

**Decision Maker** EXECUTIVE

**Pre decision scrutiny by Care Services Policy, Development and Scrutiny Committee on the 11<sup>th</sup> March 2014**

**Date:** 2nd April 2014

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

**Title:** **UPDATE ON NEW NATIONAL ADULT SOCIAL CARE DATA FUNDING**

**Contact Officer:** Anne Watts, Assistant Director Strategic Business Support Services  
Tel: 020 8313 4618 E-mail: anne.watts@bromley.gov.uk

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

**Ward:** (All Wards)

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1. Reason for report

- 1.1 In July 2013 the Department of Health announced new burden funding to support the development and implementation of new adult social care and financial statutory reporting during this financial year and 2014/15. This authority received a non-ring fenced grant of £59,058 to support the cost of these new statutory requirements. On 11th September 2013 the Executive agreed the drawdown of the non-ring fenced grant from the central contingency to support the Education Care and Health Services and Finance Departments implement these new statutory reporting requirements. The Executive also asked that a project update be provided at regular intervals and this report provides the first update, five months into the project.
- 1.2 Currently it is estimated that there will be a reduction of £16,000 in the use of the non-ring fenced grant as it has been possible to absorb some staffing costs into revenue budgets. The next update on progress with this project is due in six months when further details on actual costs will be available.

2. **RECOMMENDATION(S)**

- 2.1 **The Care Services PDS Committee is asked to consider and provide comments on this progress report which is due to be considered by the Executive on 2 April 2014.**
- 2.2 **The Executive is asked to approve the carry forward of £33,000 of the non-ring fenced grant to 14/15 and agree the return of an estimated underspend of £16,000 back to general balances.**

### Corporate Policy

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

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

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

### Legal

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

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): N/A
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### Ward Councillor Views

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

### 3. COMMENTARY

- 3.1 National data collections for Social care have traditionally focused on counting activities and processes and provide little detail about the outcomes of care delivered by local authority services. Current Government policy, as set out in the White Paper *caring for our future: reforming care and support*, seeks to shift this emphasis to delivering and evidencing best outcomes to people and their carers.
- 3.2 During 2011/12 the Department of Health and the Health Social Care Information Centre developed a new outcome based framework and a range of new statutory returns for phased implementation by Local Authorities during 2013/14 and 2014/15.
- 3.3 The Local Authority Social Services Letter (LASSL(DH)(2013)2 issued on the 26 July 2013 by the Department of Health announced new burden funding to support the development and implementation of the these new requirements and the London Borough of Bromley received a non-ring fenced grant of £59,058.
- 3.4 On 11th September the Executive agreed the drawdown of this non-ring fenced grant from the central contingency to support the Education Care and Health Services and Finance Departments implement these new statutory reporting requirements. The Executive also asked that a project update be provided at regular intervals and this report provides the first update, five months into the project. Below is a summary of the changes to the statutory returns and progress against the original proposals for use of the grant. Currently it is estimated that there will be a reduction of £16,000 in the use of this grant funding as it has been possible to absorb some staffing costs into revenue budgets. A further update will be provided in 6 months when more detailed actual costs are known.

#### Changes to the Statutory Returns

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

#### Progress against the original proposals for use of the Grant

- 3.6 The following table provides an update on progress and spend against the original proposals reported to the Executive on 11 September 2013.

Project Resource	Estimated Costs	Outcome	Update
Business Project resource to implement the Equalities & Classifications Framework, Short and Long Term and revised Abuse of Vulnerable adult's statutory returns in to	£16,000	Social care business process amended to the Equalities & Classifications framework. Case Management system updated to reflect revised business	Project Officer appointed until November 2014. Cost has been covered by efficiencies in Performance and Information service

<b>Project Resource</b>	<b>Estimated Costs</b>	<b>Outcome</b>	<b>Update</b>
social care business processes and the current social care information management system.		processes and data collection in place from the 1/4/2013. Annual statutory outputs are developed.	ECHS. Reduction in use of Grant = £16,000
10 days consultancy from the current case management system supplier, to work with the Project resource to ensure changes and amendments to the current case management system and finance processes meet the requirements on the new zero based review returns.  This is based on 10 days at £850 / day	£8,500	CareFirst is re-aligned to the new information collection returns, whilst ensuring that the social care business processes still remain efficient and effective, with no undue burden being placed on frontline staff.	This phase has not yet begun but it is likely that the consultancy requirement will be less than 10 days. The next project update will advise on revised costs in this area.  Spend to date Nil
Finance Project resource to implement the Adult Social Care Finance Return (ASC-FR) statutory returns in to social care payment processes, ensuring the appropriate amendments and changes are made to the Council Financial Management system and monthly financial monitoring outputs	£16,000	Finance payment processes for social care services amended to support the Equalities & Classification framework, Adult Social Care Finance Return (ASC-FR) and The Short & Long Term Support (SALT) statutory return.  Case Management system updated to reflect revised business payment processes and data collection in place from the 1/4/2013.  Annual statutory financial outputs are developed.	Project Officer appointed by Finance.  Expenditure to end of 13/14 will be £10,000. Requirement for 13/14 estimated not to exceed a further £6,000.
Planned Temporary resources to implement the required changes across all the current services agreements held in CareFirst prior to the start of the new financial year.  This will be short term four temporary data entry staff to complete a range of data change tasks on CareFirst during March 2014	£6,000	Planned changes to the case management system will require resources to update all current information held in the system to enable.	This is a later phase in the project. Therefore costs not yet known but savings may be possible by utilising existing staff more effectively – this is dependent on staff working additional hours.  Spend to date Nil
Staff Training in new process	£12,558	Programme of staff training in the revised business processes and CareFirst amendments.	This is a later phase in the project. Therefore costs not yet known but savings may be possible.  Spend to date Nil
<b>Total</b>	<b>£59,058</b>		<b>£16,000 reduction in use of grant</b>

3.7 Actions to date include the appointment of a project officer (BR9) for a year to co-ordinate the resources required to deliver the project. The post is placed in the Performance and Information team and has been funded by efficiencies made in the team, thereby offering a reduction in the estimated grant spend of £16,000.

- 3.8 A project group has been established comprising staff from Performance and Information, Care First Support services and Finance to oversee and co-ordinate activity.
- 3.9 Changes to the current social care case management system, Care First are under way, and the new range of base line data required for 2014/15 has been completed. The next phase will be to provide training and information to staff on how to record the new information from April 2014.
- 3.10 This phase will also include the updating of all existing client information to take account of the changes which will be done by utilising some staff resource in the Performance and information service and the recruitment of temporary staff. It is hoped that additional savings may be possible during this phase but this is dependent on the time it will take to ensure case records are correct and this is as yet untested.

**4. POLICY IMPLICATIONS**

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

**5. FINANCIAL IMPLICATIONS**

The local authority has received a non-ring fenced grant to support the re-development of business processes and data collection to implement outcomes of the zero based review of national adult social care data collections, resulting in the new range of adult social care statutory annual data collections required of the Council. £33,000 of this grant is estimated to be required in 2014/15 and will need to be carried forward into the new financial year

**6. LEGAL IMPLICATIONS**

If this work is not completed, the Council will not be able to comply with central government statutory requirements in respect of submitting the new statutory returns as defined in 3.1 to 3.10.

**7. PERSONNEL IMPLICATIONS**

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

<b>Non-Applicable Sections:</b>	N/A
Background Documents: (Access via Contact Officer)	