, 8 were placed within the required statutory timescale of 12 months from the approval of the plan for adoption. The reasons for the remaining children not being placed within twelve months of the approval to place for adoption was predominantly due to delays in the conclusion of Court proceedings or that the child had significant additional needs that protracted the length of time to family find for them.
- 7.3 All completed Child Permanence, Prospective Adopter and Adoption Placement reports were presented to Panel within the required timescale; all agency decisions and notifications were also made as required.
- 7.4 The agency met the timescale in relation to sending out an information pack to inquirers within 5 working days in 90% of cases and in 98.5% of cases inviting prospective adopters to an information session.

## **8. THE ADOPTION CONSORTIUM**

- 8.1 The South East Adoption Consortium comprises Bexley, Medway, Bromley, Brighton and Hove, East Sussex and Kent. The consortium aims to maximise placement choice for children and to minimise delay in family finding across the consortium authorities by sharing prospective adopters.
- 8.2 The quarterly management meetings attended by the Adoption Group Manager are used to clarify and develop policy and practice issues across the consortium. The sharing of local practice guidance and procedures facilitates good working relationships and avoids duplication of work across the consortium. A key theme of the discussions during 2011/12 has been the need to increase the

recruitment of adopters for older children and Black and Minority Ethnic [BME] adopters across the whole of the consortium.

- 8.3 Approved adopters are added to the consortium database every 20 days after their approval thus ensuring that family finding workers have access to a wider pool of adopters for the children they are finding families for.
- 8.4 There have been 4 practitioner meetings during 2011/12 where social workers meet to discuss issues related to adoption practice. One of the meetings held in Bromley was a very useful discussion around confidentiality and the impact of social networking sites on adoption.
- 8.5 The Adoption Support Services Advisors across the consortium also meet regularly to ensure that adopters within the consortium receive a good and consistent standard of service from each of the 6 authorities.

## **9. RECRUITMENT AND PREPARATION OF ADOPTERS**

- 9.1 The Adoption Service received 133 enquiries to the duty service throughout the year. Four information sessions were held throughout the year. These events receive considerable support from Bromley's experienced adopters who attend to ensure that all prospective adopters have the opportunity for individual discussion not only with a member of staff but also with experienced adopters.
- 9.2 The Adoption Team held three sets of preparation groups during 2011/12. The groups comprise an initial workshop entitled '*Adoption : Is this the Right Journey for Me?*' followed four weeks later by three preparation group sessions looking at all aspects of the adoption process. The preparation groups provide advice, information and individual counselling where necessary to ensure that people can make an informed decision on whether to make a formal application to adopt a child.
- 9.3 The recruitment strategy for the service is based on the profile of the children in care in Bromley and in the Consortium that need to be placed for adoption and also takes account of the number of approved adopters waiting for a placement. Most enquiries are from adopters that are interested in adopting a child under 6 years, often younger and from childless individuals or couples. Priority in relation to recruitment would be given to BME applicants, or applicants that are interested in child aged over six years, in sibling groups of three or more children or children with complex needs.

## **10. INTERCOUNTRY ADOPTION**

- 10.1 The Adoption Team is responsible for providing a service to people living within the borough that wish to consider intercountry adoption. Through membership of the Intercountry Adoption Centre (IAC) additional information on intercountry adoption; preparation groups for first and second time adopters and training is provided.
- 10.2 During 2011/12 there were five initial inquiries about intercountry adoption which resulted in three initial interviews.

## **11. ADOPTION SUPPORT SERVICES**

- 11.1 Since the implementation of the Adoption Support Services Regulations 2005 there has been a legal duty on the local authority to provide adoption support services to both adoptive families, adopted children and birth families.
- 11.2 There has been an ongoing increase in the demand for such services, as well as an increase in the complexity of such cases. The past 12 months have seen a number of well established adoptive families in crisis, leading to 2 children from 2 adoptive families becoming looked after.
- 11.3 There have been additional stresses placed on the adoption and post adoption support services due to a lack of capacity within the local CAMHS services to meet therapeutic needs.
- 11.4 A consequence of the increased demand for worker's time in relation to adoption support, means there has been an increase in waiting times for allocation and completion of adoption support assessments, access to information, intermediary services and assessment times for new adopter assessments.
- 11.5 All the staff within the Adoption Team is involved in some way with adoption support. At the end of March 2012 there were 17 active open adoption support cases that were allocated within the team [this excludes contact work, work with adopted adults and adoption support undertaken by assessing social workers].
- 11.6 The service also provides a duty service to respond to enquiries from adoptive families. These may be from Bromley adopters, adopters from other agencies living in the borough or adopters that have relocated into the borough. Some enquiries involve signposting to other services whilst others involve a more intensive assessment of adoption support services.

## **12. SUPPORT GROUPS**

- 12.1 The service is currently running drop-in support groups in the day time for approved adopters with or without children. The service links with other support groups including the support for BME adopters run by BAAF in London. The service ran two very successful social events for adoptive families during the year.

## **13. EDUCATION SUPPORT**

- 13.1 Support to adopters around education comes from the Safeguarding and Social Division extending the service from the LAC Education team and from Bromley's Parent Partnership worker.

## **14. POST ADOPTION CONTACT**

- 14.1 Almost all children being placed for adoption retain some form of contact with their birth families and the Adoption & Children Act 2002 emphasises the importance of supporting such arrangements. This area of work continues to be a significant pressure for the service and one which merits a high level of input as contact managed well can be a critical factor in the successful placement and emotional well-being of the adopted child. It is clear that arrangements for contact have to be kept under review and may need to change and adapt as the child gets older or if there are significant changes within the birth family network.
- 14.2 At the end of March 2012, 271 letterbox contact arrangements (for 147 children) were in place. The letterbox coordinator provides the initial point of contact for information, advice and support to all those involved in this indirect contact between adopted child and their birth families. If counselling or intensive support is required they will refer onto the ASSA.
- 14.3 The service is working with 39 children in adoptive families where direct contact arrangements with birth families are in place. The contact is mostly with siblings, but there is an increase in the number of direct contact arrangements involving both birth parents and grandparents.

## **15. WORK WITH BIRTH FAMILIES**

- 15.1 Under the National Adoption Standards it is the responsibility of local authority adoption agencies to ensure that birth families affected by adoption have access to independent advice, information and support when the plan for the child becomes adoption. This is provided in Bromley through the Independent Adoption Development Worker for Birth Families. During 2011/12, 31 new referrals were received and ongoing services were being received by a total of 51 individuals or

families. A very successful birth parent's support group continued to meet on a monthly basis.

- 15.2 The take up of this service is increasing slowly and this reflects the fact that birth families are often still in dispute with the local authority about the plans for adoption at the time they are referred. The number of referrals increased in 2011/12. The Adoption Development worker is continuing to promote her role with social workers in the children social work teams so that she can support more birth families. Birth families are also provided with details of agencies who can offer support other than the local authority but experience suggests that some birth family members only feel able to take up this type of support sometimes years after the adoption has concluded.
- 15.3 The Adoption and Children Act 2002 introduced the provision of an access to information and intermediary service for birth relatives of adopted adults (to complement that existing for adult adoptees) which would trace the adoptee and seek their views on contact. The Adoption Team have limited resources to meet the needs of this service.
- 15.4 Any birth relative who requests an intermediary service is provided with support and advice and their details are added to the waiting list. They are also given the details of intermediary services offered by NORCAP. Bromley Adoption Service pays an annual subscription to NORCAP, a voluntary organisation which helps adults affected by adoption.

## **16. BIRTH RECORDS COUNSELLING**

- 16.1 The local authority has a legal responsibility to provide a birth records counselling service. There were 31 new referrals from adopted adults during 2011/12. There is a waiting time of up to 12 months for this service although people adopted before 1975 are given priority because of the possible age of their birth parents if they wish to locate them. In total at the end of March 2012 there were 24 active birth records cases. The adoption support senior practitioners take the lead role in providing this service.

## **17. ADOPTION ALLOWANCES**

- 17.1 The total Adoption Team Budget is £752,960 for 2011/12. Expenditure on Adoption Allowances during 2011/12 was approximately £308,564 This was primarily to pay regular adoption allowance payments in relation to 45 children. There were in addition a number of one off payments made towards the costs of introductions and settling in expenses.

## **18. TRAINING**

- 18.1 Most staff within the service are involved in delivering preparation groups for prospective adopters or input into support groups or post adoption training. Follow up training for newly approved adopters on attachment, contact, and explaining adoption to children was also delivered by team members. Specific training has been provided to area team staff on the preparation of child's permanence reports.
- 18.2 All Adoption Team members have access to relevant training in order to maintain and update knowledge and skills.

## **19. ADOPTION PANEL**

- 19.1 It is the responsibility of the service to ensure the effective running of the Panels and the Agency Advisor is responsible for effective operation of the Adoption Panel, agenda setting, the quality assurance of panel papers and takes a lead in the recruitment of panel members. Panel contributes significantly to the positive work of the Safeguarding and Social Care Division in planning for children and providing a key quality assurance role. The Adoption Panel has met 16 times throughout 2011/12. The Panels have met as planned and have been quorate. Panel training took place on the 1 April 2011 and discussed the new National Minimum Standards. Panel is kept up to date with practice and legal developments by the advisors to Panel.
- 19.2 During 2011/12 the service has ensured that Panel members' records are maintained to National Minimum Standards, and that all members of the panel have been subject to an annual review and that their CRB check is current.

## **20. DISRUPTIONS**

- 20.1 During 2011/12 there was one disruption of a Bromley child placed for adoption. There were 2 adoption breakdowns of established adoptions where orders were obtained years previously. Both related to a child placed by another local authority with adopters living in Bromley and where the Bromley Adoption Team were providing adoption support services.

## **21. COMPLAINTS/COMPLIMENTS/ALLEGATIONS**

- 21.1 There were three new complaints received by the Adoption Team in 2011/12.

## **22. FUTURE DEVELOPMENTS**

- 22.1 Adoption and post adoption support continues to be an area of work to develop and expand as most adopters continue to maintain a link with the service post adoption.



- 22.2 On the 31 October 2012 the Department for Education published the performance of local authorities against 15 key indicators into a suite of 'league table'. The league table measured the percentage of children adopted during the year who were placed for adoption within 12 months of a decision being made as an average at the 31 March 2008, 2009 and 2010. Bromley scored 130<sup>th</sup> out of 142 local authorities. Close analysis of this data illustrates that performance dipped during 2008/2009.
- 22.3 However, in 2010/2011 and 2011/2012 performance improved.
- 22.4 In March 2012 the Coalition Government published 'An action plan for adoption: Tackling delays'. The aim behind the publication was to speed up the adoption process. The Government aims to overhaul the system for prospective adopters and strengthen the performance regime for local authorities.
- 22.5 The action plan includes proposals for:
- § New adoption scorecards to hold local authorities to account
  - § Revised approval process for new adopters, cutting the time to six months
  - § A national gateway for adoption, providing a first point of contact for anyone interested in adoption.
- 22.6 Using the methodology applied for the Department of Education in the new adoption scorecards, we have been able to analyse the data for 2011-2012. Performance had dramatically improved and means that Bromley is well placed to meet the demands of the action plan.

## **23. FUTURE REPORTS**

- 23.1 Standard 25.6 of the National Minimum Standards 2011 requires the Adoption Agency to produce a six monthly report on adoption activity to the Agency Executive, to:
- a. Receive written reports on the management, outcomes and financial state of the agency
  - b. Monitor the management and outcomes of the services in order to satisfy themselves that the agency is effective and is achieving good outcomes for children and/or service users
  - c. Satisfy themselves that the agency is complying with the conditions of registration.

- 23.2 It is therefore proposed that a report be presented to the Executive Working Party for Safeguarding and Corporate Parenting on a six monthly cycle with an annual report being presented to the Care Services Portfolio Holder following scrutiny by the Care Services PDS.
- 23.3 In addition, it is a requirement under standard 18.3 of the National Minimum Standards that the Adoption Agency approves and annually reviews the Statement of Purpose and children's guides. The annual report to the Portfolio Holder following scrutiny by the Care Services PDS will satisfy this requirement.

# Bromley Adoption Service

## Statement of Purpose 2012 – 2013

## Bromley Adoption Service – Statement of Purpose

### Why does Bromley provide a Statement of Purpose?

The National Minimum Standards for Adoption set out the requirement for adoption agencies to compile a statement detailing what services are provided, the governing principles and who manages and provides the services. The statement of purpose is for:

- § Children and young people
- § Birth relatives
- § Prospective and approved adoptive families
- § Social workers working within Bromley and other authorities
- § Councillors
- § Adoption Panel members
- § Office for Standards in Children's Services, Education and Skills (Ofsted)
- § Members of the public

### Our aims and objectives

We believe that every child should be able to experience a secure and happy family life, being parented by a loving adult or adults. We strive to achieve this through providing a responsive and effective service to individuals and families from all backgrounds, involved in and affected by adoption. We also believe that our responsibility does not end at the point of adoption.

The Service will aim to:

- § provide a high quality adoption and adoption service where all people making contact with the service are responded to promptly and treated courteously and fairly and be given equal consideration in line with the policy and principles set out in the Council's Equal Opportunities Policy Statement. The Department aims to provide a comprehensive adoption and adoption support service in co-operation with other Council Departments; The South East Adoption Consortium (SEAC) Partner Agencies; Voluntary Adoption Agencies; local Adoption Support Agencies; the local Health Authorities; other key stakeholders and service users and to ensure there is a coherent local service to meet identified needs;
- § provide a comprehensive adoption and adoption support service to meet the needs of children, birth families, adoptive parents and adopted adults which will be planned and delivered in conjunction with key partners and stakeholders and service users;
- § ensure that the needs, wishes and safety of the looked

## Bromley Adoption Service – Statement of Purpose

- § after/adopted child/adopted adult are at the centre of the adoption process;
- § as far as is reasonably possible, to provide practical support and services which will enable the child to return to, or remain with his/her family of origin where this is being requested, except in those circumstances where it is considered that it would be detrimental to the child's welfare due to issues of significant harm.

In making plans for the permanent placement of looked after children the Service first aims will be:-

- § to ensure the child's welfare is safeguarded and promoted throughout their childhood and
- § to ensure that children are securely attached to carers capable of providing safe and effective care for the duration of childhood.

### Objectives

The Service will ensure that the above aims are met through compliance with the specific objectives stated in:

- § Children Act 1989
- § Adoption and Children Act 2002

- § National Minimum Standards 2011

### Purpose of the Adoption Team

The Adoption Team is responsible for all the adoption and adoption support work undertaken with adopted children and adults, adopters and birth family members affected by adoption within the Department. This involves domestic, inter-country and step-parent adoption; the provision of intermediary services including birth record counselling work; adoption support including the provision of an independent service to birth parents and birth family members affected by adoption.

### Services provided by the Agency

A summary of the services provided by the Adoption Service is as follows:

- § Advice and information on domestic, inter-country, step-parent adoption and non-agency adoption, including duty appointments for residents of LB Bromley.
- § Two monthly information meetings for people interested in domestic adoption.
- § Initial home visits by an adoption social worker experienced in inter-country

## Bromley Adoption Service – Statement of Purpose

- § adoption work for those people wanting to adopt from abroad.
- § Comprehensive preparation and assessment for prospective domestic and inter-country adopters (assessments completed by Adoption Team staff or Family Placement Staff Bank Social Workers).
- § Undertaking the Court Reports and social work visits in step-parent, inter-country adoption and non-agency adoption applications.
- § Individual adoption support Social Workers following approval who work in partnership with the allocated Social Worker for the child(ren) to after making of adoption order and the ending of statutory adoption support where this is the responsibility of the Agency.
- § Allocated Social Worker from the adoption team to family find for individual or sibling groups of children.
- § Planned general and specific recruitment programmes for adopters, individual and specific groups of children.
- § Advice, information and the provision of intermediary services (including birth record counselling, tracing and facilitating reunion) to adopted adults seeking information about their adoption and birth families and to birth family members affected by adoption seeking to make contact with a family member who has been adopted.
- § The provision of intermediary services will be limited to adopted adults who live in the borough or who request access to their file and are willing to travel to the borough for access.
- § The provision of intermediary services will be limited to birth family members affected by adoption through residence in the borough.
- § The provision of an independent adoption service to birth parents and birth families affected by adoption including information, advice, support, assistance with maintaining indirect contact, counselling where it is planned that a child is placed for adoption and the provision of a regular support group to birth parents whose child has been placed for adoption or adopted.
- § Post placement and post adoption support through:
  - management of the confidential letter box service;
  - individual social work support to adoptive families;
  - therapeutic support to children and their adopters through use of 'theraplay'; referral

## Bromley Adoption Service – Statement of Purpose

- local CAMHS service; or where assessed as appropriate purchase of individual packages of therapeutic support;
  - providing advice and information signposting service for adoption support services via the Adoption Support Services Adviser (ASSA);
  - adoption support and training – adopters support group meets bi-monthly; series of workshops on attachment held annually, social events including an annual adoptive families picnic; and a series of training workshops;
  - individual work with children placed for adoption or adopted and the development of groups for adopted children and young people;
  - financial support in the form of single payments and on-going, regular payments (adoption allowances)
  - regular newsletter.
- § Bromley Adoption Panel which fulfils statutory functions as required and offers advice and consultation to Social Work staff on adoption matters
- § Services of Medical and Legal Advisers for advice, information and consultation in addition to
- their specific roles and functions.
  - Membership of The South East Adoption Consortium (SEAC), British Agencies for Adoption and Fostering (BAAF), Adoption UK; Intercountry Adoption Centre; ALG adoption and fostering group; London Region Adoption & Fostering Officers Group.

### Management of the Service

Responsibility for the management of the adoption service is held by:

Charmaine Miller, BA, DipSW  
(Acting Group Manager)

Charmaine has extensive experience as a practitioner and manager in Local Authority Children's Services

Other members of the team are:

Barry Miller, CQSW, Certificate in Counselling, PQ1, D32/D33 NVQ Assessor Award.  
(Senior Practitioner)

Jenny Parkinson, MSc, CQSW, PQ1, PQ Child Care Award  
(Senior Practitioner)

Joy Bullen, CSS, PQ1  
(Senior Practitioner)

Caroline Smith, MSc, CQSW, Practice Teacher Award, PQ1  
(Senior Practitioner)

## Bromley Adoption Service – Statement of Purpose

Anne Johnson, BA, CQSW, PQ1  
(Senior Practitioner)

Amuda Oko-Osi, BA, CQSW, PQ1  
Alison Lewis, CQSW, Dip Social  
Studies, PQ1  
(Senior Practitioner & Adoption  
Support Services Adviser)

Elaine Barrett, BA, DipSW, PQ1, PQ  
Child Care Award, Theraplay Award,  
PG Child Focussed Systemic Child  
Psychotherapy  
(Senior Practitioner)

Alison Lewis, CQSW, Dip Social  
Studies, PQ1  
(Senior Practitioner)

Anna Stokes, NNEB, Cert Counselling  
Skills, Cert, Anti-Natal Teaching,  
BTEC Level 3 Diploma in Counselling  
Skills  
(Independent Adoption Development  
Worker)

Dr Daniel Pointon, MA, BA  
(Resource Development Officer)

Elizabeth Joseph  
(Business Support Assistant)

Nicole Molloy  
(Letter Box Coordinator)

All social workers are registered with  
the Health and Care Professions  
Council (HCPC)

The Local Authority Decision Maker is  
Kay Weiss, Assistant Director,  
Safeguarding & Social Care

### Organisational Structure of the Adoption and Adoption Support Service

Bromley Education and Care Services  
is one of the main Departments of  
Bromley Council and is divided into  
six Divisions – Safeguarding and  
Social Care (Children);  
Commissioning, Education; Adult  
Social Care, Strategic & Business  
Support, Housing Needs.

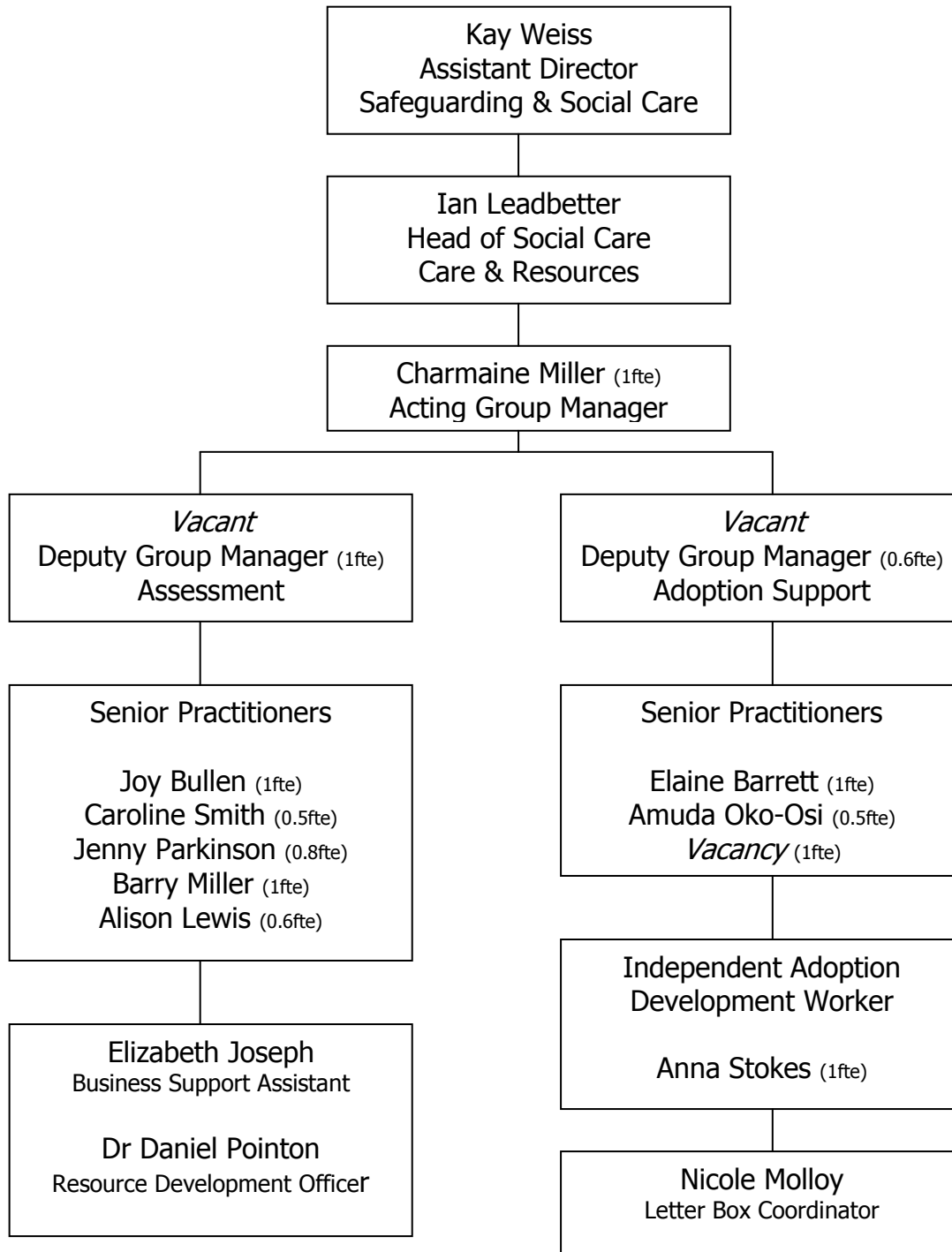
The Care and Resources Section of  
the Safeguarding and Social Care  
Division is responsible for the  
delivery of the Bromley Adoption  
Service.. Within Safeguarding and  
Social Care there are five sub-  
divisions – Referral, Assessment &  
Early Intervention, Safeguarding &  
Care Planning; Care and Resources;  
Quality Assurance and Child  
Protection., Targeted Youth Support

A copy of the structure chart for the  
adoption service is overleaf.



## Bromley Adoption Service – Statement of Purpose

### Organisational Structure Chart of the Adoption Service



### Quality Assurance of the Adoption Service

The Group Manager is currently responsible for the overall management of the Adoption Team. They are supported by two deputy group managers for assessment and adoption support staff. Social Workers are seen in supervision on a three weekly basis and all other staff are seen four weekly. Supervision and line management practice follows the Departmental Supervision Policy and Management Standards.

Family Placement Staff Bank Social Workers are provided with supervision by either the Group Manager, Deputy Manager (Assessment) or experienced Senior Practitioners in the Adoption Team under the terms of their agreement for service and follow the same supervision practice as above.

The Group Manager for Adoption holds additional responsibility Agency Adoption advice to the Adoption Panel and in this capacity reads all reports on children and adopters and provides an important quality assurance role prior to presentation of reports at Panel including confirmation that all statutory checks of references and medical records are undertaken.

The Adoption Panel provides a quality assurance function which is exercised through individual recommendations on cases presented and recorded in the Panel minutes and Panel decision sheet;

advice from the Medical, Legal and Panel Advisors to Panel. The production and circulation of practice points arising from the work of the Adoption Panel to Safeguarding and Social Care Staff improves practice and contributes to positive outcomes for children and their families.

### Procedures for recruiting, preparing, assessing, approving and supporting prospective adopters

The information provided in this section is a summary of the procedures on the recruitment, preparation, assessment and approval of prospective adopters and the support provided to adopters post approval.

### Recruitment

The overall recruitment strategy for adopters is broadly divided into two strands. Firstly there is on-going general recruitment for adopters who will be able to meet the needs of children in Bromley and in The South East Adoption Consortium (SEAC) requiring adoption now and in the medium term (next 6-18 months). By increasing the number of approved adopters in the 'general pool' it is likely to reduce the delay in placing children for adoption. Secondly, when there are no suitable approved 'in-house' or Consortium adopters available for a child(ren), specific

## Bromley Adoption Service – Statement of Purpose

recruitment for that child(ren) is undertaken.

The Bromley Adoption Team produces an annual recruitment plan and works with the Resource Development Officer to effect that plan together with the Deputy Manager, who leads on adopter recruitment.

The Adoption Team, via dedicated duty time, aims to respond to all people inquiring about adoption and send them the relevant Information Pack within five working days. This information pack contains the eligibility criteria.

All people inquiring about adoption are invited to the next bi-monthly Information Meeting. However depending on the priority given to recruiting particular types of adopters (for Black and Minority Ethnic children; older children; large sibling groups of children) people putting themselves forward for such children would receive a brief initial home visit from an adoption Social Worker – designed to encourage the inquirers to maintain their interest in adopting with Bromley.

Information meetings are held bi-monthly on a weekday evening in the Civic Centre in Bromley. Members of the Adoption Team and Bromley Adopters provide comprehensive information on adopting a child and on the adoption process. A detailed Information Pack is available.

If people want to proceed with their inquiry they are asked to complete and return a short questionnaire by a specified date. Everyone taking forward their inquiry has an initial home visit by an Adoption Social Worker. The adoption process is explained in detail along with information about children needing adoption and how people are selected and given priority for the workshop and preparation groups and adoption home study assessment. All inquirers must be able to demonstrate that they meet or have the potential to meet the eligibility criteria.

If there are concerns/issues about a person's health at this stage medical advice would be sought which could lead to a requirement to undertake a full medical at this early point. Following regulatory requirements if any information (health or otherwise) is revealed which is likely to prejudice the outcome of an application advice will be sought from the Adoption Panel prior to commencement of an adoption home study assessment.

### Preparation

The Adoption Workshop and Preparation Groups are run twice a year and have spaces for up to eight units (individuals or couples). Preparation Groups are held during the day, on the same day over three consecutive weeks. People are selected onto the workshop after initial interview, following discussion in a formal meeting of the Adoption Team on the basis of how they match with children waiting now or in the medium term; numbers of approved adopters waiting in similar categories, length of waiting time. The Workshop is held first four weeks before the Preparation Groups and will be followed up by a home visit to ensure adoption is right for the individual/couple if considered necessary. All individuals/couples who the Adoption Team consider should be invited to make a formal application will be sent a set of application and statutory check forms. Completed application forms must be returned prior to the start of the Preparation Groups. Where the Adoption Team does not consider an individual/couple suitable or ready to commence Preparation Groups they will be seen by two of the social workers who facilitated the Workshop and will be provided with in writing with the reasons for not proceeding further with them.

The date of receiving the completed and signed application forms is taken as the date of their formal application to adopt.

At least two Adoption Social Workers take responsibility for facilitating each set of workshop/preparation groups and follow an agreed programme, which is evaluated annually. Outside speakers (adopters, adopted people, other team members (post adoption workers) are fitted into the programme which has some formal teaching and is also experiential. Comprehensive written information is provided to prospective adopters on all aspects of adoption.

At the end of the groups prospective adopters are asked to complete feedback forms and confirm that they wish to proceed with their adoption application and return within one week together with their completed Criminal Record Bureau and statutory check forms.

If there are issues/concerns raised through the groups that the workers need first to discuss with the prospective adopters prior to them being allocated for a home study assessment, a joint home visit will be arranged without delay. These workers will make a recommendation to the Deputy Manager, Adoption, on whether to proceed to allocate for a home study assessment or whether a 'brief adopter report' should be written and presented to the Adoption Panel recommending that they are not suitable to be an adoptive parent(s).

## Bromley Adoption Service – Statement of Purpose

### Assessment

The Deputy Manager allocates applicants for the adoption home study assessment to both Adoption Team Social Workers and Family Placement Staff Bank Social Worker according to their availability and on occasion the need for a particular allocated worker. Any delays in allocation are monitored by the Group Manager, Adoption and applicants are kept informed. The adopter file is made up and statutory checks started and written personal references sought.

The performance standard for completion of the assessment is eight months from the date of the formal application to presentation at Panel.

The allocated Social Worker undertaking the assessment checks the applicant's identity, and gets the CRB checks and the applicant's medicals (costs met by applicants) under way on the first visit, in addition to mapping out the assessment visits.

Comprehensive adopter assessments are undertaken using BAAF Prospective Adopter's report form and the accompanying competencies for adopters. All members of the household are seen together and individually. Two personal referees and at least one family member are

visited together with anyone else considered relevant by the Social Worker (e.g. if child in household – their school teacher). In addition significant previous partners or previous partners with children are seen. A second opinion Social Worker visit is conducted with the assessing Social Worker following the draft report being seen and commented upon by the Deputy Group Manager and/or Group Manager.

The draft report is shared with the applicant(s) prior to the second opinion visit and they are provided with an opportunity to make factual corrections. They are sent a copy of the final report 10 days before the deadline for receipt of Panel papers and make observations on the report prior to it being submitted to Panel. If the assessing Social Worker is from Staff Bank, the Deputy Manager will allocate a Social Worker from the Adoption Team to become their Adoption Support Social Worker following Panel.

The assessing Social Worker will receive regular supervision throughout the assessment.

If the assessing Social Worker has concerns about the competence of the applicants these will be addressed and may necessitate a joint visit with their supervisor or on rare occasions early presentation through a brief report to the Adoption Panel for advice. Where the majority of the assessment has been completed and the assessing Social

## Bromley Adoption Service – Statement of Purpose

Worker and their supervisor are not recommending approval, the applicant(s) will always be offered the opportunity of the assessment being completed and presented to the Adoption Panel rather than a brief report being presented to Panel.

### Approval

The assessing Social Worker will prepare the applicant(s) for attending the Bromley Adoption Panel using the Panel Information Leaflet. The assessment will be booked into Panel in advance by the assessing Social Worker, as agreed with their supervisor and the applicant/adopter(s).

The assessment report, together with any written observations or representations will be submitted by the assessing Social Worker by the due closing date and will be passed to the Group Manager, Adoption who acts as Agency Adoption Adviser to the Adoption Panel.

The Panel Agenda is drawn up by the Agency Adoption Adviser and the agenda time provided to the assessing Social Worker who informs the adopter(s).

Reports are circulated to Adoption Panel Members six days prior to Panel along with a copy of the Panel papers to the Agency decision maker. Panel meet with the assessing Social Worker and the applicant/adopter(s) and would always ask them to leave while the

Panel comes to a recommendation. Social Worker and applicant/adopter(s) are then invited back into Panel for the recommendation.

Following Panel the Panel Secretary writes up the Panel recommendations and advice on the Panel 'Decision Sheet' and the Panel minutes, which are passed to the Legal and Panel Advisors and Panel Chair for checking. The Panel Adviser passes the 'Decision Sheet' and the Panel minutes, to the 'Agency Decision-Maker' to make the Agency decision. The performance standard is to make the decision within seven working days of Panel.

The signed 'Decision Sheet' is passed back to the Group Manager, Adoption in order that the decision can be communicated in writing to the adopter(s) within seven working days of the decision being made. A copy of the 'decision' and the individual Panel minutes will be placed on the adopter(s) file.

If the Agency decision maker is not minded to provide Agency approval the applicant(s)/adopter(s) are notified in writing that they have 40 working days in which to make representations to the Agency or to apply to the Independent Review Mechanism (IRM) for an independent review panel. Chair and Panel Advisor prior to refer back to Panel.

## Bromley Adoption Service – Statement of Purpose

If after further consideration by the Adoption Panel and Agency the applicant(s) are still not in agreement with the Agency decision they will be advised to make a formal complaint under the Council's Representation and Complaint's Procedure. If representations are made they will be offered an interview with the Panel.

### Support

Following approval all adopters will have an allocated adoption support Social Worker from the Adoption Team. Social Workers will visit at least two monthly and be in contact at least on a monthly basis until adopters are linked with a child. From this point, contact will be determined through the Adoption Support Plan although there are minimum levels of contact maintained.

Where an adopter(s) is matched with an older child(ren) or a child(ren) with complex needs a *'Life Appreciation Day'* will always be held following the Matching Panel and before the meeting to plan the introductions. This enables the adopter(s) to listen to and meet all the key people involved in the child's life. When a child is placed for adoption that child will have an allocated Social Worker who will offer support to the child and to the adopter(s) in caring for the child. A range of adoption support services is made available to adopters.

Should an adoption placement disrupt between the placement of the child and the making of the adoption order a *'Disruption Meeting'* will always be held in order to gain a full understanding of the issues involved and assist in future planning for the child and the adopters.

### Procedures for assessing the needs of those requesting adoption support services from the Agency

All adopters and social workers involved in placing a child for adoption will receive a copy of the Adoption Support Services Information leaflet. Information for children about adoption support services is contained in the Children's Guide to Adoption.

Adoption Support assessments will have been undertaken by Social Workers in connection with preparing plans for adoption for a child; approving adopters; and matching and placing children for adoption. These plans, including contact arrangements, for the child, adopters and their and birth parents and birth family members will be recorded in the Adoption Support Plan and the adoption Placement Plan and are the responsibility of the named worker to action.

All adopted adults and birth family members affected by adoption will receive the Information Leaflet for People Affected by Adoption. Birth families affected by adoption will also



## Bromley Adoption Service – Statement of Purpose

receive 'About Adoption : Information for Birth Families'.

Where a formal request is made for an adoption support assessment an adoption support referral will be completed and the referral acknowledged. The referral will be passed to the Adoption Support Services Adviser (ASSA) for consideration of priority for allocation and whether a full adoption support assessment, following the 'Assessment Framework', is required.

Where the request for assessment relates to a particular adoption support service or if it appears that the service user's needs can be adequately assessed by reference to one particular adoption support service a full adoption support assessment will not be undertaken. In these cases eligibility for the particular service will be assessed in relation to the service user's needs and circumstances.

Requests for financial assessment for an on-going allowance or significant lump sum payments will be subject to a financial assessment of means conducted through the Council's finance section. All requests for an on-going allowance are made to the Adoption Panel for recommendation and then to the Agency decision-maker for the agency decision. Requests for lump sum payments will be decided within respective manager's financial authorisation levels.

It is expected that all adoption support assessments for adoption support services are undertaken and completed within 40 working days of allocation and that during this period assistance, support and direct work is provided where required.

A draft of the assessment report will be sent to the service user and other agencies involved with 28 days for comment. At the end of this period the Agency will write to the service user and other agencies involved setting out how it is proposed to meet the identified and assessed needs. Where appropriate this will be set out in the form of an Adoption Support Plan.

Where adoption support services are being provided they will be reviewed on an annual basis.

### Summary of the Complaints Procedure

The service that you receive from the Bromley Adoption Team is based upon:-

- § providing accurate and clear information about the service(s) provided
- § doing what we say
- § setting out timescales for the service(s)
- § acting fairly and without prejudice in all dealings with service users



## Bromley Adoption Service – Statement of Purpose

If you consider that we have surpassed these intentions in our dealings with you then please let us know. **Compliments** support staff in their work and assist in the planning and delivery of effective services.

Where you have a **concern(s)** about an aspect of the service you have or are receiving it is important that you first raise this with the person who has been dealing with you. If it is not clear who this is then please contact the Adoption Team Duty Social Worker ( ( 020 8313 4193) in the first instance. Such open and direct communication often leads to a speedy and positive resolution of the concern(s).

Finally you may consider that the service you have received from the Bromley Adoption Team has been poor or your **concern(s)** has not been addressed or resolved. In such circumstances please direct your **complaint** CSC Complaints Officer, 3<sup>rd</sup> Floor Stockwell Building, Civic Centre, Stockwell Close, Bromley, BR1 3UH who will arrange for your concerns to be investigated.

Alternatively, you can contact the complaints officer by ( 020 8461 7644 or email: [cypsocialecomplaints@bromley.gov.uk](mailto:cypsocialecomplaints@bromley.gov.uk)

The Children's Guide to Adoption produced so that there is information in the booklet for children and young people in terms of raising concerns o

complaints or making representations about their care or the service they are receiving.

The Information Leaflet for People attending the Adoption Panel provides details on how people can make a complaint about this aspect of the service as well as a response form for people to complete and return on the service they have received.

### Regulation and Inspection

Responsibility for the regulation and inspection of adoption agencies is undertaken by the Office for Standards in Education (known as Ofsted).

Concerns, complaints and allegations about registered services including adoption agencies can be directed to Ofsted particularly where it is not possible for them to be resolved directly with the agency.

For advice and information on how Ofsted can help, they can be contacted at:

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M12WD

Telephone: 0300 123 1231

Or via the website at [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

This page is left intentionally blank

# Agenda Item 8

Report No.  
CS12032

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** Care Services Policy Development and Scrutiny Committee

**Date:** Tuesday 4 September 2012

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** REVIEW OF THE IMPACT ON SERVICE USERS OF THE  
REMOVAL OF THE RNIB TALKING BOOKS SUBSIDY

**Contact Officer:** Denise Mantell, Commissioning Officer, Education and Care Services  
Tel: 020 8313 4113 E-mail: denise.mantell@bromley.gov.uk

**Chief Officer:** Lorna Blackwood, Assistant Director of Education and Care Services

**Ward:** All wards

---

1. Reason for report

In July 2011 Adult and Community Services Policy Development and Scrutiny Committee received a paper recommending the removal of the subsidy for the RNIB Talking Books service. The Committee decided that the impact of this change should be reviewed during the summer of 2012. This report contains the outcomes of this review carried out with those who had previously received the service subsidised by the Council.

---

2. **RECOMMENDATION(S)**

Members are asked to note the results of the review which shows that 87% of respondents are currently either paying directly for the RNIB Talking Books Service or using a different service.

### Corporate Policy

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

### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Care Services Budget, Assessment and Care Management
  4. Total current budget for this head: Not Applicable
  5. Source of funding: Not Applicable
- 

### Staff

1. Number of staff (current and additional): Not Applicable
  2. If from existing staff resources, number of staff hours: Not Applicable
- 

### Legal

1. Legal Requirement: Statutory Requirement Non-Statutory - Government Guidance None: Further Details
  2. Call-in: Applicable Not Applicable: Further Details
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 98 previous users of subsidised RNIB Talking Book Service
- 

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 In July 2011 Adult and Community Services Policy Development and Scrutiny Committee received a report on the provision of equipment and talking books for visually impaired people. One of the recommendations of the report was that the subsidy for the provision of the RNIB Talking Books service be withdrawn with new and existing users directed to alternate providers including local library services and national providers that are free.
- 3.2 This Committee recommended that the Portfolio Holder approve this proposed change. Additionally this Committee recommended that the impact of this change should be reviewed during the summer of 2012 to ensure that service users continued to be able to access the services needed, to monitor the impact of the decision and ensure that Kent Association for the Blind (KAB) was providing the support needed to access other services.
- 3.3 Consequently questionnaires were sent to 98 people with visual impairments who had previously used the subsidised RNIB Talking Books service. A total of 50 responses were received.
- 3.4 The questionnaire sought to understand: how often individuals had used the RNIB Talking Books service; whether they had used any other services; which services were now being used, if any; how often they used this service and whether they had received any support from KAB to access a different service and if they were satisfied with this support. Respondents were also given the opportunity to make general comments.

#### **Summary of Consultation Responses:**

- 3.5 47 respondents stated that they had previously used the RNIB Talking Books service, whilst 3 respondents said that they had not previously used the RNIB Talking Books service. Just over half of people using the RNIB Talking Books service had used it at least weekly. Nineteen respondents had previously used alternate services in addition to the RNIB Talking Books. This was mainly audio books from the library.
- 3.6 When asked what services they were currently using, 38 of the respondents stated that they were still using the RNIB Talking Books service which they were now paying for directly. A third of the 38 people currently using the RNIB Talking Books service indicated that they preferred using this service which they perceive is superior to other services and seven commented positively about their ability to afford it. Eighteen people were using other services in addition to the RNIB Talking Books Service, mainly audio books from the library.

Of the nine people no longer using the RNIB Talking Books service:

- Two stated that they could not afford to pay for the Talking Books service. Both are currently using audio books from the library, a service which they had previously been using
  - One person is using a new service
  - Six who are not using any service were among those who had used the RNIB Talking Books service only every two to three weeks or less often. None of the six commented on why this is the case.
- 3.7 Seventeen respondents stated that they had received support from KAB in accessing a different service, whilst 28 had not. Of those who had received support, all stated that they were satisfied with the level of support received.
- 3.8 Five of the respondents commented on the Council library service. One asked that the mobile library provide a better range of audio books which are rotated more frequently. Other comments indicated that people were unaware of the Home Library Service, as they stated that they could not access library services as they were unable to get to a library. Only two people

currently use the Home Library Service, one of whom also uses the on-line library service. The library service has been notified of these comments and asked to contact respondents, where possible, with this information.

- 3.9 The removal of the subsidy for the RNIB Talking Books service has not impacted adversely on the majority of those who responded to the review.

<b>Non-Applicable Sections:</b>	Policy Implications, Financial Implications, Legal Implications, Personnel Implications
Background Documents: (Access via Contact Officer)	<a href="#">The Provision of Equipment and Talking Books for Visually Impaired People</a> Report ACS11036

# Agenda Item 9

Report No.  
CS12028

London Borough of Bromley

## PART ONE - PUBLIC

---

**Decision Maker:** Care Services Policy Development and Scrutiny Committee.

**Date:** 4<sup>th</sup> September 2012

**Decision Type:** Non-Urgent                      Non-Executive                      Non-Key

**Title:** **INTEGRATED TRANSITION STRATEGY - UPDATE**

**Contact Officer:** Andrew Royle, Strategic Commissioner Disabilities (ECS Commissioning)  
Tel: 020 8461 7612. E-mail: Andrew.Royle@bromley.gov.uk

Debi Christie, 16-25 Commissioning Manager (ECS Commissioning)  
Tel: 020 8461 7896. E-mail: Debi.Christie@bromley.gov.uk

**Chief Officer:** Lorna Blackwood, ECS Assistant Director Commissioning & Partnerships  
Tel: 020 8313 4110 E-mail: lorna.blackwood@bromley.gov.uk

**Ward:** (All Wards);

---

1. Reason for report

- 1.1 This report updates the Policy, Development and Scrutiny (PDS) Committee on the draft Integrated Transition Strategy for young people with learning difficulties/ disabilities and the impact of the emerging findings from SEND Pathfinder
- 

2. **RECOMMENDATION(S)**

- 2.1 **Members of PDS are requested to comment on the revised approach to the Transition Strategy in light of forthcoming legislative changes and the outcomes from the SEND Pathfinder.**

## Corporate Policy

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

## Financial

1. Cost of proposal: Contained within current resources.
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: ECS Learning disability services; SEND budget; Pathfinder Grant (DoE)
  4. Total current budget for this head: £16,193,530 (ECS) £24,954,510 (SEN), £150,000 (Pathfinder)
  5. Source of funding: ECS and SEN budgets
- 

## Staff

1. Number of staff (current and additional): N/A
  2. If from existing staff resources, number of staff hours:
- 

## Legal

1. Legal Requirement: Non-Statutory - Government Guidance: The SEND Pathfinder is part of the Green paper consultation. A Draft Children & Families Bill will be published in September 2012
  2. Call-in: Not Applicable:
- 

## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): 305 Young People over the next 10 years will be transitioning to Adult services
- 

## Ward Councillor Views

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



### 3. COMMENTARY

- 3.1 The draft strategy reported to ACS PDS in September 2011 and CYP PDS in October 2011 set out the context in which all agencies in Bromley would work to ensure a successful transition for young people to independence in adulthood. By successful we mean that the transition to adulthood takes account of the views of young people and their parents, is well planned and coordinated and enables as seamless a transition as possible across organisational boundaries. A successful transition will also support independence, choice and improved outcomes.
- 3.2 A consultation process was commenced that involved Bromley Parent Voice, Bromley Mencap, Burgess Autistic Trust and Advocacy for All acting as critical routes into parents/carers and young people. Easy read versions of the strategy and consultation questionnaire were also produced in order to ensure accessibility to the process and capture the views of young people (e.g. through the Young Advisors group). The Learning Disability Partnership Board and its representative sub groups were also used to advertise the consultation process and ensure engagement. Copies were also sent to all the special schools in the Borough, all mainstream school SENCO officers and a number of consultation events were held with parents/carers including a workshop at the CYP Partnership Forum Event.
- 3.3 Coinciding with this consultation activity the 18 month SEND pathfinder programme was launched with a completion date of March 2013. During this time the pathfinder will test many of the proposals of the Green Paper, *Support and aspiration: A new approach to special educational needs and disability*, Department for Education, 2011.
- 3.4 In recognition of the work being carried out on transition in Bromley representation was made to the Department of Education for our Pathfinder to be designated a Preparing for Adulthood (PfA) pathfinder. This was duly agreed by the Department in March 2012 thus allowing us to access additional support from the PfA national team.
- 3.5 Under the Bromley SEND Pathfinder a Transition Workstream has been put in place to take forward both the testing of the Green Paper proposals as well as the wider issues identified in the Transition Strategy and reflect comments received during the consultation process. This workstream is led by the Strategic Commissioner for Disabilities and the 16-25 Commissioning Manager. Two parents are also members of the core group. A copy of the action plan is attached as Appendix 1 to this report.
- 3.6 Given the intensive work being carried out by the Transition Workstream, coupled with the rapidly developing landscape of the Governments intentions regarding the 0-25 pathway (e.g. the impact of the Education Funding Reforms from April 2013; the release of the draft Children & Families Bill in September 2012) the further development of the Transition Strategy has been put on hold.
- 3.7 It is the intention to issue a communication identifying the main issues raised from the Transition Strategy consultation and what actions are being put in place to address them. This communication will also identify areas that cannot be addressed until the Bill is progressing through Parliament and the impacts are assessed (e.g. The SEN Statement process will be phased out, at this time we do not have clarity on what it will be replaced with, if at all, or if an eligibility criteria will be introduced).

#### 4. POLICY IMPLICATIONS

- 4.1 The overarching 'Improving Lives – Supporting Families: Disability Strategy for Children and Young People in Bromley' clearly identified amongst its key aims the improved transition planning for young people with learning difficulties and disabilities.

#### 5. FINANCIAL IMPLICATIONS

- 5.1 There are no additional resource implications arising from the Transition Strategy. All actions arising from the consultation process will need to be met within existing resources.

#### 6. LEGAL IMPLICATIONS

- 6.1 The Pathfinder has been implemented as part of the Department of Education's consultation on its Green Paper. In summer 2012 a draft Children & Families Bill will be published that reflects the initial out comes of the Pathfinders. The proposed timeline is that this Bill will receive Royal Assent in April 2014.

<b>Non-Applicable Sections:</b>	Personnel Implications
Background Documents: (Access via Contact Officer)	ACS PDS Report & CYP PDS Report (Integrated Transition Strategy) <a href="http://cds.bromley.gov.uk/ieListDocuments.aspx?CId=119&amp;MId=3675&amp;Ver=4">http://cds.bromley.gov.uk/ieListDocuments.aspx?CId=119&amp;MId=3675&amp;Ver=4</a>  Weblink to the National Pathfinder Programme: <a href="http://www.sendpathfinder.co.uk/">http://www.sendpathfinder.co.uk/</a>  Weblink to the Department of Education Green Paper website: <a href="http://www.education.gov.uk/childrenandyoungpeople/send/b0075291/green-paper">http://www.education.gov.uk/childrenandyoungpeople/send/b0075291/green-paper</a>



## SEND Green Paper Transition Workstream – overview of activity

The Bromley Transition Workstream is led internally by:

- **Andrew Royle** – Strategic Commissioner, Disabilities
- **Debi Christie** – 16-25 Education Commissioning Manager

The workstream has two parent representatives as partners on the workstream. Parent reps have been selected through Bromley Parent Voice and their role is to bring their own personal experiences to the table, offer support and also to constructively challenge us as we develop and deliver activities through the pathfinder project. The workstream meets once a month for the duration for the pathfinder project. Bromley is also part of the national Preparing for Adulthood reference group.

### Transition Workstream - Key Activities

Through the Special Education Needs and Disabilities (SEND) Pathfinder project, we are changing cultures, developing ideas and testing a variety of models to support our young people and their families in preparing more effectively for adult life:

#### Internal structures

1<sup>st</sup> April 2012 saw the integration of Bromley Children and Young People Services and Adult Services, now **Education and Care Services**. As part of this structure, there is now one central commissioning division, which provides a really good opportunity for more synergy across the age ranges. This is incredibly valuable, particularly for the work that we are doing under the Pathfinder Project.

#### A Shared Vision for our Young People

With the support of the national Preparing for Adulthood team (commissioned by the Department of Education DfE), Bromley held a visioning day in June to develop a collective vision and commitment to support young people through the process of transition, maximising their potential and helping them develop skills to live full and meaningful lives. The day was attended by nearly 50 people representing a wide range of stakeholders (including young people, families, voluntary sector, borough services, health and education providers). Alongside developments internally to support the vision, the borough will be supported to develop a number of specific areas including:

- Working together for change - effective support planning
- Creative housing options
- Supported employment and internships
- Person centred planning for young people going through transition

- Developing links between pre and post 16 education and developing the post-16 curriculum

## **The Local Offer**

The SEND Green Paper next steps document confirms that local authorities will be required to publish a 'local offer' which provides clarity for young people and families around what support is available and from whom. We are working with local voluntary sector partners to research current provision and consult with families and young people to determine gaps in the market. Partners will also be reviewing current published 'local offers' within adult services and test the most effective way(s) in which to present information.

## **Developing Meaningful Day Opportunities**

Bromley is committed to developing its day services in line with the SEND Green Paper proposals. It is widely recognised that there is little value in having days services which just provide a 'building' for young people – activities need to be meaningful and outcome focussed. These will include employment, health, living skills and community. Many of the other activities (shared vision, improved education, local offer and maximising potential) will feed directly into the review and development of services.

## **Improving Local Education (Raising Aspirations & Improving Choice)**

In partnership with schools, colleges and third sector partners, we are developing the local education offer to develop more flexible packages for young people with Learning Difficulties and Disabilities (LDD) in their local mainstream college but with more specialist support. The national Preparing for Adulthood team are contributing a significant resource to this project, which aligns to the borough's Special Educational Needs and LDD strategy to build local capacity to enable children and young people to remain within the Borough to access education through high-quality facilities, teaching and support.

Bromley has been successful in winning a substantial amount of funding from the Education Funding Agency (£2million) to completely remodel facilities within Bromley College so that learners with more complex needs can be supported in their own community. The project is due for completion in Spring 2013.

Through developing the local offer and facilities, in partnership with its special schools, Bromley will be engaging with a small pilot group of young people (10-15) with higher support needs, for whom we can build more flexible learning and support packages to enable them to remain within their local community and access the local Further Education (FE) college, with more specialist support. This project will in essence reduce the number of young people who have been forced to look outside the borough for education provision, normally high cost residential placements.

## **Testing the Education Health and Care Plan**

We are testing the use of the single plan at Transition, both 16/19yrs from school into FE and from FE into 'adult services'. Virtual testing has been completed and we are currently working with four young people and their families to test the plan as they move on from their existing placement.

## **Early Support & Key Working**

The Early Support Consortium (ESC) has been commissioned by the DfE to test the principles of early support and key working across the age ranges. We are working closely with the ESC to support the development of training and materials to ensure that the principles can be adapted effectively throughout the age range (0-25yrs).

## **Maximising Potential**

This project is looking specifically at ways in which we can work with and support young people aged 14-25, both within their local communities and education placements, to increase the opportunities for them to maximise their potential on their transition into adulthood. The project will recruit 2 full time equivalents (FTE) to provide young people with personalised support at a much earlier age than we have been able to in the past in order to raise aspirations and manage expectations as they prepare for adult life.

## **Integrate the end to end commissioning**

We are working internally to bring together our commissioning and decision making processes across age ranges (strategic and individual) including health, social care and education into one model

This page is left intentionally blank

## Appendix 2

### **A selection of responses from young people, parents and carers from the consultation process.**

The hard work undertaken by Bromley Parent Voice, Bromley Mencap and Burgess Autistic Trust in collating responses on behalf of their members should be noted.

- There should be a greater focus on the flexibility and effectiveness of support to engender better long term outcomes
- If young people are not given the appropriate level of support at the time such support is required to effectively promote independence then there is a risk of a greater longer term cost to the LA
- Whilst recognising the budget restrictions, we believe that it would be helpful in the context of individuals with complex needs to talk about how available resources can be best used to support and optimise opportunities for enhanced independence. There should be a greater focus on the flexibility and effectiveness of support to engender better long term outcomes.
- What procedures and services will be in place for young people who do not strictly meet the eligibility threshold?
- Any strategy that relates to SEND matters will need to be kept under regular review during the current agenda for change.
- What is it like getting ready to leave school? – “It is scary”
- ...the need to provide the same information over and over again was very frustrating. The need for consistent support throughout this period was the most critical need.
- Most parents felt the role of key worker was critical....there appeared to be an expansion of the key workers (in the strategy) and this was welcomed.

This page is left intentionally blank



Report No.  
CS12030

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** Care Services Policy Development and Scrutiny Committee  
Care Services Portfolio Holder

**Date:** 4<sup>th</sup> September 2012

**Decision Type:** Non-Urgent                      Non-Executive                      Key

**Title:** Commissioning strategy for older people - day opportunities  
and respite care

**Contact Officer:** Andy Crawford, Commissioning Manager  
Tel: 020 8461 7446 E-mail: andy.crawford@bromley.gov.uk

**Chief Officer:** Lorna Blackwood, Assistant Director Commissioning, ECS

**Ward:** Whole borough

---

## 1. Reason for report

- 1.1. This report sets out a commissioning strategy for respite care and day opportunities for older people and seeks Member comments and Portfolio Holder approval to progress the proposals.
- 1.2. In December 2011 Members approved the extension of the contracts for older peoples' day opportunity services to March 2013 in order to enable debate and discussion about the future direction of travel to take place. In June 2012 Members approved continuation of the respite at home contracts with the current providers to enable the development of Personal Budgets and Direct Payments for respite care.
- 1.3. Given that one of the primary purposes of day opportunities is to provide respite for carers (the other being to combat social isolation), this report brings together those two areas of service under a single strategic approach whereby Personal Budgets are the primary mechanism to fund support to people who require respite care and/or social contact.

---

## 2. **RECOMMENDATION(S)**

The Policy Development and Scrutiny Committee is asked to comment on the proposals in the report.

The Portfolio Holder is asked to agree in principle the proposed future direction of travel for day opportunity and respite services as set out in paras 3.11 – 3.13 and that a detailed report will be presented to Care Services PDS Committee and the Executive in January/February 2013 for formal approval.

## Corporate Policy

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

## Financial

1. Cost of proposal: Estimated Cost: To be reported to Care Services PDS & Executive in January/February 2013
  2. Ongoing costs: Recurring Cost: To be reported to Care Services PDS & Executive in January/February 2013
  3. Budget head/performance centre: Care Services – Older Peoples' Services
  4. Total current budget for this head: £1,631,400
  5. Source of funding: Care Services Portfolio
- 

## Staff

1. Number of staff (current and additional): N/A
  2. If from existing staff resources, number of staff hours: N/A
- 

## Legal

1. Legal Requirement: Statutory. The Council has a duty under s29 National Assistance Act 1948 to provide advice and support services for rehabilitation, occupational, social, cultural and recreational activities and under s2 Chronically Sick and Disabled Persons Act 1970 a duty to a range of services to meet the needs of disabled people including recreational facilities outside the home.

Subject of Government White Paper "Caring for our future: reforming care and support" July 2012

2. Call-in: Applicable
- 

## Customer Impact

1. Estimated number of users/beneficiaries (current and projected): There are an estimated 51,900 people aged over 65 in the borough, over 4,000 of whom have dementia. Around 800 individuals currently access day opportunity services for older people and approximately 500 individuals over 65 access various forms of Council funded respite.
- 

## Ward Councillor Views

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

### 3. COMMENTARY

#### Background

- 3.1 Given that one of the primary purposes of day opportunities is to provide respite for carers (the other being to combat social isolation), this report sets out proposals for putting in place a consistent approach to the provision of both respite and day opportunities for older people.
- 3.2 Previous reports on day opportunities have highlighted that in future fewer older people are likely to be offered day centre places as the eligibility criteria for services are more rigorously applied. In December 2011 Members approved the extension of the current contracts for older peoples' day opportunity services to March 2013 in order to enable debate and discussion about the future direction of travel. This has taken place in the context of consideration of options to secure savings from 2013/14 from the day opportunities budget.
- 3.3 In June 2012 Members also approved continuation of the respite at home contracts with the current providers to March 2013 in order to allow time to develop more choice in the provision of services and to develop Personal Budgets and Direct Payments for respite care.
- 3.4 The principle of individual choice and control has been established for several years and was the original driver for the introduction of the Community Care (Direct Payments) Act (1996). More recently this was taken forward by the Personalisation agenda (Putting People First, 2007) and the establishment of Personal Budgets and is further developed by the current Government White Paper, *Caring for our future: reforming care and support*.
- 3.5 Personal Budgets are now the accepted way forward for those who require Local Authority support to meet their domiciliary and personal care needs, with people being encouraged and supported to take all or some of their Personal Budget as a Direct Payment. In Bromley in excess of 3,600 people (over 77% of eligible people) have a personal budget of whom over 400 take a Direct Payment.
- 3.6 In 2011 the principle of Personal Budgets was extended to day opportunities services, with the value of the day service (i.e. cost of attending a day centre) now being included in the Personal Budget of each person placed by the Council. The value of other respite services are not yet part of the Personal Budgets regime.
- 3.7 Although people may have the value of services clearly identified in their Personal Budget, both older peoples' day opportunity services and Council funded respite care are currently operated under block contracts and therefore people placed by the Council are at present restricted in their choice about where they spend their Personal Budget as available funds are locked into those contracts.
- 3.8 Given the need to address the fundamental principles of choice and control, officers have been evaluating options for the future commissioning of these services. This has included discussion with both service users and providers.
- 3.9 A review of respite care for older people in 2011 found that carers all want very different types of respite care as well as wanting to use it in different ways to suit individual circumstances and needs. The review also identified that Personal Budgets for respite care would support the exercise of choice and control by carers as well as serving to develop the range of available services through market forces. This has been borne out by recent experience as the ending of the block contract at Kingswood for residential respite care has led to more people making alternative types of respite arrangements, either in other types of care setting or home-based respite, as a result of money that was previously locked into block contracts being available for more flexible approaches.
- 3.10 Discussions have taken place with providers of both day opportunities and respite services about the potential impact of Personal Budgets/ Direct Payments, how they might continue to attract service users who are able to exercise choice and how they might restructure their businesses to attract more people who fund their own care needs in order to ensure

sustainable funding for the longer term and reduce their reliance on Council contracted business. In this context, providers have expressed concern that introducing changes too quickly could potentially destabilise their operations and that services could be at risk of closure. They are also concerned that a traditional tendering exercise for a reduced number of block contracted places would also place their operations at risk, although for the reasons set out in para 3.7 above, this is not the preferred procurement option.

### **The Way Forward**

- 3.11 The proposals in this report take account of concerns of current providers and service users, meet the requirements of the Council and are consistent with government policy and direction of travel. It proposes a strategic approach for both respite and day opportunities in which individual choice and control is central to the future approach and that Personal Budgets/ Direct Payments will be the primary mechanism to fund the support provided by the Council to eligible individuals.
- 3.12 In order to reach this position, it is proposed that from 1<sup>st</sup> April 2013 when current contracts expire, all block contract arrangements with older peoples' day opportunities providers and respite at home service providers would cease. At that point all existing users of the services would have continuation of the service guaranteed by their places being spot-purchased by the Council on an individual basis (referred to as "legacy" placements). As well as mitigating the impact of the withdrawal of the block contracts and guaranteed levels of purchasing, this would also address existing service users' wishes to continue to attend their current centre. As clients leave the service the value of the spot placement would be withdrawn from the provider.
- 3.13 Future eligible clients will have the value of their service included in their Personal Budget. If the Council manages the Personal Budget on behalf of the service user, the Council can either purchase an individual place at a day centre or another form of respite/ activity according to the individual's choice. Alternatively the service user can take a Direct Payment. This will enable them to purchase either a day opportunities place of their choice or other forms of respite/day activities (e.g. sitting service) should they wish to do so. It also enables service users to "top up" the payment if they wish to purchase an enhanced service from a provider.

### **Next Steps**

- 3.14 Should Members agree to the principles set out above, detailed arrangements will be worked up and reported to members in January/ February 2013 regarding :

A. Value of Personal Budget/ Direct Payment

Further work will be undertaken to develop appropriate values to be included in a Personal Budget that reflect the different service levels in day opportunities services and the complexities of other respite services. This will be carried out by officers from both Finance and Commissioners to establish appropriate market rates and to model the impact on expenditure and income.

B. Legacy placements

The precise mechanism for managing payments to providers for the reducing legacy placements will need to be modelled and agreed so that it operates in a way that mitigates the impact on both the Council in respect of continuing cost commitment and on providers to avoid destabilising existing services. The speed of the reduction of legacy places in day opportunity services will vary from provider to provider depending upon turnover. The current rate of people moving on from the centres over the last 2 years has averaged 50%. This would indicate that the legacy costs could last for around two years although they would be continually reducing during that period. However this includes people who only stay a very short while in the service (who come and go in the same year), is variable between centres

and fluctuates throughout the year. Again, Commissioners and Finance staff will work together to model the impact of legacy payments.

#### C. Securing prices for individual placements

As all respite and day opportunity services would be purchased on an individual basis in future, the value of those placements will need to be established and agreed with providers. This would be achieved through the establishment of Framework Agreement arrangements with day opportunity and respite service providers to establish agreed prices for individually purchased places as well as a quality threshold. These agreements would enable places to be purchased at agreed prices but would not commit the Council to a particular level of business.

#### D. Assistance to providers to develop their "offer"

One of the issues for day opportunity and respite providers has been their historic dependence on Council funding. The proposals in this report represent a potential risk to their business if they are unable to attract either the service users with Personal Budgets/ Direct Payments or other business from people who self fund. However the success of the choice and control agenda is dependent on the existence of a healthy market of available services for people to purchase.

Some current day opportunity and respite providers already offer their services to people who self fund and are well placed to further extend this approach to a wider market as well as to those using their Personal Budgets and Direct Payments. However for most providers this is only a small element of their current business. Council officers have been working with providers over the last 2 years to encourage them to think about ways in which they can develop their services and potentially attract people to their services who self-fund or, in the future, have a Personal Budget and/or Direct Payment.

It is proposed that as part of the reconfiguration of services, the Council should provide support to assist providers to develop their financial planning, business development and marketing will be made available. Officers have facilitated workshops to enable providers to explore innovative approaches both within and outside Bromley and access to marketing advice to assist them to think of ways to open up their services and to attract new people. There is a huge disparity between the number of people currently using the day centres, just 800, relative to the number of older people in the borough; 51,500 over 65, 28,000 over 75. This represents a potentially huge market of older people in Bromley who may benefit from accessing a support or service of some description that could be provided or made available in day opportunity and respite services.

#### E. Transport

The proposal does not address the future approach to transport as this is the subject of a separate piece of work which is being carried out jointly with Bexley and Croydon and which will be reported separately. For the purpose of this report, it is assumed that all current day opportunity services users who are transported to the centres will continue to be so.

## 4. POLICY IMPLICATIONS

The provision of support to service users and carers through Personal Budgets meets the Council's priority to support independence, enabling vulnerable people to remain in the community and in their own homes and by providing breaks for carers that them to continue in their caring role, in a way that enables personal choice and control over the support they receive.

## 5. FINANCIAL IMPLICATIONS

- 5.1 It is anticipated that the initial spend on the legacy placements at the start of the 2013/14 financial year will be equal to the spend on the current block contracts. However the cost of the

legacy placements will reduce over the course of the year; over the same time the number of people receiving support through Personal Budgets will grow. Therefore any reduction in spend will be on a tapered basis and the savings in day opportunity services which were proposed are unlikely to be fully delivered in 2013/14. Consideration could be given to using the NHS Social Care Invest to Save funding to cover the interim costs. A financial model will need to be developed to establish the detailed financial implications of the proposal and will be part of the report to Care Services PDS and Executive in January/February 2013.

## 6. LEGAL IMPLICATIONS

- 6.1 The Council has a duty under s29 National Assistance Act 1948 to provide advice and support services for rehabilitation, occupational, social, cultural and recreational activities and under s2 Chronically Sick and Disabled Persons Act 1970 a duty to a range of services to meet the needs of disabled people including recreational facilities outside the home.
- 6.2 The Council is entitled to determine the threshold at which it considers it will fund the provision of facilities. Effectively a person has to have substantial or critical need for support and inadequate means before state funding will be provided. This funding in terms of a Personal Budget can be held by the Council and used to purchase the necessary support or as is being increasingly promoted by means of a Direct Payment. This allows the individual more choice in their selection of the services they require, subject to the Council retaining an overarching duty to monitor the effectiveness and value for money of the service purchased to meet their assessed need .

<b>Non-Applicable Sections:</b>	Personnel implications.
Background Documents: (Access via Contact Officer)	- Report to Adult and Community PDS, 13 <sup>th</sup> December 2011 and Executive 14 <sup>th</sup> December 2011; GATEWAY REVIEW – DAY OPPORTUNITIES FOR OLDER PEOPLE, - Report to Care Services Portfolio Holder and PDS, 19 <sup>th</sup> June 2012; RESPITE AT HOME CONTRACTS

Report No.  
CS12029

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** CARE SERVICES POLICY DEVELOPMENT AND SCRUTINY COMMITTEE

**Date:** Tuesday 4 September 2012

**Decision Type:** Non-Urgent                      Non-Executive                      Non-Key

**Title:** DRAFT JOINT MENTAL WELL BEING STRATEGY 2012-15

**Contact Officer:** Claire Lynn, Strategic Commissioner for Mental Health, and Substance Misuse, Education and Care Services  
Tel: 020 8313 4034    E-mail: [claire.lynn@bromley.gov.uk](mailto:claire.lynn@bromley.gov.uk)

**Chief Officer:** Lorna Blackwood Assistant Director of Education & Care Services

**Ward:** Borough wide

---

1. Reason for report

The draft Joint Strategy for Mental Well Being in Bromley 2012-2015 has developed the priorities for the next three years for mental health services following consideration of a wide range of evidence and views. These include an assessment of need, a review of national advice, and views from local stakeholders on how the current services should be developed to ensure the required the model of service is delivered in future.

The priorities identified are the key developments and changes to services building on work from the previous strategy that are required to realise the outcomes required for the people who use these services. The priorities will be supported by a joint detailed three year delivery plan and will be delivered within the agreed financial envelope.

Members are asked to comment on the strategy as part of the consultation process and note that any detailed changes to services would be subject to future separate reports.

---

2. **RECOMMENDATION(S)**

Members are asked to comment on the draft Strategy for Mental Well Being in Bromley 2012-2015 and to note the timetable for consultation on the draft.

### Corporate Policy

1. Policy Status: Existing policy:
  2. BBB Priority: Supporting Independence
- 

### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: LBB Mental Health 821
  4. Total current budget for this head: £5,677,200
  5. Source of funding:
- 

### Staff

1. Number of staff (current and additional): N/A
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: There is a legal requirement for some service under the Mental Health Act 2007, and Health and Social Care Act 2008:
  2. Call-in: Not Applicable:
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): There are currently approximately 3,000 users of mental health services in the Borough
- 

### Ward Councillor Views

1. Have Ward Councillors been asked for comments? N/A
2. Summary of Ward Councillors comments:



### 3. COMMENTARY

- 3.1 The purpose of the Joint Strategy for Mental Well being in Bromley (Appendix One) is to outline the improvement of the mental health and well-being of people living in Bromley through the development of mental health services for the whole population. The strategy is a joint strategy between the Council, Bromley Clinical Commissioning Group and key stakeholders. It sets out the priorities for maintaining the mental well being of residents in Bromley and for services to people with mental ill health. This strategy supports the need to enhance the role of users, carers and advocates and to build up existing voluntary and community services within the current financial envelope. The Strategy for Mental Well being in Bromley is a three year strategy joint strategy which builds on key plans and priorities bringing together in one document priorities to maintain and improve mental well being previously considered in the Mental Health Prevention Strategy and the Mental Health Strategy. The Strategy has been informed by the Bromley Mental Well Being Needs Assessment.
- 3.2 The Strategy sets out the local context within the national framework identifying services which are currently provided, the gaps and the priorities and actions for the future and is a collaborative approach by stakeholders under the leadership of the Bromley Mental Health Executive. The priorities were widely consulted on and considered by a number of local partnership groups, user groups and individuals.
- 3.3 The draft Strategy will be further consulted on as detailed below with the final strategy produced for October 2012 with a finalised version being presented to the Health, Social Care and Housing Partnership Board.

<b>Forum for Consultation</b>	<b>Date</b>
Mental Health Executive	August 2012
Care Services Policy Development And Scrutiny Committee	Sept 2012
Clinical Commissioning Group	Sept 2012
Health and well being Board	Sept 2012
Mental Health Partnership	Sept 2012
Distribution to users, carers and key stakeholders	Sept 2012
Final version presented to Health, Social Care and Housing Partnership Board.	October 2012

### 4. POLICY IMPLICATIONS

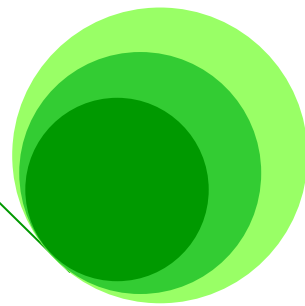
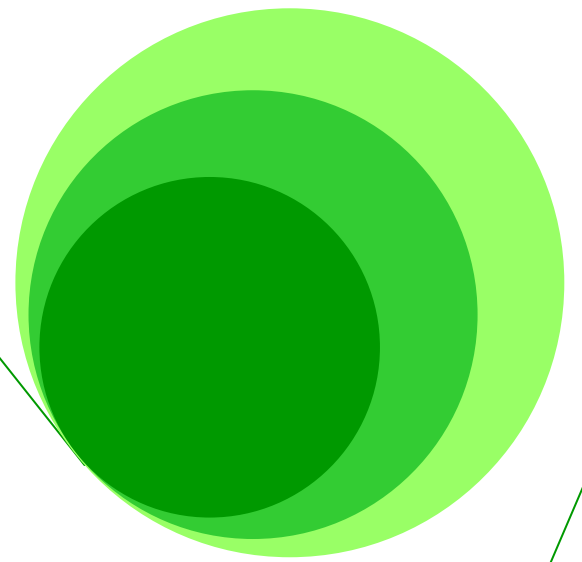
- 4.1 Mental health is a key national priority, both in terms of providing effective support and services for people with mental ill health and their carers, and in improving public mental health and wellbeing. Poor mental health impacts significantly on wider aspects of society, such as family and social cohesion, educational achievement, anti-social behaviour and economic productivity. It also often leads to poor physical health, and is a factor in other behaviours that pose a risk to health, such as smoking and substance misuse. The personal, social and economic costs of poor mental health are significant. The national policy guidance indicates many areas of good practice which the strategy identifies. The local Building a Better Bromley priorities are also integrated within the strategy and the priorities for services are within this.

## 5 FINANCIAL IMPLICATIONS

- 5.1 The current budget for Mental Health Services for the London Borough of Bromley is just over £5.5 million, with some efficiency saving identified within this. The Bromley Clinical Commissioning Group spends over £50 million. There are already significant financial pressures being experienced both by Bromley Clinical Commissioning Group and the London Borough of Bromley as commissioners, and also within the local providers of services. In view of the financial situation it is essential that finances are used as efficiently and effectively ensuring that all mental health services provide best value.

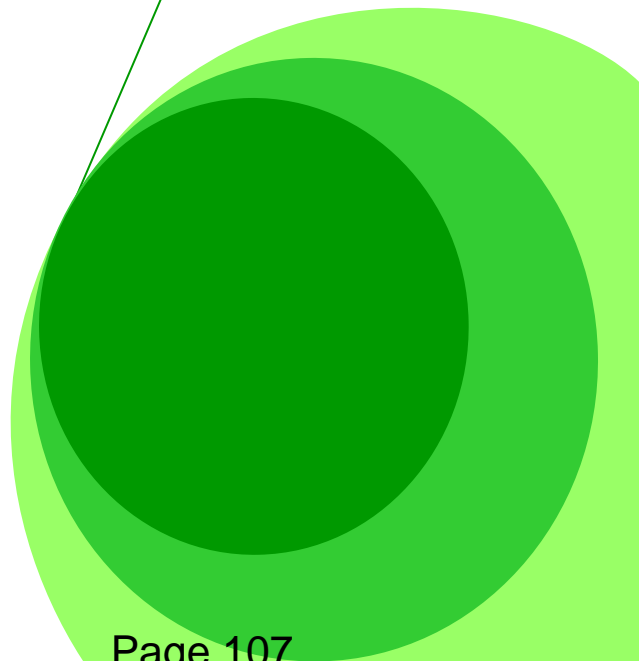
<b>Non-Applicable Sections:</b>	LEGAL IMPLICATIONS  PERSONNEL IMPLICATIONS
Background Documents: (Access via Contact Officer)	Mental Well Being Needs Assessment 2012 access via contact officer or for Members at <a href="http://onebromley/BA/Pub_ECS/Pages/default.aspx">http://onebromley/BA/Pub_ECS/Pages/default.aspx</a>

**Appendix One**



# Strategy for Mental Well Being in Bromley

2012-2015



## 1. INTRODUCTION

- 1.1 The Strategy for Mental Well being in Bromley outlines the improvement of the mental health and well-being of people living in Bromley through the development of services for the whole population. It sets out the priorities for maintaining the mental well being of residents in Bromley and for services to people with mental ill health. This strategy supports the need to enhance the role of users, carers and advocates and to build up existing voluntary and community services within the current financial envelope. The Strategy is a three year strategy which builds on key plans and should be considered in conjunction with the Mental Well Being Needs Assessment ([Link to document here](#)).
- 1.2 Mental health is a key national priority, both in terms of providing effective support and services for people with mental ill health and their carers, and in improving public mental health and wellbeing. Poor mental health impacts significantly on wider aspects of society, such as family and social cohesion, educational achievement, anti-social behaviour and economic productivity. It also often leads to poor physical health, and is a factor in other behaviours that pose a risk to health, such as smoking and substance misuse. The personal, social and economic costs of poor mental health are significant. Government policy has a common theme which proposes a significant shift in power relations to give people with mental ill-health greater self determination and choice. While high quality specialist mental health services will be required, it aims to achieve greater integration across the health and social care, voluntary and independent sectors, and of using mainstream community services. Recovery is at the centre of this approach and should be used across the whole spectrum of care. There should be a focus on the development of support monitored through the use of quality of life outcome measures and there should be a public health approach to these developments which should impact on the whole population, with targeted prevention for at risk groups and early intervention. The Strategy for Mental Health Services in Bromley sets out the local context within the national framework identifying the priorities and actions for the future and is a collaborative approach by stakeholders under the leadership of the Bromley Mental Health Executive. Services need to enable improved mental health and wellbeing for all and is associated with a range of better outcomes for people of all ages and backgrounds. These include:
- improved physical health and life expectancy
  - better educational achievement,
  - increased skills,
  - reduced health risk behaviours such as smoking and alcohol misuse,
  - reduced risk of mental health problems and suicide,
  - improved employment rates and productivity,
  - reduced anti-social behaviour and criminality,
  - higher levels of social interaction and participation.
- 1.3 There are a number of areas where it is likely that there will be an increased incidence of mental ill-health in Bromley. Increasing numbers of people over 65 in the next four years is expected to lead to a greater number of people with dementia, estimated at approximately 300 with two-thirds of these being over 85. Additionally, with the national focus on dementia, the number of people diagnosed with dementia could well rise from the current 40% with consequent pressures on services. There are also indications that the number of young people with mental ill-health are increasing. There are twice as many children in the 5-9 year range using specialist mental health services in primary care than is the case nationally. As this figure is due to the high number of SEN children in the borough it can be expected that this group of children will continue to have high mental health needs as they grow older and this should be planned for in the future. Additionally there is an increase of young people being admitted to secondary care. For working age people there are a number of national factors which could increase demand, mainly of primary care services. The current economic outlook and its impact on employment and income can be expected to impinge adversely on individual's well-being and mental health.

- 1.4 Using the most recent data available from 2010/2011 a quadrant analysis for the population area, relevant to other England areas, demonstrates that good outcomes and lower spend for Mental Health in Bromley, however there are already significant financial pressures being experienced both by Bromley Clinical Commissioning Group and the London Borough of Bromley as commissioners, and also within the local providers of services. The current cost pressures relate to the actions needed to meet specific government targets for which there is no local discretion and the reductions in Public Sector funding. In view of the financial situation it is essential that finances are used as efficiently and effectively ensuring that all mental health services provide best value. While all agencies will be asked to consider how to meet any existing cost pressures and efficiencies, there is a need to review the existing investment portfolio and consider whether current investment gives value for money. Services will be developed through the reconfiguration of existing investment. While there may be some scope for reconfiguration in funding the voluntary sector, the areas for scrutiny must be those where the health and social care economy invest most heavily namely: secondary mental health services, housing and continuing care.
- 1.5 The priorities for the next three years for mental health services have been identified following consideration of a wide range of evidence and views. These include an assessment of need, a review of national advice, the consultation process for this strategy and views users, their carers and stakeholders on how the current services should be developed to ensure the required the model of service is delivered in future. The priorities identified below are the key developments and changes to services that are required in Bromley to realise the outcomes required for the residents of Bromley and will be supported by detailed annual delivery plan developed to ensure that the work is carried forward.

## **2. Enabling individuals to maintain their mental well-being**

- 2.1 We all have a responsibility for our own mental well being and maintaining this. In order to support individuals taking this responsibility mainstream services have to be aware of the role they play in enabling people to maintain their mental well being. Greater emphasis has been placed on the importance of public mental health within recent guidance and urges the recognition of mental well-being as a whole population issue. Work continues to bring initiatives into the mainstream of mental health activity, with a view to demonstrate the linkages between mental well being and maintaining this to prevent mental ill health. This is being carried out through the following:
- A programme of mental health awareness in the work place established through direct work with employers and schools.
  - Work continues with Mytime through its sports and leisure facilities promoting corporate membership for employers and providing three month taster programmes for people with serious mental ill-health and their carers. Other mainstream programmes have been developed by Mytime to enable individuals to improve and maintain their physical and mental well being.
  - Research has demonstrated a link between debt and mental health; individuals who initially have no mental health problems but find themselves having unmanageable debts within a 12-month period have a 33% higher risk of developing depression and anxiety-related problems compared to the general population who do not experience financial problems. It is important to ensure there is support for people who are in debt by working with key partners to ensure there is information for people on where to seek help. This includes Bromley Citizens Advice Bureau, banks, financial advisors and the Credit Union.
  - Ensuring mainstream services prioritise support for people with mental ill health in gaining employment, apprenticeship or training. Mental health has the lowest employee cohort for any disability group. Length of time out of work impacts on speed for getting back to paid employment: People who are unemployed for over 26 weeks have a 50% greater difficulty in getting back to paid employment and those unemployed for over 52 weeks or more have 100% greater difficulty. In secondary services there are many users who have been

unemployed and on benefits for many years. The commissioning framework for employment for people with mental ill health has recently been produced proposing that developments should take place in the non-specialist mental health sector wherever possible and exploit any funding within mainstream sources

- A major shift of focus in Bromley, based on ample evidence, towards delivering early intervention strategies to maintain individuals in work, and build their confidence and self esteem, rather than trying to get them back to work once they have lost their job because of deteriorating mental ill-health. This will be delivered through continued work with employers on promoting awareness of mental health, though the employer accreditation and continued working to support individuals with mental ill health to retain their employment.
- The provision of health promotion training into schools and places of employment will continue ensuring people are aware of mental and physical well being, including suicide awareness and training information on substance misuse particularly in relation to alcohol. Excessive use of alcohol has been linked to a range of physical and mental health consequences. The ONS psychiatric survey of adults found that people with a common mental health problem were twice as likely to have a dependency on alcohol as those without a mental health problem (13% compared with 6%).

### **3. Support for people experiencing mental health difficulties**

3.1 One in four people will experience mental ill health at some point in their lives, for most of these individuals the period of ill health will be short lived and support will be sort through primary care services, family and friends. It is estimated that over 91% of people with mental health problems are supported and treated by GPs and other members of the primary care team. The capacity and efficiency of primary care is a key factor in determining the rate of referral into the specialist mental health services. In Bromley this is reflected in the numbers of people using adult and elderly NHS secondary mental health services being significantly higher than the England rate. Bromley Clinical Commissioning Group and Oxleas NHS Trust are developing protocols and support to GP's to build this capacity through the following:

- Work will continue to ensure that through the provision of information, advice and guidance people are enabled to seek support from a variety of sources to meet their needs.
- An increase in psychological therapies is a key government target and investment continues to ensure that this service is established across Bromley which will improve the percentage of 18+ individuals with depression which in Bromley is significantly worse than both the England and regional rates. Bromley will continue to promote and develop this provision, through the Bromley Well being service, including the job retention functions.
- Physical illness accompanied by mental ill health has been shown to worsen outcomes for individuals such as life expectancy; for example stroke patients who are depressed are four times as likely to die within six months as those who are not. There are similar associations between poor mental health and diabetes, asthma, cancer and HIV/AIDS. Bromley needs to develop support to enable people with long term chronic conditions to maintain their mental well being.
- The life expectancy of people with serious and enduring mental ill health is twenty years less that the average for the area, ensuring that the physical health of people with serious mental illness is not overlooked is a key priority. A structured model of physical health assessment and support which provides a systematic appraisal of lifestyle, health and medication side effects to support healthier choices and provide opportunities for exercise, weight loss and medication reviews are part of care planning. This is being further developed by the Bromley Clinical Commissioning Group and Oxleas NHS Trust to ensure that individual's physical health is reviewed regularly and to ensure that people receive the level of support particularly from their GP. GPs have set up registers in their practices for

people with serious mental ill health. This will make it easier to identify those people who require additional monitoring of their general physical health.

- Promotion of early identification and intervention for people suffering psychosis is critical to improve outcomes and their chances of returning to employment, education or training. An Early Intervention in Psychosis Team was established in Oxleas NHS Trust, based on evidence that such teams report shorter durations of untreated psychosis, lower use of legal detention, reduced hospital admissions, lower relapse rates, better recovery, better service engagement and user and carer's satisfaction and lower suicide rates. The team will continue to work with individuals between the ages of 16-25 with a view to reducing reliance on services and to reduce relapse and readmission.
- The five outcomes which children and young people have themselves identified as key to their well-being in childhood and later life, including their mental well being: being healthy; staying safe; enjoying and achieving; making a positive contribution and achieving economic well-being. In establishing children's services, the Government has instigated a major process of change, which relies on local transformation programmes which includes provision of emotional wellbeing, mental health services and counselling services for children and young people. A needs assessment and review of services has been undertaken to ensure developing support within schools and early year's settings to promote emotional well being and ensuring CAMHS services are effectively targeted to early intervention.
- During 2010/11 in Bromley there were 1,900 referrals to services provided by mental health professionals in primary care and more specialised services in Child and Adolescent Mental Health Services from a wide range of agencies including GPs, hospital services, education, social care and non-statutory Services. This represents an increase of 87% in referrals since 2006 and demonstrates a very significant expansion of need for services in primary care. Referrals to Bromley Y reflect this increase with a rise of 86% of referrals for the same time period. The age profile of children and young people using Child and Adolescent Mental Health Services in Bromley differs from the national profile with a larger proportion in the 0-4 and 5-9 age ranges and significantly less in the 15+ age groups. The largest age group using services in primary care provided by mental health professionals is the 5-9 age group (49%), which is more than twice the national average of 23%. This large portion of 5-9 age range and higher than average percentage of children with Autistic Spectrum Disorder is likely to be linked to the high population of SEN children within Bromley who until recently were referred into mental health services. GP's in Bromley have now agreed, through a Local Enhanced Service agreement to provide the care and prescribing for most of this cohort of children and young people which will reduce some of the pressure on secondary services.
- Whilst the official suicide rates in Bromley are lower than the national average the work to ensure that where people are known to services work is undertaken to minimise the risks, especially for younger people. The issues of self harm as an indicator of mental ill health and the response of services will need to be taken forward to continue to develop suicide prevention work in both primary and secondary care services.
- The specific needs and difficulties of carers of people with mental health needs have to be recognised. It is essential to provide support to carers, whether involved in direct care or as family and friends. There are a range of services currently provided through the Carers Grant which are identified in the Carer's Strategy, although the continuation of this grant past March 2013 is not certain. All carers who provide regular and substantial care for a person on a CPA should have an assessment of their caring, physical and mental health needs reviewed annually and have a written care plan and strategy of action given to them and implemented in discussion with them.

#### **4. Provision of services to people with serious mental ill health**



4.1 Service provision to people with serious mental ill health provides for individuals who experience severe and enduring mental ill health and are resource intensive. In the current economic climate the provision of services will need to be considered in terms of effectiveness, value for money and the constraints on funding organisations.

- The Community Mental Health Teams are specialist secondary mental health services comprising health and social care staff. They have a pivotal role in the treatment and social care of individuals with mental health needs and their families in community settings. In Bromley the number of contacts with Community Psychiatric Nurse, was significantly higher than England but similar to regional rates Whilst increasing the capacity of primary care services to work with people with mental ill health to reduce the number of contacts it is also important to ensure that the Community Mental Health provide treatment and support effectively. Following a review of secondary services a new model of provision was implemented delivering a single point of access for Oxleas NHS Trust's secondary mental health services, ensuring cost effective delivery of service to individuals based on individual need based. Services to older people with mental ill health have also been reconfigured and integrated health and social care Community Mental Health Teams established to ensure that everyone regardless of age will be able to access services to meet their needs. As improvements have been made to the provision of support of older people in their own home the demand for inpatient hospital based provision has decreased so older peoples wards were reconfigured across Oxleas NHS Trust to reduce the number of beds which enabled efficiency targets to be met and to reduce the number of days people were in hospital. The reconfiguration of these services has been within the existing financial envelope.
- In Bromley in patient provision for mental health, is significantly higher than in England. Oxleas NHS Trust has developed the Home Treatment Team which delivers more treatment at home and stops the need for an in-patient admission. Therefore the number of in-patient beds will be reduced over the coming year to better reflect the local need. The Clinical Commissioning Group will continue commission hospital services provided by Oxleas NHS Trust within the framework of the NHS contract management and performance regime introducing a Payment by Results Framework.
- Bromley will continue to reduce the reliance on residential and specialist accommodation to enable people to maximise their independence. As a result of the investment and the changes in practice, services have delivered more effective and earlier interventions for individuals with mental ill health enabling individuals to live in their own homes with services going to them. The implementation of the service model has been incremental to allow funding to be released to develop new services or expand existing ones. This reconfiguration and reducing the services reliance on spot contracts will enable resources to be used to provide the community resources required. It will also allow historical patterns of funding to be re aligned between commissioner organisations and will support a shift in focus and direction in provision in the Borough to reduce the reliance on 24 hour residential care.
- For those with the most severe mental ill-health in-patient admission to secondary care is needed. The provision of secondary care services for children and young people with mental health needs is through the Children and Adolescent Mental Health Service (CAMHS) a review was undertaken to develop a detailed delivery plan to address the effective provision of this service and the waiting times for the service. The waiting times have reduced and further work is being taken forward on the pathway for young people in conjunction with an updated needs assessment. There are occasions when younger adults (aged 16 to 18 years old) are admitted to adult psychiatric wards, Ten young people of secondary school age were admitted to Child and Adolescent Mental Health Services in-patient units during 2009/10. During 2010/ 2011 there were 62 admissions for mental health conditions for those under 18 this is unsatisfactory although the true extent of this practice and its implications will be considered as part of a review in to services for children and young people. The Children's Trust Board and the Mental Health Executive Board agreed that the needs of children and young people should be a priority



- Bromley has the highest number of people over 65 and over 85 of any London Borough and the number are projected to increase. The prevalence of conditions such as stroke, dementia and heart conditions will also rise and therefore requires planning for long term demand. Priorities for dementia services have been identified and include liaison services within the hospital and with care homes to prevent hospital admission. As the population is ageing, the prevalence of dementia in Bromley is expected to increase. The pressures are already being seen in existing services. Referrals to the Oxleas Memory Service have been steadily increasing with the pressure on social care in residential and nursing care. Whereas the overall number of older people being placed in care homes is reducing, this trend is not seen for people with dementia, and admissions to specialist dementia residential care have doubled since 2006/7. New developments are being piloted to mitigate some of these pressures and develop new effective care pathways for individuals which includes funding additional nurses into the Oxleas Memory service, enhancing the capacity and capability of Extra Care Housing staff to support people with more advanced forms of dementia and enhancing the capacity and coordination of community-based services to support people with more advanced forms of dementia in their own homes.

## **5. Next Steps**

- 5.1 Following consultation a detailed action plan will be developed to take forward the priorities identified within the Strategy.

This page is left intentionally blank

CS12039

**Report No. London Borough of Bromley**

**PART ONE - PUBLIC**

---

**Decision Maker: Care Services Policy Development & Scrutiny Committee**

**Date: 4<sup>th</sup> September 2012**

**Decision Type: Non-Urgent Executive Non-Key**

**TITLE: BUDGET MONITORING 2012/13**

**Contact Officer: Lesley Moore, Deputy Finance Director**  
Tel: 020 8461 4633 E-mail: lesley.moore@bromley.gov.uk

**Chief Officer: Anne Watts for Director of Education and Care Services**

**Ward: Boroughwide**

---

**1. REASON FOR REPORT AND SUMMARY OF BUDGET POSITION**

1.1 This report provides the budget monitoring position for 2012/13 based on activity up to the end of July 2012.

**2. RECOMMENDATIONS**

2.1 **The Care Services PDS committee are invited to:**

- (i) **Note that a projected underspend of 1,426k is forecast, based on information as at July 2012;**
- (ii) **Refer the report to the Portfolio Holder for approval**

### Corporate Policy

1. Policy Status: Not Applicable:
  2. BBB Priority: Children and Young People:
- 

### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Care Services Portfolio
  4. Total current budget for this head: £113.942m
  5. Source of funding: Care Services approved budget
- 

### Staff

1. Number of staff (current and additional): 881.94 Full Time Equivalent.
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

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

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The 2012/13 budget reflects the financial impact of the Council's strategies, service plans etc. which impact on all of the Council's customers (including council tax payers) and users of the services.
- 

### Ward Councillor Views

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

### **3. COMMENTS – from the Education & Care Services Management Team**

- 3.1 Forecasts based on the latest activity available show an overspend of £509,000 on Bed & Breakfast accommodation for 2012/13 after the use of carryforward grant and full year costs of £995,000. The number of B&B placements continue to rise (currently 327 as at July) which would have been 419 without the invest to save initiatives. At the time the business case was produced for the invest to save, B&B numbers were forecast to be around 325 by the end of March 2012 but in reality this has been considerably higher, so whilst officers have managed to divert/move people out of B&B accommodation, 92 since January 2012, which has delivered savings of £386,000 in year and £541,000 forecast in a full year, there are still cost pressures following through into 2013/14 of £995,000 which are unfunded. Officers continue to explore alternative options around managing this cost pressure down.

### **4. POLICY IMPLICATIONS**

- 4.1 The Resources Portfolio Plan includes the aim of effective monitoring and control of expenditure within budget and includes the target that each service department will spend within its own budget.
- 4.2 Bromley's Best Value Performance Plan "Making a Difference" refers to the Council's intention to remain amongst the lowest Council Tax levels in outer London and the importance of greater focus on priorities.
- 4.3 The four year financial forecast report highlights the financial pressures facing the Council. It remains imperative that strict budgetary control continues to be exercised in 2012/13 to minimise the risk of compounding financial pressures in future years.
- 4.4 Chief Officers and Departmental Heads of Finance are continuing to place emphasis on the need for strict compliance with the Council's budgetary control and monitoring arrangements.

### **5. FINANCIAL IMPLICATIONS**

- 5.1 A detailed breakdown of the projected outturn by service area is shown in appendix 1(a) with explanatory notes in appendix 1(b). Appendix 2 gives the analysis of the latest approved budget. Other financial implications are contained in the body of this report and Appendix 2 provides more detailed notes on the major services.

5.2 Overall the Care Services Portfolio is projected to underspend by £1,426k in 2012/13 mainly as a result of savings relating to 2013/14 being delivered early or due to efficiencies from tendering. The main budget variations are shown in the table below: along with the impact these variations will have in 2013/14:-

	2012/13 £'000	2013/14 £'000
<b>Savings assumed for 2013/14 but delivered early</b>		
Staffing savings - strategy division	-100	-100
Homelessness - SP	-500	-500
	<u>-600</u>	<u>-600</u>
<b>Savings not assumed in the budget but delivered</b>		
Domiciliary care - tendering (already reported to Executive)	-400	-1,000
Campus Reprovision (attrition)	-700	-700
	<u>-1,100</u>	<u>-1,700</u>
<b>B&amp;B Pressures</b>	<u>509</u>	<u>995</u>
<b>Other</b>	-235	0
<b>TOTAL</b>	<u><u>-1,426</u></u>	<u><u>-1,305</u></u>

<b>Non-Applicable Sections:</b>	Legal Implications Personnel Implications Customer Implications
Background Documents: (Access via Contact Officer)	2012/13 Budget Monitoring files in ECS Finance Section

## Care Services Budget Monitoring Summary

2011/12 Actuals	Division Service Areas	2012/13 Original Budget	2012/13 Latest Approved	2012/13 Projection	Variation	Notes	Variation Last Reported	Full Year Effect
£		£	£	£	£		£	£
	<b>Adult Social Care</b>							
124	AIDS-HIV Service	120	45	45	0		0	0
32,766	Assessment and Care Management	31,603	31,649	31,518	-131	1	-23	-853
5,618	Direct Services	4,626	4,610	4,625	15	2	76	0
2,241	Learning Disabilities Care Management	2,451	2,401	2,373	-28	3	-93	0
1,981	Learning Disabilities Day Services	2,050	2,050	1,975	-75	4	0	0
1,273	Learning Disabilities Housing & Support	1,211	1,211	1,188	-23	5	100	0
<b>44,003</b>		<b>42,062</b>	<b>41,967</b>	<b>41,724</b>	<b>-243</b>		<b>60</b>	<b>-853</b>
	<b>Operational Housing</b>							
2,519	Housing Needs	2,160	2,548	3,057	509	6	650	995
-4	Enabling Activities	-4	-4	-4	0		0	0
-954	Housing Benefits	-1,017	-1,017	-1,017	0		0	0
<b>1,561</b>		<b>1,140</b>	<b>1,528</b>	<b>2,036</b>	<b>509</b>		<b>650</b>	<b>995</b>
	<b>Strategic and Business Support Service</b>							
1,487	Performance & Information	2,510	2,560	2,366	-194	7	-80	0
197	Quality Assurance	188	188	190	2		0	0
0	Transforming Social Care	0	0	0	0		0	0
<b>1,684</b>		<b>2,698</b>	<b>2,749</b>	<b>2,556</b>	<b>-193</b>		<b>-80</b>	<b>0</b>
	<b>Children's Social Care</b>							
11,964	Care and Resources	13,848	13,836	13,836	0	8	0	0
2,239	Safeguarding and Quality Assurance	1,872	1,827	1,827	0		0	0
5,173	Safeguarding and Care Planning	2,871	2,871	2,871	0		0	0
3,620	Referral and Assessment	2,991	2,991	2,991	0		0	0
883	Bromley Youth Support Programme - (Youth Justice)	957	957	957	0		0	0
<b>23,879</b>		<b>22,539</b>	<b>22,483</b>	<b>22,483</b>	<b>0</b>		<b>0</b>	<b>0</b>
	<b>Education</b>							
3,365	SEN and Inclusion Children's Disability Services	3,131	3,506	3,506	0		0	0
443	School Improvement Looked After Children	560	560	560	0		0	0
<b>3,807</b>		<b>3,691</b>	<b>4,065</b>	<b>4,065</b>	<b>0</b>		<b>0</b>	<b>0</b>
	<b>Commissioning</b>							
2,777	Commissioning	3,621	3,913	4,090	177		0	0
15,345	Learning Disabilities Services	17,144	17,056	16,100	-956	9	-770	-730
4,670	Mental Health Services	5,193	5,113	5,043	-70	10	-70	-26
3,898	Supporting People	4,052	4,052	3,402	-650	11	-450	0
201	Drugs and Alcohol	254	254	254	0		0	0
0	PCT Funding (Social Care & Health)	0	0	0	0		0	0
<b>26,892</b>		<b>30,264</b>	<b>30,388</b>	<b>28,889</b>	<b>-1,499</b>		<b>-1,290</b>	<b>-756</b>
<b>101,825</b>	<b>TOTAL CONTROLLABLE FOR CARE SERVICES</b>	<b>102,393</b>	<b>103,179</b>	<b>101,754</b>	<b>-1,426</b>		<b>-660</b>	<b>-614</b>
6,001	<b>TOTAL NON CONTROLLABLE</b>	2,487	2,507	2,502	-5		0	0
11,671	<b>TOTAL EXCLUDED RECHARGES</b>	8,132	8,255	8,255	0		0	0
<b>119,498</b>	<b>PORTFOLIO TOTAL</b>	<b>113,012</b>	<b>113,942</b>	<b>112,511</b>	<b>-1,431</b>		<b>-660</b>	<b>-614</b>
	<b>Memorandum Item</b>							
	<b>Invest to Save projects: Savings</b>							
	Dementia Investment Plan	(100)	(100)	(40)	60		60	
	PD Investment Plan	(100)	(100)	(40)	60		60	
	LD Investment Plan (re Younger Adults)	(100)	(100)	(20)	80		70	
	<b>Sub Total Invest to Save projects</b>	<b>(300)</b>	<b>(300)</b>	<b>(100)</b>	<b>200</b>		<b>190</b>	<b>0</b>

**REASONS FOR VARIATIONS****1. Assessment & Care Management - Cr £131k**

The variation can be analysed as follows:-

	£'000
ai) Residential/Nursing care and respite for older people	(294)
aii) Domiciliary care & direct payments for older people	613
b) less part year saving on retendering of domiciliary care contracts	(400)
c) Residential and domiciliary care for people with physical disabilities	(50)
	<u>(131)</u>

- ai) The number of nursing and residential placements continue to be below budget resulting in a projected underspend of £146k. In addition, inflationary increases agreed with providers have so far mainly been below the level budgeted for, resulting in a further saving of £148k. An invest to save proposal was agreed at Executive on 7 September 2011 relating to dementia and officers are currently implementing the initiatives agreed, with expected savings already included in the projected outturn.
- aii) There continues to be pressure on the community based budgets for older people, with a projected overspend of £613k reported. The priority is to keep older people in their own homes rather than placed in residential care, especially following discharge from hospital, and this can be seen in the reduced costs of residential and nursing placements above, however this has placed pressure on the domiciliary care and direct payments budgets which continue to overspend.
- b) The above is partly offset by savings being delivered by the reablement team, which continues to support and reable clients and avoid ongoing care costs and savings from the tendering of domiciliary care contracts expected to save approximately £400k this year and £1,000k in a full year.
- c) Services for clients with physical disabilities continue to underspend this financial year, although budgets for this client group are volatile. An invest to save proposal was agreed at Executive on 19 October 2011 and officers are currently implementing the initiatives agreed, with expected savings already included in the projected outturn. Although services are currently underspending, the initiatives being developed are intending to help avoid future growth.

**2. Direct Services - Dr £15k**

- a) Reablement - The budget for the reablement team is expected to underspend by £19k this year
- b) Carelink - The staffing budget is projected to be underspent by £50k this year, as a result of a minor reorganisation of the service.
- c) Admissions Avoidance service - The overspend relates to the full staffing costs of the team. The service was jointly commissioned with Bromley PCT and the business case was built on the basis of savings in hospital tariffs, with the risk and benefits being shared by the by the two organisations. Although the activity levels for the service in 2011/12 resulted in avoided admissions (and therefore notional reductions in cost), the PCT had experienced an overall increased spend on emergency acute activity during the year and was not in a position to reimburse any funding to the Council. As a result of this the Council overspent the budget in 2011/12 and with no likely reimbursements in the future, proposals to withdraw from the service were submitted to ACS PDS on 10th April.  
The service has now closed and the overspend reported is the final cost for the year.
- d) C.A.R.T's - The projected spend on staffing for the Community Assessment and Rehabilitation team is expected to be £12k below budget this year.

**3. Learning Disabilities Care Management - Cr £28k**

The underspend relates to minor variations in domiciliary care and direct payment costs.

**4. Learning Disabilities Day and Respite Services - Cr £75k**

There are 2 services for clients with Learning Disabilities provided under this budget head, day services and respite services. Day services are provided at various council owned premises, as well as in the community, whilst respite services are currently provided at 2 locations in the borough, prior to the move to the new unit at Widmore Road due to open later in the year. There is a net underspend of £75k projected for these services.

**5. Learning Disabilities Housing and Support - Cr £23k**

The LD Housing and Support service is an inhouse service currently providing residential care and supported living to clients with a learning disability, as well as running the Shared Lives scheme covering all client groups.



**6. Housing Needs - Dr £509k**

The forecast net overspend of £509k comprises:

	£'000
Nightly paid accommodation (B&B) projected overspend	962
Use of Housing Grants to mitigate overspend	(453)
	<u>509</u>

The number of B&B placements is currently increasing at an average rate of 10 per month (net). This is a continuation of the trend seen in 2011/12. The projected overspend is based on current client information and assumes this rate of increase continues throughout the financial year.

The invest to save to save initiatives agreed at the end of 2011/12 are now starting to take effect and the reduction in the projected overspend from the last report of £141k can be largely attributed to this. However, due to a higher number of B&B placements than forecast at December 2011, this budget is still projected to overspend.

The savings from the invest to save initiatives are set out below. It should be noted that there is still an element of projection in some of the figures and actual figures may vary.

	2012/13	FYE
	£'000	£'000
Top up on existing leasing programme (golden hellos)	(33)	(40)
Enhanced initiatives on homeless prevention and enhanced incentives for access to private rented sector	(269)	(371)
Building conversion (Cranbrook Court)	(85)	(130)
	<u>(387)</u>	<u>(541)</u>

It should be noted that increases have been noticeable across all London boroughs and are the result of the pressures of rent and mortgage arrears coupled with a reduction in the number of properties available for temporary accommodation. There are high levels of competition and there is evidence of 'out-bidding' between London boroughs to secure properties. This has contributed towards the high cost of nightly paid accommodation.

Given the size of the projected overspend, £453k of Housing Grant funding has been used to help offset these cost pressures in the current year. This is a short term measure and doesn't address the increasing cost pressures going forward.

**7. Strategic & Business Support Services - Cr £194k**

The projected underspend of £194k relates to:

	£'000
Vacant Director's post	(79)
Social Care Workforce training	(100)
Other	(15)
	<u>(194)</u>

The projections assume the Director's post is filled later in the year. The savings on Social Care Workforce training partly relate to early achievement of savings required in 2013/14 and partly to delayed commissioning of training services in 2012/13 following a strategic workforce learning needs analysis.

**8. Children's Social Care - General Commentary**Staffing

Savings of £90k have been achieved as part of the 2012/13 budget setting in the Care and Resources and Safeguarding and Quality Assurance teams.

The Recruitment and Retention package brought in in 2010/11 has been successful in its aim of reducing the overspend within the Social Care teams. There is an ongoing need to rely on agency staff due to the usual reasons of delays in recruitment, sick and maternity leave.

Step Up to Social Work Grant

This is the second year of the two year grant funding and the budget for this year is £465k, plus a carry forward of £51k from 2011/12, which was approved by Executive on 20th June. The DfE has confirmed that any underspend on the grant this year can be carried forward to 2013/14.

Placements

The Placement Budget has had growth of £500k added in 2012/3 to address the high level of overspend in the last 2 financial years. There has been 62% increase nationally in the numbers of children taken into care during this period. At this stage it is expected that expenditure can be contained within budget.

#### Unaccompanied Asylum Seeking Children

Grant funding is reducing for these clients as the numbers have fallen over the last few years. Leaving Care clients are now below the de minimus level of 25 so no funding will be received. This resulted in an overspend in 2011/12 and is being monitored closely in 2012/13.

### **9. Learning Disabilities Services - Cr £956k**

Budgets for learning disabilities placements (including supported living and shared lives) are forecast to underspend by £956k.

The savings arise mainly from commissioning cost efficient placements for some of the ex-PCT reprovion clients, limiting inflationary increases and attrition. The projected spend includes an element for further outstanding inflationary increases which may not occur. This would result in an increased level of underspend.

At this relatively early stage in the financial year the projected spend also includes a significant level of assumption in relation to future volume-related changes (i.e. increased numbers of clients from: transition, carer breakdowns, increased client needs and Ordinary Residence transfers).

In 2013/14 the full year effect of these savings will be £700k. This will be achieved through the delivery of the campus reprovion programme and the benefit from attrition rates

### **10. Mental Health Services - Cr £70k**

The underspend arises partly from the full year effect of client moves during 2011/12 which resulted in more cost effective placements, from increased use of flexible support rather than residential placements and from containing annual contract price increases to providers. Some of the underspend relating to restricting price increases has been attributed to the 2012/13 budget saving for commissioning contract efficiencies.

### **11. Supporting People - Cr £650k**

There is a projected underspend of £650k on Supporting People budgets. This is in addition to the savings required to achieve the savings targets built in to the 2012/13 budget (further £400k reduced funding for sheltered housing and £300k reduced commissioning of Supporting People services).

The £650k underspend relates mainly to savings arising from the gateway review of Supporting People funded tenancy support services and from limiting inflationary increases. A sum of £500k is included on the Executive savings list for 2013/14 but this has now been delivered in 2012/13 as set out in the Executive Report of January 2012

### **Management Team Comments**

There is a forecast underspend of £1,426k in 2012/13 mainly due to retendering of the domiciliary care contracts and the learning disabilities grant funding relating to the campus reprovion programme.

The main pressure on the budget in 2012/13 is around Bed & Breakfast numbers which continue to increase each month and potentially could result in unfunded cost pressures in excess of £1m by 2013/14. Officers continue to discuss various initiatives with Private Landlords to help mitigate these costs. Detailed work is being undertaken over the next few weeks to model the financial implications if numbers increase, track when some of the initiatives are likely to impact on the budget and explore other options that might be available. This will be reported in more detail in the next Budget Monitoring report.

### **Waiver of Financial Regulations:**

Since the last report to the Executive, waivers were approved for 2 residential placements exceeding £50k and 2 exceeding £100k. There was also a contract waiver agreed for £6k.

### **Virements Approved to date under Director's Delegated Powers**

Details of virements actioned by Chief Officers under delegated authority under the Financial Regulations "Scheme of Virement" will be included in financial monitoring reports to the Portfolio Holder. Since the last report to Executive, no virements have been actioned.

**LATEST APPROVED BUDGET 2012/13  
Care Services Portfolio**

**BUDGET VARIATIONS**

	£'000
<b>2012/13 Original Budget</b>	<b>113,012</b>
Support services recharge adjustment for Appointeeship (from Corporate)	124
NHS Social Care Investment Plan (Exec 25/5/12):	
- expenditure	73
- income	Cr 73
Children's Social Care Invest to Contain Proposal (Exec 20/6/12):	
	51
	Cr 51
<u>2011/12 Carry Forwards agreed by Executive 20/06/12:</u>	
Social Care Reform Grant	139
Joint Improvement Programme	6
Contribution from Earmarked Reserves	Cr 145
Homelessness Grant 10/11	120
Overcrowding Pathfinder	45
Mortgage Rescue Fund	23
Preventing Repossessions Fund	147
DWP Grant Discretionary Housing Payment	44
Contribution from Earmarked Reserves	Cr 380
L D & Health Reform Grant - Blue Badges	134
Contribution from Earmarked Reserves	Cr 134
Homelessness Grant	60
Homelessness Grant	158
Housing Invest to Save	170
LD Campus Closure Grant 2010/11	105
Contribution from Earmarked Reserves	Cr 105
Social Care funding via the PCT under s256 Agreements:	0
- Winter pressures	734
- Social Care funding via the PCT 2010/11	127
- Social Care funding via the PCT 2011/12	581
- Social Care funding via the PCT 2011/12	1,591
- Contribution from Earmarked Reserves	Cr 3,033
Agreed by Executive 14th December 2011	
Step Up to Social Work Programme	
- grant related expenditure 2012/13	465
- grant related income 2012/13	Cr 465
<u>2012/13 Budget Adjustments</u>	
Posts transferred to / from Commissioning to / from Children's / Education	-6
0.25fte for additional AP processing for ICES retail prescription invoices	-6
CDT floating outreach support move to appropriate cost centre	40
CDT direct payment move to appropriate cost centre	370
Rent income adjustment (from Corporate)	20
<b>Total Variations</b>	<b>930</b>
<b>2012/13 Latest Approved Budget</b>	<b>113,942</b>

This page is left intentionally blank

Report No.  
RES12147

London Borough of Bromley

Agenda  
Item No.

PART 1 - PUBLIC

<Please select>

---

**Decision Maker:** Care Services Portfolio Holder

**For pre-decision scrutiny by the Care Services PDS  
Committee on 4th September 2012**

**Date:** 4th September 2012

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** CAPITAL PROGRAMME - 1ST QUARTER MONITORING  
2012/13 & FINAL OUTTURN 2011/12

**Contact Officer:** Martin Reeves, Principal Accountant (Technical & Control)  
Tel: 020 8313 4291 E-mail: martin.reeves@bromley.gov.uk

**Chief Officer:** Director of Resources

**Ward:** All

---

1. Reason for report

On 25th July 2012, the Executive received the 1st quarterly capital monitoring report for 2012/13 and agreed a revised Capital Programme for the four year period 2012/13 to 2015/16. The report also covered any detailed issues relating to the 2011/12 Capital Programme outturn, which had been reported in summary form to the June meeting of the Executive. This report highlights in paragraphs 3.1 to 3.2 changes agreed by the Executive in respect of the Capital Programme for the Care Services Portfolio. The revised programme for this portfolio is set out in Appendix A.

---

2. **RECOMMENDATION(S)**

**The Portfolio Holder is asked to confirm the changes agreed by the Executive in July.**

### Corporate Policy

1. Policy Status: Existing policy. Capital Programme monitoring and review is part of the planning and review process for all services.
  2. BBB Priority: Excellent Council.
- 

### Financial

1. Cost of proposal: Estimated cost N/A
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: N/A (Capital Programme)
  4. Total current budget for this head: £6.6m for the Care Services Portfolio over four years 2012/13 to 2015/16
  5. Source of funding: Capital grants, capital receipts and earmarked revenue contributions
- 

### Staff

1. Number of staff (current and additional): 0.25 fte
  2. If from existing staff resources, number of staff hours: 9 hours per week
- 

### Legal

1. Legal Requirement: Non-statutory - Government guidance.
  2. Call-in: Call-in is not 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: N/A

### 3. COMMENTARY

#### Capital Monitoring – variations agreed by the Executive on 25<sup>th</sup> July 2012

3.1 A revised Capital Programme was approved by the Executive in July, following final outturn figures for 2011/12 and a detailed monitoring exercise carried out after the 1st quarter of 2012/13. The base position was the revised programme approved by the Executive on 1st February 2012, as amended by variations approved at subsequent Executive meetings. All changes on schemes in the Care Services Programme are itemised in the table below and further details are included in paragraph 3.2. The revised Programme for the Care Services Portfolio is attached as Appendix A.

Capital Expenditure	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
	£000	£000	£000	£000	£000	£000
Approved Capital Programme (01/02/12)	6,803	6,524	2,884	1,020	1,020	18,251
<u>Less: Schemes moved between portfolios</u>						
Housing Provision (to R&R Portfolio)	-420	-	-	-	-	-420
Housing PIL Fund (to R&R Portfolio)	-965	-401	-	-	-	-1,366
London private sector renewal schemes (to Environment Portfolio)	-579	-398	-	-	-	-977
Disabled Facilities Grants (to Env Portfolio)	-1,169	-1,120	-1,010	-1,010	-1,010	-5,319
Children's Social Workers – mobile technology (from CYP Portfolio)	56	-	-	-	-	56
Net underspends in 11/12 rephased into 12/13	-107	107				-
<b>Revised Care Services Programme</b>	<b>3,619</b>	<b>4,712</b>	<b>1,874</b>	<b>10</b>	<b>10</b>	<b>10,225</b>

#### 3.2 Scheme Rephasing

In reports to both the June and July meetings, the Executive was informed of the final outturn for capital expenditure in 2011/12 and noted that the overall level of slippage into later years (some £6.9m) was significantly lower than in previous years. Slippage of capital spending estimates has been a recurring theme over the years and Members were pleased to note that, following a review of the system for capital monitoring and for estimating the phasing of expenditure, carried out after the 2010/11 final outturn, a more realistic approach towards anticipating slippage was taken in setting the revised estimates in February. Only £107k of the overall slippage from 2011/12 into 2012/13 related to Care Services Portfolio schemes and this is analysed in the following table. At this early stage in the year, no other variations on 2012/13 estimates have been identified.

Scheme slippage from 2011/12 into 2012/13	2011/12 Budget (Feb 12)	2011/12 Outturn	2011/12 Under/Over spend	2012/13 Budget (Feb12)	Slippage from 2011/12	2012/13 Revised Budget
	£000	£000	£000	£000	£000	£000
PCT LD Reprovision programme	3,094	3,536	+442	1,865	-442	1,423
Care homes – decanting costs	400	-	-400	102	400	502
Social care IT infrastructure	56	41	-15	27	15	42
Supporting Independence – Extra Care Housing	-	1	1	20	-1	19
Transforming social care	70	-	-70	-	70	70
Star Lane Traveller Site	50	41	-9	200	9	209
Children's Social Workers – mobile technology	56	-	-56	-	56	56
<b>TOTAL SLIPPAGE</b>			<b>-107</b>		<b>107</b>	

## 2011/12 Capital Programme outturn – other issues (Post Completion Reviews)

3.3 Under approved Capital Programme procedures, capital schemes should be subject to a post-completion review within one year of completion. Following the major slippage of expenditure at the end of 2010/11, Members confirmed the importance of these as part of the overall capital monitoring framework. These reviews should compare actual expenditure against budget and evaluate the achievement of the scheme's non-financial objectives. While no post-completion reports are currently due for completed Care Services schemes, this quarterly report will monitor the future position and will highlight any future reports required.

### 4. POLICY IMPLICATIONS

4.1 Capital Programme monitoring and review is part of the planning and review process for all services. The capital review process requires Chief Officers to ensure that bids for capital investment provide value for money and match Council plans and priorities.

### 5. FINANCIAL IMPLICATIONS

5.1 These were reported in full to the Executive on 25<sup>th</sup> July 2012. Changes agreed by the Executive for the Care Services Portfolio Capital Programme are set out in the table in paragraph 3.1.

<b>Non-Applicable Sections:</b>	Legal and Personnel Implications
Background Documents: (Access via Contact Officer)	Departmental monitoring returns June 2012. Approved Capital Programme (Executive 1/2/12). Capital Programme Outturn 2011/12 report (Executive 20/6/12) and Q1 monitoring report (Executive 25/7/12).



## CARE SERVICES PORTFOLIO - APPROVED CAPITAL PROGRAMME 25th JULY 2012

Capital Scheme/Project	Total Approved Estimate	Actual to 31.3.12	Estimate 2012/13	Estimate 2013/14	Estimate 2014/15	Estimate 2015/16	Responsible Officer	Remarks
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's		
<b>SOCIAL CARE</b>								
Care Standards Act 2000 Requirements - general	500	187	225	88			Lorna Blackwood	
Learning Disability Day Centre	2310	767	450	1093			Lorna Blackwood	Capital receipt £2.54m
Care Homes - improvements to environment for older people	290	269	21				Lorna Blackwood	100% government grant
PCT Learning Disability reprovion programme	10379	8956	1423				Colin Lusted	Fully funded by PCT
Care Home reprovion - decanting costs	1500	998	502				Lorna Blackwood	To be met from capital receipts from disposal of homes
Social care grant - 2010/11 and prior years	558	0	558				Lorna Blackwood	100% government grant
Social care grant - 2011/12 and 2012/13 settlement	1228	0	621	607			Lorna Blackwood	100% government grant
Mental health grant	331	5	250	76			Lorna Blackwood	100% government grant
Social Care IT Infrastructure	233	191	42				Helen Stewart	100% government grant
Supporting Independence - Extra Care Housing	20	1	19				Lorna Blackwood	100% government grant
Transforming Social care	145	75	70				Helen Stewart	100% government grant
Mobile technology to support children's social workers	71	15	56				Kay Weiss	100% grant
Feasibility Studies	40	0	10	10	10	10	David Bradshaw	
<b>TOTAL ADULT SOCIAL CARE</b>	<b>17605</b>	<b>11464</b>	<b>4247</b>	<b>1874</b>	<b>10</b>	<b>10</b>		
<b>HOUSING</b>								
Shared ownership housing - Bromley NHS PCT project	320	64	256				Lorna Blackwood	100% Learning Disability Development Fund
<b>TOTAL HOUSING</b>	<b>320</b>	<b>64</b>	<b>256</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>OTHER</b>								
Star Lane Traveller Site	250	41	209				Sara Bowrey	Urgent water and drainage works (statutory duty)
<b>TOTAL OTHER</b>	<b>250</b>	<b>41</b>	<b>209</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL CARE SERVICES PORTFOLIO</b>	<b>18175</b>	<b>11569</b>	<b>4712</b>	<b>1874</b>	<b>10</b>	<b>10</b>		

This page is left intentionally blank

Report No.  
Res12120A

London Borough of Bromley

PART ONE - PUBLIC

---

**Decision Maker:** **Renewal & Recreation PDS Committee**  
**Care Services PDS Committee**

**Date:** 10<sup>th</sup> July 2012/4<sup>th</sup> September 2012

**Decision Type:** Non-Urgent                      Non-Executive                      Non-Key

**Title:** **COUNCIL MOTION – HOUSING NEED**

**Contact Officer:** Graham Walton, Democratic Services Manager  
Tel: 020 8461 7743 E-mail: graham.walton@bromley.gov.uk

**Chief Officer:** Mark Bowen, Director of Resources

**Ward:** N/A

---

1. Reason for report

- 1.1 At the meeting of the Council on 25<sup>th</sup> June 2012, a motion was approved asking the Care Services and Renewal and Recreation PDS Committees to set up a working group to consider housing need in the borough. Renewal and Recreation PDS Committee on 10<sup>th</sup> July agreed that the working group should be set up and nominated Councillors Kathy Bance, Nicky Dykes and John Ince as members.
- 

2. **RECOMMENDATION(S)**

- 2.1 **That the Committee agrees that a Housing Working Group be set up and nominates Members to serve on it.**

### Corporate Policy

1. Policy Status: Not Applicable:
  2. BBB Priority: Supporting Independence:
- 

### Financial

1. Cost of proposal: No Cost: The Working Group will be supported by officers from within existing resources.
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £320,320
  5. Source of funding: 2012/13 Revenue budget
- 

### Staff

1. Number of staff (current and additional): There are 8 posts (7.22fte) in the Democratic Services Team
  2. If from existing staff resources, number of staff hours: N/A
- 

### Legal

1. Legal Requirement: None:
  2. Call-in: Not Applicable: This report does not involve an executive decision.
- 

### Customer Impact

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

### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 At the meeting of the Council a motion, proposed by Councillor Peter Fookes and seconded by Cllr Kathy Bance, was considered concerning housing need in the borough. After amendment the motion was unanimously approved in the following terms –

**“This Council resolves that the Care Services PDS Committee and the Renewal and Recreation PDS Committee should set up a Housing Working Party to address the increasing problems of housing need in this borough”**

- 3.2 Both Committees have been requested to consider this and to nominate a small number of members to make up the Working Group. Renewal and Recreation PDS Committee on 10<sup>th</sup> July agreed that the working group should be set up and nominated Councillors Bance, Dykes and Ince. The draft minutes from that meeting are attached as appendix 1.

<b>Non-Applicable Sections:</b>	Policy/Financial/Legal/Personnel
Background Documents: (Access via Contact Officer)	Council minutes 25 <sup>th</sup> June 2012

**Renewal and Recreation PDS Committee****Draft Minutes – 10<sup>th</sup> July 2012****12 COUNCIL MOTION - HOUSING NEED**

Report RES12120

In June 2012, Members of the Council approved the setting-up of a working group to consider housing needs within the Borough. The group should comprise Members of both the Renewal and Recreation PDS Committee and the Care Services PDS Committee.

Members were in favour of the establishment of a working group. Although responsible for setting its own terms of reference, it was suggested that the group restrict itself to the consideration of housing policies and strategies.

Councillors Ince, Bance and Dykes were nominated to serve as Members of the Working Group.

**RESOLVED that:-**

- 1 a Housing Working Group comprised of Members from both the Renewal and Recreation PDS Committee and the Care Services PDS Committee be set up; and**
- 2 Councillors John Ince, Kathy Bance and Nicky Dykes be appointed from the R&R PDS Committee to serve as Members of the Working Group.**

## CARE SERVICES PORTFOLIO HOLDER BRIEFING

The briefing comprises:

- Previous Part 1 Decisions of the Care Services Portfolio Holder taken since the Committee's previous meeting
- Bromley Safeguarding Adults Board 2011/12 Annual Report
- Annual Update Report on Bromley Youth Offending Team Partnership 2011/12
- Outcomes from the Ofsted Thematic Inspection of Safeguarding Disabled Children
- Outcome of Ofsted Inspection of Local Authority Arrangements for the Protection of Children
- ECS Contract Activity Report July to December 2012
- LB Bromley Response to the Consultation on Proposed Changes to Health Scrutiny

*Please note that Members and Co-opted Members have been provided with copies of the briefing under separate cover via email. The briefing is also available on the Council's website at the following link:*

<http://cds.bromley.gov.uk/ieListDocuments.aspx?CId=559&MId=4307&Ver=4>

Printed copies of the briefing are available upon request by contacting Lynn Hill on 020 8461 7700 or by email at [lynn.hill@bromley.gov.uk](mailto:lynn.hill@bromley.gov.uk).

This page is left intentionally blank