

AMENDED AGENDA
CITY & COUNTY OF SWANSEA
CABINET

At: Committee Room 1, Civic Centre, Swansea.

On: Tuesday, 18 November 2014

Time: 5.00 pm

AGENDA

1. **Apologies for Absence.**
2. **Disclosures of Personal and Prejudicial Interests.** 1 - 2
3. **Minutes.** 3 - 10
To approve and sign as a correct record the Minutes of the meeting of Cabinet held on 21 October 2014.
4. **Leader of the Council's Report(s).**
5. **Public Question Time.**
6. **Councillors' Question Time.**
7. **Scrutiny Report(s): - None.**
8. **Report(s) of the Cabinet Member for Communities & Housing: -**
8.a National Home Improvement Loan Scheme - Loan Agreement with Welsh Government. 11 - 14
9. **Report(s) of the Cabinet Member for Education: -**
9.a Local Authority Governor Appointments. 15 - 16
10. **Report(s) of the Cabinet Member for Finance and Strategy: -**
10.a Revenue and Capital Budget Monitoring - 2nd Quarter 2014/15. 17 - 24
10.b External Funding Panel. 25 - 29
11. **Report(s) of the Cabinet Member for Services for Children & Young People: -**
11.a Evaluation of the Reconfigured Children's Residential Service. 30 - 47
12. **Report(s) of the Cabinet Member for Adults and Vulnerable People.**
12.a Supporting People Programme Grant (SPPG) Local Commissioning Plan. 48 - 106

- 13. Report(s) of the Cabinet Member for Wellbeing & Healthy City: -**
- 13.a Western Bay Programme - Regional Substance Misuse Area Planning Board. **107 - 166**
- 13.b Proposed Lease of Underhill Park to Mumbles Community Association. **167 - 177**



Patrick Arran
Head of Legal, Democratic Services & Procurement
Wednesday, 5 November 2014

Contact: Democratic Services - 636820

CABINET (10)

Labour Councillors:

Mark C Child	Clive Lloyd
William Evans	Jennifer A Raynor
Robert Francis-Davies	Christine Richards (Deputy Leader)
Jane E C Harris	Rob C Stewart (Leader)
David H Hopkins	Mark Thomas

Officers:

Jack Straw	Chief Executive
Phil Roberts	Director of Place
Dean Taylor	Director of Corporate Services
Chris Sivers	Director of People
Arwyn Thomas	Chief Education Officer
Deborah Driffield	Chief Social Services Officer
Mike Hawes	Head of Financial Services
Lee Wenham	Head of Marketing, Communications & Scrutiny
Steve Rees	Head of Human Resources
Patrick Arran	Head of Legal, Democratic Services & Procurement – Electronic and hard copy
Tracey Meredith	Deputy Head of Legal, Democratic Services & Procurement - Electronic and hard copy
Huw Evans	Head of Democratic Services
Democratic Services	1 Copy
Patrick Fletcher	Communications
Scrutiny Team	1 Copy
Archives	1 Copy
CAC, Licensing & DMC Chairs	7 Copies
Various Councillors	10 Copies
All Other Councillors	Via e mail

Total Copies Needed:

57 Full & 10 Public

Disclosures of Interest

To receive Disclosures of Interest from Councillors and Officers

Councillors

Councillors Interests are made in accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea. You must disclose orally to the meeting the existence and nature of that interest.

NOTE: You are requested to identify the Agenda Item / Minute No. / Planning Application No. and Subject Matter to which that interest relates and to enter all declared interests on the sheet provided for that purpose at the meeting.

1. If you have a **Personal Interest** as set out in **Paragraph 10** of the Code, you **MAY STAY, SPEAK AND VOTE** unless it is also a Prejudicial Interest.
2. If you have a Personal Interest which is also a **Prejudicial Interest** as set out in **Paragraph 12** of the Code, then subject to point 3 below, you **MUST WITHDRAW** from the meeting (unless you have obtained a dispensation from the Authority's Standards Committee)
3. Where you have a Prejudicial Interest you may attend the meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, **provided** that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. In such a case, you **must withdraw from the meeting immediately after the period for making representations, answering questions, or giving evidence relating to the business has ended**, and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration (**Paragraph 14** of the Code).
4. Where you have agreement from the Monitoring Officer that the information relating to your Personal Interest is **sensitive information**, as set out in **Paragraph 16** of the Code of Conduct, your obligation to disclose such information is replaced with an obligation to disclose the existence of a personal interest and to confirm that the Monitoring Officer has agreed that the nature of such personal interest is sensitive information.
5. If you are relying on a **grant of a dispensation** by the Standards Committee, you must, before the matter is under consideration:
 - i) Disclose orally both the interest concerned and the existence of the dispensation; and
 - ii) Before or immediately after the close of the meeting give written notification to the Authority containing:

- a) Details of the prejudicial interest;
- b) Details of the business to which the prejudicial interest relates;
- c) Details of, and the date on which, the dispensation was granted; and
- d) Your signature

Officers

Financial Interests

1. If an Officer has a financial interest in any matter which arises for decision at any meeting to which the Officer is reporting or at which the Officer is in attendance involving any member of the Council and /or any third party the Officer shall declare an interest in that matter and take no part in the consideration or determination of the matter and shall withdraw from the meeting while that matter is considered. Any such declaration made in a meeting of a constitutional body shall be recorded in the minutes of that meeting. No Officer shall make a report to a meeting for a decision to be made on any matter in which s/he has a financial interest.
2. A "financial interest" is defined as any interest affecting the financial position of the Officer, either to his/her benefit or to his/her detriment. It also includes an interest on the same basis for any member of the Officers family or a close friend and any company firm or business from which an Officer or a member of his/her family receives any remuneration. There is no financial interest for an Officer where a decision on a report affects all of the Officers of the Council or all of the officers in a Department or Service.

CITY AND COUNTY OF SWANSEA

MINUTES OF THE CABINET

HELD AT THE CIVIC CENTRE ,SWANSEA ON TUESDAY, 21 OCTOBER
2014 AT 5.00 PM

PRESENT: Councillor R C Stewart (Leader) Presided

Councillor(s)	Councillor(s)	Councillor(s)
W Evans	D H Hopkins	C Richards
R Francis-Davies	C E Lloyd	M Thomas
J E C Harris	J A Raynor	

92. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor M C Child.

93. **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the provisions of the Code of Conduct adopted by the City and County of Swansea the following interest was declared.

Councillors

Councillor C Richards- Personal and Prejudicial - Minute No. 107 – Proposed Land Exchange at Parc Morfa - Director of Stadium Company. Councillor C Richards left the meeting prior to consideration of this item.

94. **MINUTES.**

RESOLVED that the Minutes of the Meeting of Cabinet held on 23 September 2014, be approved as a correct record.

95. **LEADER OF THE COUNCIL'S REPORT(S).**

None.

96. **PUBLIC QUESTION TIME.**

Questions were asked by Mr Jenkins, Ms Anthony and Ms Watkins in respect of Minute No. 105 – Children and Young People's Rights Scheme. The Leader and Deputy Leader responded accordingly.

97. **COUNCILLORS' QUESTION TIME.**

None.

98. **SCRUTINY INQUIRY INTO PUBLIC ENGAGEMENT.**

Councillor J A Hale, Convener of the Public Engagement Inquiry Panel presented the findings, conclusions and recommendations resulting from the Panel's Inquiry into Public Engagement.

CABINET DECISION

That the Cabinet Member for Transformation and Performance prepare a written response within 3 months for Cabinet decision on the scrutiny recommendations.

Policy Framework

Council Constitution.

Reason for Decision

To consider and action the recommendations made by the Scrutiny Inquiry Panel.

Consultation

Legal and Finance.

99. **REFORM OF THE HOUSING REVENUE ACCOUNT SUBSIDY SYSTEM.**

The Cabinet Member for Communities & Housing submitted a report which set out the planned reform of the Housing Revenue Account Subsidy System (HRAS) in Wales, the implications for the Council and the key actions required by the Council to implement the changes.

CABINET DECISION

That:

- 1) The Council enter into the Voluntary Agreement to exit the Housing Revenue Account Subsidy system along the lines set out in this report and to undertake sufficient borrowing to meet its share of the settlement.
- 2) Authority be delegated to the Director of Place and the Head of Finance to enter into the Voluntary Agreement and to determine the accounting and debt management policy of legacy and additional borrowing.

Policy Framework

Local Housing Strategy.

Reason for Decision

To ensure all necessary preparations and key decisions have been made to implement the changes.

Consultation

Legal, Finance and Access to Services.

100. **LOCAL AUTHORITY GOVERNOR APPOINTMENTS.**

The Cabinet Member for Education presented a report which sought approval of the nomination submitted to fill LA Governor vacancies on School Governing Bodies.

CABINET DECISION

That the following nominations be approved as recommended by the LA Governor Appointment Panel:

Clase Primary School - Mrs Lesley Evans

Pennard Primary School - Councillor Des Thomas

Policy Framework

Policy and Procedure for Appointment of LA Governors as amended by Council on 23 October 2008.

Reason for Decision

To ensure vacancies are to be filled expeditiously.

Consultation

Education, Legal and Finance.

101. **BOULEVARD AND WATERFRONT CONNECTIONS PUBLIC ART PROJECTS**

The Cabinet Member for Enterprise, Development & Regeneration submitted a report which presented the proposals for public art projects.

CABINET DECISION

That:-

- 1) The public art proposals for the Boulevard and Waterfront Connections areas as outlined in the report be noted.

- 2) The Director of Place in consultation with the Cabinet Member for Enterprise Development & Regeneration be authorised to finalise the public art feature in the Museum Green area.
- 3) The Director of Place in conjunction with the Chief Operating Officer and the Head of Legal and Democratic Services and Procurement be authorised to negotiate and finalise the terms of any legal document including Variation of Leases necessary to progress the Projects.

Policy Framework

City Centre Strategic Framework.

Reason for Decision

To provide awareness of the public art proposals prior to formal planning applications being submitted.

Consultation

Legal, Finance and Access to Services.

102. **PERMISSION TO APPLY FOR PLANNING CONSENT AT BAILING PLANT WASTE RECYCLING CENTRES.**

The Cabinet Member for Environment and Transportation presented a report which sought approval to apply for planning consent to improve the recycling facilities at the Authority's Bailing Plant and Garngoch and Penlan Household Waste Recycling Facilities (HWRC's).

CABINET DECISION

That the submission of planning applications in respect of the following be approved:

- 1) To provide a purpose built facility for the storage, testing, repair and sale of discarded Waste Electronic and Electrical Equipment (WEEE) and other general waste for the purpose of Recycling/ reuse. A canteen/ café facility is also to be incorporated.
- 2) To extend both the Garngoch and Penlan Household Waste Recycling Centres in order to provide improved recycling facilities for residents in order to improve recycling performance.

Policy Framework

Waste Strategy.

Reason for Decision

Corporate Improvement Plan Objective 4.

Consultation

Legal, Finance and Access to Services.

103. **ICT & INFORMATION STRATEGY 2014-2019.**

The Cabinet Member for Transformation & Performance presented a report which provided Cabinet with an initial strategy to approve. The Director of Corporate Services stated that this strategy identified the key objectives and priorities for the next three to five years which would be updated in December. Cabinet noted that this strategy equally addressed the need to strengthen information management and governance.

CABINET DECISION

That Cabinet endorse the ICT and Information Management Strategy.

Policy Framework

None.

Reason for Decision

To endorse the Strategy.

Consultation

Legal, Finance and Access to Services.

104. **MID TERM BUDGET STATEMENT.**

The Section 151 Officer presented a report which set out the latest position with regard to the 2014/15 Revenue and Capital Budgets together with an initial assessment of the 2015/16 Revenue and Capital Funding positions and updated the Medium Term Financial Plan(MTFP).

CABINET DECISION

That Cabinet:

- 1) Noted the position as shown in Section 2 of the report in respect of the 2014/15 Revenue Budget and actions being taken to achieve a balanced outcome for the year.
- 2) Noted the forecast Revenue position for 2015/16 and the MTFP period as shown in Section 7 of the report and agreed the amounts shown as forming the agreed planning position at this point in time.

- 3) Noted the indicative funding position re Delegated Schools' budgets shown in Section 8 of the report and detailed proposals for funding schools would be presented at a subsequent meeting of Cabinet following discussions with the Schools budget forum.

Policy Framework

Sustainable Swansea – Fit for the Future.

Reason for Decision

To agree control totals in respect of the likely overall budget and savings requirements for 2015/16 and the Medium Term Financial Plan.

Consultation

Legal, Access to Services and Executive Board.

105. **CHILDREN AND YOUNG PEOPLE'S RIGHTS SCHEME.**

The Cabinet Member for Services for Children and Young People submitted a report which presented the Children and Young People's Rights Scheme for Swansea and set out arrangements to ensure compliance of the United Nations Convention on the Rights of the Child (1989) (UNCRC).

CABINET DECISION

Cabinet agreed that the Children and Young People's Rights Scheme be formally adopted and launched on 20 November 2014.

Policy Framework

Children and Young People Charter (1999)
Strategy for the Engagement of Children and
Young People (2005)
Children and Young People Plan (2011-2014)

Reason for Decision

In September 2013 Council agreed to create a due regard duty and embed the United Nations Convention on the Rights of the Child (UNCRC) 1989 within the Authority's Policy Framework, and to mainstream positive approaches to the rights of children and young people within the policy and functions of the City and County of Swansea.

The development of a Children & Young People's Rights Scheme implements this decision and agreement is sought from Cabinet for formal adoption of the Scheme and publication and launch on 20 November 2014.

Consultation

Legal, Finance and Access to Services, Executive Board.

106. **EXCLUSION OF THE PUBLIC.**

Cabinet were requested to exclude the public from the meeting during consideration of the item of business identified in the recommendations to the report on the grounds that they involve the likely disclosure of exempt information as set out in the exclusion paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007 relevant to the items of business set out in the report.

Cabinet considered the Public Interest Test in deciding whether to exclude the public from the meeting for the item of business where the Public Interest Test was relevant as set out in the report.

RESOLVED that the public be excluded for the following items of business.

(CLOSED SESSION)

107. **PROPOSED LAND EXCHANGE AT PARC MORFA, LANDORE, SWANSEA.**

The Cabinet Member for Enterprise, Development and Regeneration submitted a report regarding the proposed land exchange at Parc Morfa, Landore.

CABINET DECISION

That the recommendations as detailed in the report, be approved.

Policy Framework

Swansea 2020 and the River Tawe Corridor Strategy.

Reason for Decision

To enable officers to proceed with the exchange of land.

Consultation

Finance, Legal and Corporate Building & Property Services.

108. **REVISED WASTE CAPITAL PROGRAMME.**

The Cabinet Member for Environment & Transportation presented a report regarding the revised Waste Capital Programme.

CABINET DECISION

That the recommendations, as detailed in the report be approved.

Policy Framework

The Revenue and Capital Budget

Reason for Decision

To comply with Financial Procedure Rule No. 7, to include new or revised schemes in the Capital Programme.

Consultation

Legal, Finance and Access to Services.

The meeting ended at 6.00 p.m.

Published on 22 October 2014

CHAIR

Report of the Cabinet Member for Communities & Housing

Cabinet – 18 November 2014

NATIONAL HOME IMPROVEMENT LOAN SCHEME – LOAN AGREEMENT WITH WELSH GOVERNMENT

Purpose:	To consider the Welsh Government (WG) National Home Improvement Loan scheme and enter into an agreement with WG to accept the loan funding for the purposes of issuing loans to applicants.
Policy Framework:	Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017.
Reason for Decision:	To seek approval to enter into an agreement with WG to receive the loan fund. To comply with FPR7.
Consultation:	Legal, Finance and Access to Services.
Recommendation(s):	It is recommended that: 1) Cabinet approves the entering into a loan agreement with WG and receipt of the loan fund to meet FPR7 requirements.
Report Author:	Mark Wade
Finance Officer:	Jeff Dong/Jayne James
Legal Officer:	Debbie Smith
Access to Services Officer:	Phil Couch

1.0 Introduction

- 1.1 The National Home Improvement Loans Scheme is a Welsh Government (WG) initiative to offer interest free loans to help improve the quality and supply of housing. A total of £5m is available to homeowners across Wales in 2014/15. The City and County of Swansea's allocation is £379,764. The same amount will be available to the City and County of Swansea in 2015/16.
- 1.2 The loan fund is interest free and will be available to the Council to lend to loan applicants for a maximum of 15 years. The loan fund must be repaid by the Council to WG by 31st March 2030. Money repaid to the Council before this date can be recycled to new applicants. The fund will be managed to ensure loans are recovered from applicants in time to return it to WG by 2030.
- 1.3 Loans are available for the repair or conversion of properties to make them safe, warm and/or secure. Individuals and companies can apply for a loan. Priority will be given to owner occupiers over landlords/developers. Where landlords do apply, priority will be given to those proposing to let properties at affordable rent levels. The scheme will also consider applications for loans to convert commercial properties into residential accommodation.
- 1.4 WG rules state the maximum loan amount will be £25,000 per property or unit, up to a total maximum of £150,000, per applicant. The loans are interest free, providing there is no default on the loan. WG rules also state loans for landlords /developers must be repaid within 5 years but can be extended up to 10 years where the loan is provided for an owner occupier.

2.0 Delivery

- 2.1 WG have stipulated that they wish to see consistency of approach in loan policy terms across regions. The City and County of Swansea is part of the Western Bay Region. A consistent range of loan products will be available to applicants in Swansea, Neath Port Talbot and Bridgend.

3.0 Equality and Engagement Implications

- 3.1 The Access to Services Team has advised that an equality impact assessment (EIA) is not required.

4.0 Financial Implications

- 4.1 The City and County of Swansea will receive £379,764 from WG for 2014/15 and the same amount in 2015/16. In addition WG have indicated a further £759,527 will be allocated to City & County of Swansea in 2015/16 for use as Houses into Homes loans for empty properties. This

will be detailed in the loan agreement with WG. The Houses into Homes loan scheme was approved by Council on 20th September 2012.

- 4.2 A fee to cover the Councils costs of administering National Home Improvement loans is payable by the applicant. This fee can be included in the loan amount. Fees will be detailed in an addendum to the Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017 which will be presented to Council for approval via a separate report. The scheme will be fully administered by Housing using existing revenue resources.
- 4.3 The City and County of Swansea is not required to invest any capital or additional revenue resources into this scheme.
- 4.4 There are financial risks associated with this scheme arising from applicants defaulting on a loan. Risk will be mitigated by proper financial checks and diligence at the application stage. A maximum loan to property value ratio will be set and all loans will be secured on the property to register the Councils interest as a legal charge. This will allow robust debt recovery should the need arise.
- 4.5 The default rate is estimated at 5% of the loan fund. This is based on the experience of similar schemes administered in England. WG have undertaken to share the risk equally with Local Authorities in relation to applicants defaulting on loans up to a maximum of 5% of the loan fund. Any defaults over 5% will be borne by the Council. An amount of £18,988, equivalent to 2.5% of the loan fund, will be set aside from Housing General Fund capital budgets to account for the City and County of Swansea's share of the anticipated default rate. The same amount will be set aside to cover defaults against the additional Houses to Homes funding referred to in para 4.1.

5.0 Legal Implications

- 5.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ("the RRO") empowers local housing authorities to provide assistance to improve living conditions in their area, and requires them to adopt and publish a policy in accordance with which the power is to be exercised.
- 5.2 Under the RRO discretionary assistance may be provided in any form, and may be unconditional or subject to conditions, including conditions as to the repayment of the assistance or of its value (in whole or in part), or the making of a contribution towards the assisted work, and may require security, including a charge on the property.
- 5.3 The Private Sector Housing Renewal and Disabled Adaptations: Policy to Provide Assistance 2012-2017 will need to be amended to ensure that the Council is able to issue loans under the National Home Improvement

Loan scheme locally. The addendum to the policy will be presented to Council for approval via a separate report.

- 5.4 The loan fund is available to the Council for a maximum of 15 years and must be repaid to WG by 31st March 2030. The loan fund will be made available to the Council subject to acceptance of WG terms and conditions. Legal Services have been consulted on the terms and conditions and advise, subject to Cabinet approval, they are suitable for acceptance.

Background Papers: None.

Appendices: None.

Report of the Cabinet Member for Education

Cabinet – 18 November 2014

LOCAL AUTHORITY GOVERNOR APPOINTMENTS

Purpose of Report:	To approve the nominations submitted to fill L. A. Governor vacancies in School Governing Bodies.
Policy Framework:	Policy and Procedure for Appointment of L. A. Governors as amended by Council on 23 October 2008.
Reason for Decision:	To ensure vacancies are to be filled expeditiously.
Consultation:	Education, Legal, Finance.
Recommendation:	It is recommended that: - 1) The nominations be approved, as recommended by the LA Governor Appointment Panel.
Report Author:	Allison Gough
Finance Officer:	Ben Smith
Legal Officer:	Stephanie Williams
Access to Services Officer:	Sherill Hopkins

1.0 The nominations referred for approval

1.1 At the meeting of the L.A. Governor Appointment Panel held on 30th October 2014, nominations were recommended for approval as follows:

1. Oystermouth Primary School	Mrs Laura Miles
-------------------------------	-----------------

2. Parkland Primary School	Councillor Huw Rees
----------------------------	---------------------

3. Penclawdd Primary School	Reverend Iain Hodgins
-----------------------------	-----------------------

4. Pentrechwyth Primary School	Mr John Winchester
--------------------------------	--------------------

5. Trallwn Primary School	Councillor Penny Matthews
---------------------------	---------------------------

2.0 Financial Implications

2.1 There are no financial implications for the appointments; all costs will be met from existing budgets.

3.0 Legal Implications

3.1 There are no legal implications associated with this report.

4.0 Equality and Engagement implications

4.1 There are no equality and engagement implications associated with this report.

Background papers: None

Appendices: None

Report of the of the Cabinet Member for Finance and Strategy

Cabinet - 18 November 2014

REVENUE AND CAPITAL BUDGET MONITORING 2nd QUARTER 2014/15

Purpose:	To report on financial monitoring of the 2014/15 revenue and capital budgets.
Policy Framework:	Budget 2014/15 Sustainable Swansea
Reason for Decision:	To note any significant variations from the agreed budget 2014/15 and actions planned to achieve a balanced budget.
Consultation:	Cabinet Members, Corporate management Team, Legal and Access to Services.
Recommendation:	It is recommended that the comments and variations in this report, and the actions in hand to address these, are noted.
Report Author:	Mike Hawes
Finance Officer:	Mike Hawes
Legal Officer:	Sharon Heys
Access to Services Officer:	Sherill Hopkins

1. Introduction

1.1 This report details forecast variations from the agreed budget for 2014/15.

2. Revenue outturn forecast based on September position

2.1 Based on information to date the following is the current forecast year end position for each Directorate:-

Directorate	Forecast variation at year end	Directors comments/current position
Corporate Services	-1.0m	Service expected to be delivered under budget primarily as a result of the Council Tax Reduction scheme.
People – Education	+1.5m	Overspends forecast on 1 to 1 (£100k); Home Tuition/EOTAS (£130k); Employment Training (£416k) based on a grant reduction of £500k; Education Improvement a possible (£424k) due to an in year grant claw back. Slippage in delivery of full savings in Breakfast Club and Cleaning costs (£135k), other shortfalls on savings target of (£386k) as reported on the budget savings tracker. Further management action is being identified to manage the pressures and bring down the potential overspend.
People - Social Services	+0.5m	Child and Family forecasts indicates an underspend in relation to reduced costs in Looked After Children (£350k) this is in line with expectations . On Adult Services, shortfall in savings targets (£600k) as reported on budget savings tracker, overspending on direct payments/domiciliary care (£600k), overspending on Learning Disability and Mental Health (£660k)and safeguarding additional costs (£200k), offset partially by windfall income (£600k) . Care

		home fee costs of £500k traditionally funded from contingency fund once fully evidenced. Further management action is being identified to manage the pressures and bring down the potential overspend.
People - Poverty and Prevention	+0.3m	There is spending pressure which may not be covered by grant in Promoting Inclusion (£100k). There is an overspend /savings shortfall in the Outdoor and Residential Centres (£130k) .Further management action is being identified to manage the pressures and bring down the potential overspend.
Place	0.0m	Cost pressures within Highways and Transportation and Waste will need to be contained either in the service units or failing that within the Directorate.
Total General Fund	£1.3m	
HRA	-0.2m	There are small areas of slippage within the HRA revenue account. Any significant underspend or slippage on the HRA capital could have a major impact on the HRA revenue account in terms of underspends .

Forecast over/underspends included above assume that all cost implications in relation to the implementation of Job Evaluation will be met from existing resources (3.6 below)

2.2 In addition to the Directorate Budgets, The budget approved by Council on 14th February 2014 included a sum of £2.6m relating to workstream savings to be derived during the year.

2.3 The current estimate is some £1.5m is likely to be delivered leaving a shortfall to be made up of some £1.1m.

2.4 The above has to be set against a currently unused provision for inflation of some £1.05m, a currently unallocated sum from Contingency fund of £1.6m (assuming sums set aside for ER/VR

applications is sufficient) and a potential increase in Council tax Revenues of some £400k

2.5 Authority to incur expenditure is delegated to Responsible Officers in accordance with the Council's Constitution. However, this authority does not include a power to exceed agreed budgets. It is the responsibility of Directors and Heads of Service to manage within their budgets and where necessary, identify savings to offset any forecast overspendings.

2.6 It is essential that the overspendings summarised above are contained within existing service budgets.

2.7 Executive Board has strengthened the current arrangements for budget monitoring with the aims of:-

- quicker reporting;
- focus on corrective action;
- increased control;
- and a specific focus on the large scale savings required and built into the 14/15 budget.

2.8 In respect of the large scale savings required for 2014/15 there is a separate budget savings tracker and this is subject to a separate report on this agenda. The two monitoring tools have been reviewed and assessed for consistency of reporting. The two will not be identical as the budget savings tracker measures only savings against agreed targets and otherwise presumes a steady state of no other pressures or issues emerging. The overall budget monitoring focuses on both savings and spend pressures.

3. Contingency fund and inflation provision for 2014/15.

3.1 There is no carry forward of previous years underspendings into the contingency fund for 2014/15. As such the contingency fund is set at the £5.4m contribution set out in the budget report approved by Council on 18th February 2014.

3.2 The provision for inflation held corporately for 2014/15 is £1.049m as approved by Council in the same report. This will be allocated on the basis of proven inflationary pressures on individual budgets. There are currently no proven claims on this sum.

3.3 The estimated calls on the contingency fund at present are:-

Contingency Fund 2014/15	Prediction
	2014/15 (£m)
Contribution for year	5.400
Care Home fees uplift	-0.500
ERVR scheme	-3.000
Additional costs of carbon reduction commitment	-0.180
Property disposals increased staffing costs	-0.050
Balance 31st March	1.670

In line with previous years it is proposed to fund the actual care home fees uplift (current estimate £0.5m) from the contingency fund. There is also an identified potential overspend as a result of increased costs arising from the Carbon Reduction Commitment together with a shortfall in funding to allow property disposals to be brought to market.

Any departures under ER/VR in 2014-15 will again be charged to the contingency fund as a one off cost to release future revenue savings. It would be prudent given the experience in 2013-14 and the accelerated budgetary savings pressures likely to bear upon the authority to increase the assumed call on the contingency for the purposes of funding ER/VRs to £3m.

3.4 It can clearly be seen that the forecast overspends as detailed in Section 2.1 and 2.2 above are likely to be broadly in line with the sums available for financing within the contingency fund, inflation provision and Council tax (see 4.3 below). The overall service specific overspends reported at £1.3m are broadly consistent with the budget delivery savings report which identifies a current forecast £1.3m shortfall on service specific savings.

3.5 It should also be noted that on going discussions with HM Revenue and Customs mean that further VAT refunds and interest on those refunds is likely to result in an additional significant one off windfall. As those negotiations are not concluded it is too early to be specific about exact amounts or timing but there is a significant chance that the refund will arise in 2014/15. The use of these funds will need to be decided.

3.6 All reporting to date is against a budget set which was before Job Evaluation and Single Status implementation. In setting the budget for 2014/15 an additional sum of £4.277m was set aside into earmarked reserves to fund the implementation of single status. A full review of all pay budgets will be undertaken during the autumn to review and reflect upon actual cost experiences both in terms of ongoing pay, and interim pay protection. It remains, as set out and intended in setting the budget

that the £4.277m will be incorporated in to service budgets in 2014-15 and be used to negate the full impact of temporary pay protection and ongoing increased pay costs.

4. Revenue Budget Summary

4.1 The position reported above reflects the best known current position.

4.2 Executive Board have reinforced the expectation that overall net expenditure must be contained within the limits of the current year budget as set by Council.

4.3 It is too early to provide an accurate forecast as to the potential outturn on corporate items such as Council Tax collection which is in itself potentially affected by the effects of welfare reform measures, but offset by an increasing tax base. However, the Council is likely to recover some £400k in terms of additional Council Tax during the year primarily as a result of ongoing work to challenge the level of single person discount being granted by the Council.

4.4 The overall judgement at this point is that there is sufficient flexibility within the overall budget, having due regard to the sums in the contingency fund and the budgeted inflation provision, to contain overall expenditure for the year.

5. Capital Budget

5.1 Expenditure to 30 September 2014 is as follows:

	Budget 2014/15 £'000	Actual to 30/9/14 £'000	% spend
Corporate Services	2,708	245	9%
People	18,647	5,597	30%
Place (including HRA £38.3m)	98,306	23,402	24%
Total	119,661	29,244	24%

Note that for future reports we will amend the Capital Budget to reflect a profiled budget to compare to actual

Expenditure on major schemes is detailed in Appendix 1.

6. Legal Implications

6.1 There are no legal issues contained within this report.

7. Equality and Engagement Implications

7.1 The Revenue budget of the Council was approved following extensive Equality Impact Assessments being undertaken throughout the Budget setting process. It is essential where service levels are affected by changes to the Revenue Budgets (including savings options) that adequate consideration is given to the equality impact of such decisions.

Background papers: - None.

Appendices: Appendix 1 - Capital expenditure on major schemes.

APPENDIX 1

Capital expenditure on major schemes	
	£'000
Resources	
ICT works	175
People	
Burlais school new build	1,758
Glyncollen / Newton refurbishment works	955
Morrison Comp refurbishment	2,355
Place	
Sorting station and bag splitter	343
Carriageway resurfacing	1,356
Lighting energy reduction programme	497
Glyn Vivian refurbishment	646
City Centre Boulevard	2,359
Felindre infrastructure	705
Brangwyn Hall refurbishment	2,181
DFG grants	1,725
HRA door renewal programme	620
HRA WWP Mayhill Phases 1 and 2	655
HRA WWP Penlan Phases 1 and 2	600
HRA WWP West Cross	341
HRA boiler replacement programme	1,307
HRA internal improvements	1,561
HRA adaptations programme	910
Mountain Colliery aftervalue grant clawback by WG (provision)	248
Cwmfelin works site aftervalue grant clawback by WG (provision)	374
Fabian Way plots A6/7 aftervalue grant clawback by WG (provision)	350

Report of the Cabinet Member for Finance and Strategy

Cabinet - 18 November 2014

EXTERNAL FUNDING PANEL

Purpose:	To clarify and amend issues relating to the External Funding Panel.
Policy Framework:	Medium Term Financial Plan; <i>Sustainable Swansea – fit for the future</i>
Reason for Decision:	To clarify issues relating to the External Funding Panel such as membership, quorum etc.
Consultation:	Finance, Legal, Access to Services.
Recommendation(s):	It is recommended that: 1) The Membership of the Panel be approved as outlined in Paragraph 2 below; 2) The quorum of the External Funding Panel and any Sub Panels be a quarter but no fewer than 3 Voting Members; 3) The External Funding Panel shall be allowed to create Sub Panels as it determines in order to consider issues within its Terms of Reference. 4) The “Rural Development Partnership Fund” be added to the terms of reference of the External Funding Panel.
Report Author:	Huw Evans
Finance Officer:	Mike Hawes
Legal Officer:	Nigel Havard
Access to Services Officer:	Euros Owen

1. Introduction

1.1 Cabinet at its meeting on 6 May 2014 established the External Funding Panel. The Panel was created to oversee the Council’s external funding arrangements with two distinct roles:

- a) Oversight of the allocation of all third sector funding across the Council;
- b) Oversight of the Council’s external funding opportunities.

1.2 The Panel has met 3 times since being established and a number of minor issues have come to light that need clarification. The following paragraphs seek to address these issues.

1.3 In order to establish totally clarity, the External Funding Panel is a decision making body.

2. Membership of the External Funding Panel

2.1 The original report of 6 May 2014 outlined the proposed membership of the Panel; however it did not address the status of the membership i.e. would they having voting rights. Additionally, the original membership listed the Leader of the Council and the Finance Cabinet Member as two distinct roles; however following the recent Cabinet restructure this is now one post.

2.2 The Voting Members shall be invited to every Panel Meeting whilst the Observers (Non-Voting Members) shall only be invited when the Panel consider matters relating to their particular areas as outlined below. The Observers (Non-Voting Members) shall have full speaking rights.

2.3 It is proposed that the amended membership of the Panel be as follows:

a) Voting Members

Position	Post Holder
Finance and Strategy Cabinet Member / Leader of the Council	Cllr R C Stewart (Chair)
Anti-Poverty Cabinet Member	Cllr William Evans
Enterprise, Development and Regeneration Cabinet Member	Cllr Robert Francis-Davies
Transformation and Performance Cabinet Member	Cllr Clive E Lloyd
Wellbeing and Healthy City Cabinet Member	Cllr Mark C Child

b) Observers (Non-Voting Members)

Position	Post Holder(s)
Cabinet Members - Invited by the Chair if he deems the items under discussion are relevant	
Attend for Third Sector Matters Only 2 x Representatives from the Third Sector (To be nominated by the Third Sector Working Group)	Carol Green Mary Lithgoe
Attend for Community Action Transformation Fund Matters Only 1 x Representative of Community / Town Council (C/T C) (The Clerk of the relevant Community / Town Council shall be invited to submit comments and on occasion the Chair of the C/T Council or Deputy shall be invited to attend)	Mainly comments only via e-mail however relevant Chair is required by the Panel.

2.4 The Term of Office for Observers (Non Voting Members) shall be until such time as the Authority is notified of any change by the nominating body (e.g. Third Sector Working Group or Community / Town Councils Forum).

3. Quorum

3.1 The quorum of the External Funding Panel shall be a quarter of the Voting Members but no fewer than 3. The quorum therefore is 3.

3.2 Observers (Non-Voting Members) do NOT count towards the quorum.

4. Access to Information - Exclusion of the Public

4.1 Section 100A (4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, allows a Principal Council to pass a resolution excluding the public from a meeting during an item of business.

4.2 Such a resolution is dependent on whether 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 public were present during the item there would be disclosure to them of exempt information, as defined in Section 100I of the Local Government Act 1972.

4.3 The External Funding Panel is subject to this legislation and must contain an agenda item relating to "Exclusion of the Public" should the public need to be excluded.

5. Presenting Applications to the External Funding Panel

5.1 Officers of the Council make applications for funding to the External Funding Panel. Those Officers would be expected to present their funding application to the Panel itself. The Panel would then carefully consider the application.

5.2 Members of the Public or other non-Council individuals shall not be invited to attend when the presentation of application is being made / received unless previously agreed in writing (e-mail shall suffice) by the Chair of the External Funding Panel.

6. Creation of Sub Panels of the External Funding Panel

6.1 The External Funding Panel may create Sub Panels as appropriate. However, only the Voting Members shall have a vote and count towards the quorum.

6.2 The quorum of a Sub Panel will be a quarter of the Voting Members but no fewer than 3.

6.3 Recommendations of a Sub Panel shall be passed to the External Funding Panel for ratification. A Sub Panel does not have decision making powers.

7. Equality & Engagement Implications

7.1 Equality Impact Assessments will be undertaken as appropriate on any decision to change significantly funding to third sector organisations including any engagement required. As it develops the Council's Third Sector Policy will be subject to the Equality Impact Assessment process.

8. Financial Implications

8.1 There are no direct financial implications arising from this report. The proposal will assist the Council to achieve greater value for money from the use of external funding and to manage the risks involved more effectively.

9. Legal Implications

9.1 Section 15 of the Local Government Act 2000 allows an Executive to delegate some of its functions to a committee of the Executive. This is such an arrangement and its functions are set out in the terms of reference approved by Cabinet on 6 May 2014 and are available in the Council Constitution. The terms of reference are also attached as **Appendix A**.

9.2 It is also proposed to add the "Rural Development Partnership Fund" to the External Funding Panels' terms of reference so as to ensure Councillors involvement. This addition is shown as 11) in **Appendix A**.

Background Papers: None.

Appendices: External Funding Panel - Terms of Reference.

External Funding Panel - Terms of Reference

Purpose:

- 1) To oversee the allocation of all third sector funding across the Council.
- 2) To oversee the Council's external funding opportunities

Terms of Reference:

- 1) Third Sector Funding.
- 2) Determine the Criteria for the Swansea Change Fund and other Council grant pots, including the Community Action Transformation Fund.
- 3) Allocate the Swansea Change Fund and other funds according to the criteria adopted.
- 4) Maintain an overview of all Third Sector and community funding across the City & County of Swansea Council, including outcomes achieved.
- 5) Determine and support the Council's Third Sector policy and relationship across the City & County of Swansea (including the formal Compact with the Third Sector).
- 6) Support collaboration and joint working between Third Sector and community organisations and between Third Sector organisations and the Council.
- 7) External Funding.
- 8) Oversee the Council's policy for seeking external funding to support its priorities.
- 9) Provide a gateway for all Council applications for external funding.
- 10) Review outcomes from external funding.
- 11) Rural Development Partnership Fund.

Agenda Item 11.a

Report of the Cabinet Member for Services for Children and Young People

Cabinet – 18 November 2014

EVALUATION OF THE RECONFIGURED CHILDREN'S RESIDENTIAL SERVICE

Purpose:	To report on the evaluation of the reconfigured services for the children's emergency and short term residential home Ty Nant (on the site of the 2 homes formerly known as Nant y Felin) agreed by Cabinet on the 7 th January 2013.
Policy Framework:	LAC Reduction Strategy, Child and Family Business Plan, Strategic Delivery Plan, Corporate Plan and Sustainable Swansea Programme.
Reason for Decision:	To ensure that improved outcomes for Looked After Children are being delivered through the current configuration of residential homes and to continue to promote improved outcomes.
Consultation:	Legal, Finance, Access to Services
Recommendation(s):	It is recommended that: <ol style="list-style-type: none">1) It be noted that the conclusion of the evaluation of reconfigured residential service are accepted as offering improved outcomes for children and young people compared with the previous configuration of residential service offered on the site of Nant y Felin2) It be agreed that the Local Authority remains a provider of children's residential accommodation based on a service model of emergency and short term care.3) It be agreed that in line with the evaluation of required capacity and the model of care, that the home be further reduced from 4 beds to 2 beds.4) It be agreed that the staffing implications attached to the reduction in bed capacity are addressed.5) It be agreed that a separate proposal is prepared to consider the appropriateness of the accommodation site to enable best delivery of the new service model.
Report Author:	Karen Benjamin
Finance Officer:	Paul Cridland
Legal Officer:	Lucy Moore
Access to Services Officer:	Catherine Window

1.0 Introduction

- 1.1 This report provides a summary of the evaluation of whether reconfigured children's residential services has delivered improved outcomes and service targets as per the reconfiguration agreed by Cabinet on the 7th January 2013.
- 1.2 This report makes recommendations based on the conclusions from the evaluation that the provision of emergency and short term accommodation for Looked after Children should remain an internal service offered by the Local Authority but that the level of capacity of that service can be reduced to maximise quality and efficiency of service and deliver improved value for money and a sustainable service into the future.

2.0 Evaluation of Reconfigured Service

- 2.1 Prior to the start of the evaluation Ty Felin home was closed, staffing was reduced in line with the reduction in capacity from 8 beds to 4 beds and the identified staff were redeployed to other areas of service. The cost implication attached to redeployment was reported and finalised in the financial year 13/14.
- 2.2 The period of evaluation of service ran from May 2013 to March 2014. A copy of the full evaluation can be found at Appendix 1 prepared by the Registered Manager Hasna Monaf and Approved by Principal Officer for Wellbeing Julie Thomas. For ease of summary the key findings from the evaluation and the learnings that can be taken from them are summarised here.
- 2.3 There were 22 admissions during the evaluation period, the admissions involved 20 individual young people; 2 readmissions. 16 of the 22 admissions were same day emergency admissions. The remaining 6 admissions were required due to lack of placement choice able to meet identified needs at that point in time and were made at short notice.
- 2.4 The emergency and crisis nature of the monitored admissions supports the reconfiguration in service that has been implemented and validates the assertion that there is a need for a responsive emergency accommodation service for the profile of young person detailed in the statement of purpose.
- 2.5 Of the 22 admissions 13 were from family breakdown situations and 9 were from existing placement breakdowns where the children were already Looked After by the Local Authority. This dual functionality of service at times of crisis is an important local resource in Swansea to allow ease of continuity of relationships and positive routines in the young people's lives at a time of significant disruption.

- 2.6 21 of the 22 admissions were from homes or placements that were in or local to the borders of Swansea. The remaining 1 admission was a returnee from a foster placement breakdown in East Wales. However his birth family reside in Swansea and he has since been enabled to return to live with his birth family.
- 2.7 Having this emergency resource within the borders of the City and County of Swansea not only supports positive continuity of care planning for Swansea children but allows the Local Authority to comply with the expectations of Towards a Stable Life and a Brighter Future Regulations and Guidance 2007, which sets a statutory responsibility for Local Authorities and partner agencies in Health to consider wherever possible if a child's needs can be met in their area of origin.
- 2.8 The reconfigured service was registered with CSSIW to serve an age range of 12 – 16 years. During the period of evaluation 1 exemption was sought for an 11 year old boy to be admitted as an emergency. During the period of evaluation there was also an emergency placement issue involving a 17 year old boy for whom the only emergency placement that could be identified was an out of area placement.
- 2.9 While the majority of referrals received were within the stated age range, it would seem a sensible amendment to make to the statement of purpose to widen the age range of potential children placed from 11 – 18 years. This is common amongst Registration for homes and has indeed been proposed as an option for consideration by the Lead Inspector.
- 2.10 Quality of engagement and work with young people during residency at Ty Nant can be evidenced as positive since the reconfiguration. Direct work sessions have increased in frequency, with content developed in conjunction with the Signs of Safety methodology being rolled out across Child and Family services. Staff have continued to attend training consistent with developing their skill base in direct work with teenagers.
- 2.11 Average education attendance during residence has increased to 69% during the period of evaluation. This evidences improved outcomes. For the academic year 2011/12 the recorded attendance levels for children placed in Nant y Felin of compulsory school age was an average of 40.2%
- 2.12 There have been particularly good pieces of work with young people displaying complex, harmful behaviours. Self harming incidents reduced in 3 out of 4 young people displaying this behaviour during residence. One young person was admitted with significant episodes of self harm, the staff team worked with CAMHS to develop a safety plan to minimise these episodes, encourage alternative safe methods of managing emotions and created a trusting environment in which the young person could discuss the triggers for self-harming. This work allowed the young person to move on to a family foster placement where they remain at this

time. This is a good placement outcome for this young person who at the time of admission could not be placed with a family due to the risks associated with self-harming.

- 2.13 Incidents of police involvement with both the home location and the young people resident at the home have reduced. 2 young people accounted for the 5 arrests during the period of the evaluation. In both cases the young people have been successfully rehabilitated to their respective birth families care and criminality did not escalate. There were no incidents requiring police involvement during the period of the evaluation between the home and the local community.
- 2.14 Substance misuse among young people admitted and resident remains a considerable challenge however this behaviour is a challenge being faced across the City and County of Swansea, and beyond, specifically in relation to the use of legal highs. It is not a behaviour that emerges during residence at the home or can be attributed to the standard of care provided at the home. 12 of the 20 individual young people accommodated during the period of evaluation participated in substance misuse. The staff team proactively engage with specialist services to support children involved in substance misuse and there is evidence that while some of the young people were resident their consumption reduced; a positive achievement.
- 2.15 18 children moved on from Ty Nant during the period of evaluation achieving transition outcomes consistent with their care plans. It is very positive that 7 of these returned home to family, evidence of the good work being done with families and a significant improvement on previous outcomes noted from Ty Nant and Ty Felin. 6 reduced their behaviours to allow them to be matched with foster families.
- 2.16 A new outreach service offered by the keyworker's at the home has been developed at point of move on from Ty Nant to support transition back to families or foster carers. Feedback from family and carers has been positive about this development.
- 2.17 The geographical location of the home has been noted as providing challenges to integration within the local community. During the period of evaluation and since, the staff group have worked hard to engage the community. As a result there have been no reported complaints from the community or incidents of confrontation.
- 2.18 The outcomes for the young people noted during the evaluation period are consistent with the LAC Reduction Strategy and support delivery of improved care planning. The improvement in outcomes has been achieved quickly and is a sign of the commitment of the current Registered Manager and her staff team. They have risen to the challenge of a reconfiguration of service and met, or exceeded, expectations in the timescales of the period of evaluation. The value of the service they bring is evidenced and should not be underestimated in its complexity.

3.0 Occupancy Levels and Future Demand

- 3.1 Occupancy levels over the period of the evaluation averaged 79%. Occupancy peaked during the first quarter following reconfiguration (89%) and has reduced in each subsequent quarter. Occupancy levels have continued to reduce since the conclusion of the evaluation.
- 3.2 Emergency admissions for complex children requiring residential care can and should be minimised through effective case management however the level of need will not be eradicated due to the complex nature of the statutory safeguarding responsibilities of the service. The level of need also by its nature fluctuates. There will always be emergency requests that require same day response it is how the service can best respond to these emergencies.
- 3.3 A key factor in the level of occupancy is the effective delivery of the care plan and transition back to family or match with an alternative placement. From review of the admissions during the period of evaluation, it can be noted all were necessary and valid at the point of admission. From review of the move on plans it is evident that the team at Ty Nant have proactively driven the timeliness of delivery of care plans for young people and this effectiveness in service delivery has impacted on occupancy levels; indeed at an increasing rate over the evaluation period and beyond.
- 3.4 There remain further opportunities for tightening care plans which could reduce time spent in the placement and therefore reduce the occupancy levels by reducing duration of stay. Such a reduction would see further improvement of service delivery and outcomes for children. This opportunity mainly lies outside the gift of the staff group in Ty Nant, primarily relating to case management, or partner agencies assessments or service provision but is and will continue to be addressed in the business plans for the service.
- 3.5 Based on occupancy levels during the period of evaluation and since, plus the continued ambition for improved care planning and delivery of the LAC Reduction Strategy, it is recommended that capacity of internal emergency and short term provision is reduced from 4 beds to 2 beds.
- 3.6 This recommended reduction is viable based on the evaluated and reduced occupancy levels. It is improbable based on consideration of future average demand that it would exceed this capacity. If there should be exceptional incidents where this occurs then there is the contingency of commissioning on a spot purchase basis private resource either in the boundary of or within 50 miles of Swansea to meet excess demand.

- 3.7 The benefits to outcomes for children of a reduction in capacity can be considered as:
- a) more focused staff delivery of direct work and support to a reduced number of children with complex needs;
 - b) reduced likelihood of difficult matches and conflicting interests between resident children;
 - c) increased opportunity for positive engagement and key working sessions;
 - d) reduced likelihood of exposure to the behaviours and risks of other complex resident children that may adversely influence or cause harm.
- 3.8 These benefits have been visible during periods of reduced occupancy at Ty Nant. For one young person incidents of physical aggression triggered by anger management were reduced significantly when occupancy levels were reduced, allowing positive engagement with staff in reflection on the triggers for behaviour and learning alternative methods of self-regulation of behaviour.

4.0 External Commissioning Options

- 4.1 Within the City & County of Swansea there are no private homes that have a statement of purpose designated for solely emergency and short term residential accommodation.
- 4.2 There are 3 privately run homes that have a statement of purpose that allows them to offer emergency beds within existing homes if a match of children's profiles can be made. 2 of these homes are with providers who are not approved as part of the Children's Commissioning Consortium Cymru, commonly known as 4C's, Procurement Framework to which the City & County of Swansea are signed up. Further these 2 providers have been the subject of concealment and suspension of placements due to operational concerns. The 3rd home is a good quality Framework approved provider that specialises in working with young women at high risk of sexual exploitation.
- 4.3 The evaluation has demonstrated that the staff team at Ty Nant can deliver a good quality service to fit purpose and need within Swansea. Given the existing private market landscape in Swansea there are no alternatives to challenge that.
- 4.4 The model of dedicated emergency and short term residential provision is in practice delivered by some larger providers in Mid Wales and the Midlands. The model that is used is consistent with our recommendation for further reconfiguration in that the homes are 1 or 2 bed properties which allow optimum delivery of care planning with complex young people. The location of these existing homes so far from Swansea would not be consistent with our commissioning strategy and delivering outcomes for children locally.

- 4.5 The unit costs for these externally commissioned placements are typically higher than the projected unit costs if we were to deliver the service internally based on a 2 bed model. The market rate for these emergency beds ranges between £3,250 per week and upwards of £5,000 per week dependent of the exhibiting behaviours of the child at point of admission.
- 4.6 Actual weekly accommodation costs at Ty Nant, based on the 4 bed capacity, for the evaluation period 12th May 2013 to 12th February 2014 and based on the average occupancy of 79% is £3,236.76. This evidences that the Local Authority can delivered this service at a competitive cost.
- 4.7 There are clear risks associated with wholly commissioning emergency provision from the private sector as noted during the consultation:
- a) higher unit costs of procurement (as discussed at 4.5)
 - b) potential lack of availability at point of need
 - c) concern that a provider would have a vested interest in promoting continued residential accommodation rather than return to family or move on to foster families, contrary to the LAC Reduction Strategy.
 - d) anticipated provider vested interest in prolonging rather than minimising duration of stay, contrary to the LAC Reduction Strategy.
- 4.8 The recommendation is therefore that there is clear value in the Local Authority remaining a provider of residential care for complex young people requiring emergency or short term care in their City of origin and/or residence.

5.0 Accommodation

- 5.1 At the outset of the consultation on reconfiguration of the existing service there was acknowledgment of the challenges posed to the staff team by the building itself in which the home operates. The site has 3 buildings 2 of which are now vacant.
- 5.2 During the consultation on the reconfiguration of the home proposals were made around how the vacant home; Ty Felin and the administrative block on the site could be utilised, alongside the reduced capacity in Ty Nant. However CSSIW have been clear that they would not support use of the empty buildings on the site of the home due to the potential risks to and from the children placed in Ty Nant by alternative use. Ty Felin has therefore remained mothballed during the period of evaluation.
- 5.3 The empty buildings on site add to the challenges of the physical environment for the staff team in promoting a homely environment consistent with the needs of the children placed.
- 5.4 Based on the recommended further reduction in capacity, the issue of appropriateness of the accommodation is exacerbated. The building in

which the home is sited no longer fits the purpose required for the model of service delivery for a 2 bed occupancy short / emergency residential home. It is large, and difficult to normalise as a homely environment.

- 5.5 The contrast in this environment to successful models implemented by other Local Authorities and private providers is stark. Most homes are homes on residential streets, although usually detached; they are not visually marked out from neighbouring properties so avoiding a label or stigma to the children being accommodated.
- 5.6 This being said the staff team have worked very hard to make a more homely environment, soften the visual presentation and create a feeling of warmth, all within the tight budget.
- 5.7 A further achievement is that amongst the young people accommodated during the period of evaluation there have been reduced incidents of damage to the home and an ethos of restorative direct work to maintain a quality of home environment has been instigated.
- 5.8 A further proposal will be prepared for consideration by Corporate Briefing within the next 3 months recommending how to enhance the new service delivery model with appropriate accommodation. The accommodation must be fit for purpose to deliver the new statement of purpose of a 2 bed, emergency, short term residential children's home for us to maximise efficiency, quality and outcomes for our Looked After children.

6.0 Financial Implications of the Recommendations

- 6.1 During the period covered by this evaluation there has been an overspend of £100k primarily as a result of the redeployment costs associated with reducing the service from 8 to 4 beds. Other than these one off costs the units reconfiguration has realised a £0.5 million reduction in the costs of Ty Nant.
- 6.2 It is anticipated that a further reduction in service provision from 4 to 2 beds could realise a further saving of approx. £150k per annum. A detailed plan will be developed as part of the business proposal to develop an enhanced service model.

7.0 Legal Implications

- 7.1 There are no legal implications associated with this report. The requirement under the Children Act 1989 to consult with staff, young people and families was met during the reconfiguration of the current home to Ty Nant.

- 7.2 The proposed recommendation to reduce capacity would be completed in consultation with CSSIW.
- 7.3 Should redundancies become a possibility detailed advice should be obtained from the Human Resources Department in respect of process and timeline.

8.0 Equality and Engagement Implications

- 8.1 The Equality Impact Assessment (EIA) process was applied to the original report (January 2012). The original EIA has been updated for this Evaluation (October 2014).

Background Papers:

None

Appendices:

Appendix A – Ty Nant Final Evaluation

Ty Nant
Final Evaluation

(12.05.13 to 12.02.14)

Background

It was widely recognised by the department, in conjunction with concerns from CSSIW inspectorate, that the best outcomes for young people are unlikely to be achieved with a relatively large number of young people placed in the same location.

After a lengthy consultation process, it was decided to establish a short term and emergency resource, with a capacity to accommodate four young people between the ages of 12 and 16 years old. The maximum stay for the young people is twelve weeks, as statistically it is widely accepted that if a young person can be placed appropriately or 'reunified' home within this time period, then they are less likely to have further placement breakdowns and/or be 'accommodated' permanently.

With this change this resulted in an overall reduction in placement capacity, with Ty Felin closing. With the closure of Ty Felin there was a transition period where the staffing contingent needed to be reduced by half. This process incurred a budget overspend of approximately £100,000.

All staff involved in the redeployment process which commenced on 12th February and ended on 12th May 2013 have secured alternative employment, with the result of the current project now being within allocated budget.

The data below represents the occupancy rates for Ty Nant during the nine month evaluation period.

Occupancy rates

	1st Quarter 12.05.13 to 12.08.13	2nd Quarter 12.08.13 to 12.11.13	3rd Quarter 12.11.13 to 12.02.14	Full period 12.05.13 to 12.02.14
Placement capacity (possible beds)	368	368	368	1104
Capacity used	89 %	87 %	63 %	79 %

Overall, Ty Nant was occupied for an average of 79 % during this period; therefore, available for emergency placements.

Young people at Ty Nant

We work with young people presenting a wide range of complex behaviours, including: physical aggression compounded by emotional trauma, also young people presenting attachment and rejection issues. Young people, who have been placed at Ty Nant, have generally been regarded as high profile with the inherent difficulty of finding a suitable placement after numerous breakdowns. We have also worked with

young people in crisis, which need accommodating on an emergency basis. Needless to say, the young people that have been placed at Ty Nant have presented a significant challenge in terms of providing stability and affecting a medication in behaviours, in a timely and solution focused manner.

Initial planning meetings were carried out for all of the young people within the five working day recommended time frame. The planning meetings have proven to be vital in ensuring that both staff and young people are working together in order to meet the needs of the young person, with clear goals and directions. Young people and their families are actively encouraged to attend their meetings and to express their own views about their future. Young people are encouraged to have pre-planned and positive family contact time on a regular basis. This is either carried out at Ty Nant, in the community or in the family home.

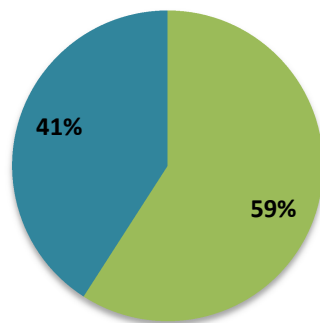
Staff have worked intensively with the young people, with 'direct work' being individually modelled and identified at the planning stage. Progress is regularly assessed in fortnightly arranged 'care plan' reviews. These regular meetings ensure that the young person's needs are constantly reviewed and can take account of any changes that may be necessary. With this in mind, staff have worked tirelessly to achieve their common aspiration in supporting young people to leave Ty Nant in a planned way.

Admissions Information

During the evaluation period there were a total of 22 admissions (12 females and 10 males).

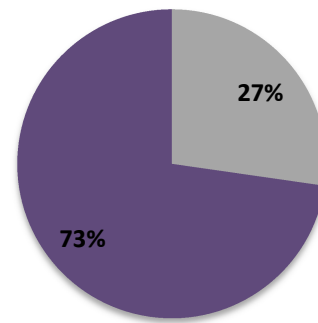
Family / Placement breakdowns

- Family breakdown - 13
- Placement breakdown - 9



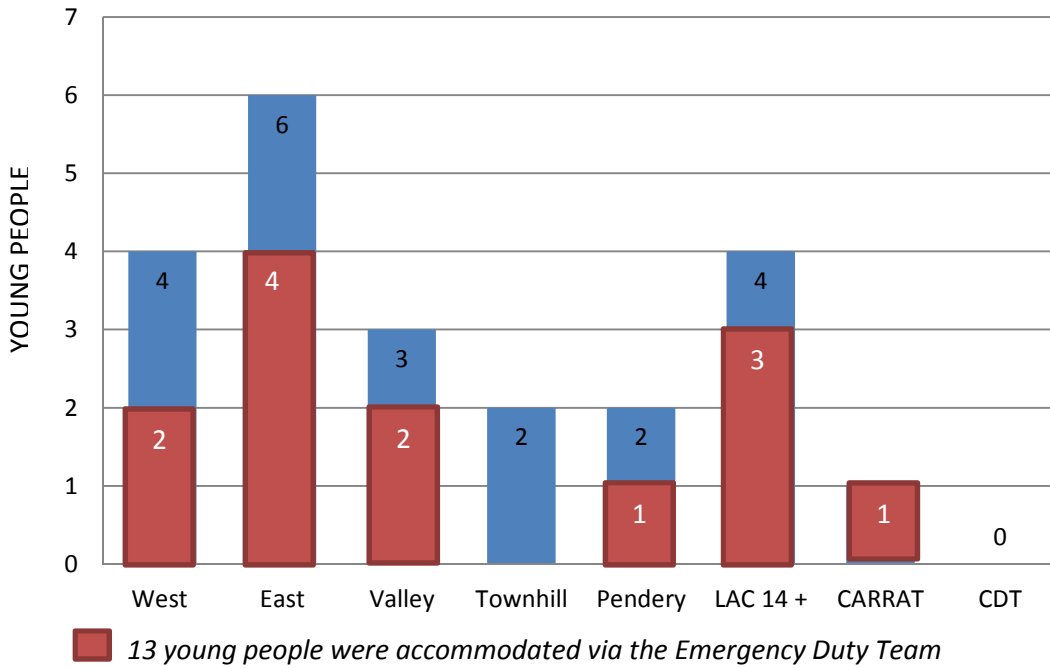
Planned / Emergency admissions

- Planned - 6
- Emergency - 16

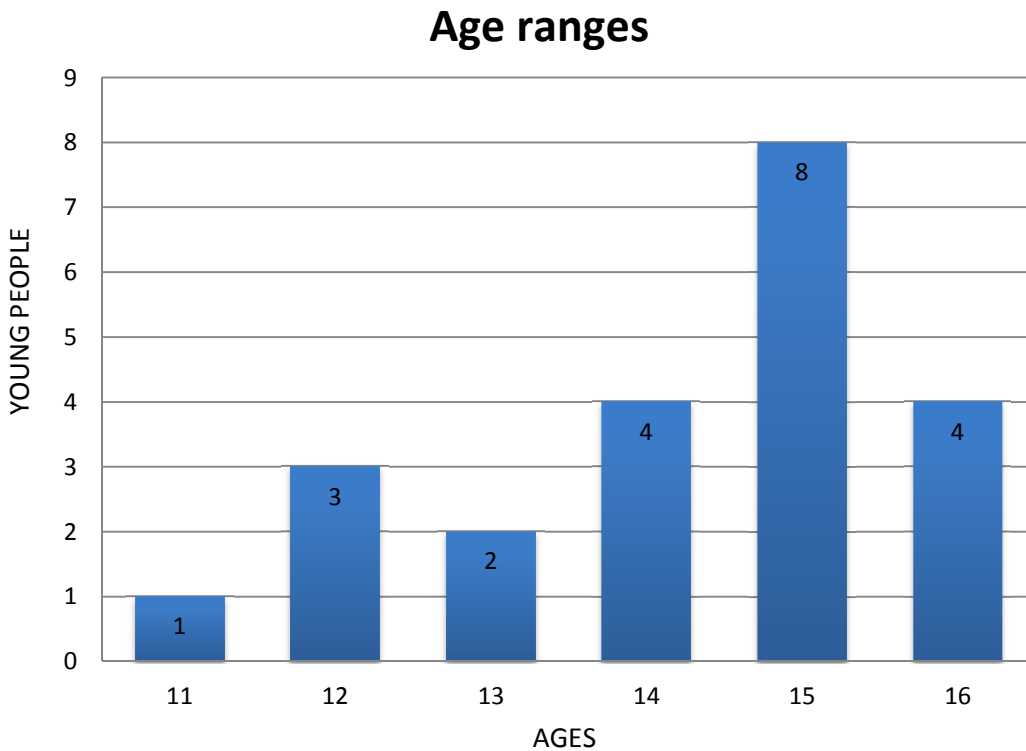


Social Work Area Teams

Area Teams



Age Range of Young People



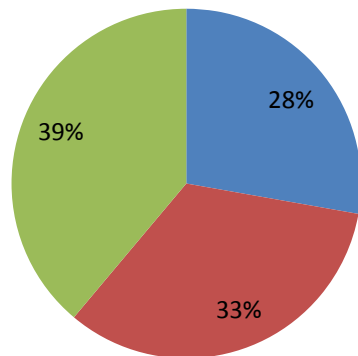
From the above graph it is evident that young people have been accommodated in line with the statement of purpose, with the exception of one 11 year old who was accommodated due to an emergency situation.

Moving on from Ty Nant

Prior to young people leaving Ty Nant an assessment is made of their potential needs, for a follow on support service via: CAST, PST, Option 2 or Outreach support from Ty Nant staff. The aim of providing follow on support is to ensure the young person has a successful transition into their new placement, whether it be to foster placement, home or to a long term residential home.

Type of placement discharged to

- Residential home - 5
- Foster placement - 6
- Return Home - 7



(4 young people remained in residence at Ty Nant at the end of the evaluation period.)

The highest proportion of leavers returned home. All young people exited Ty Nant in line with their social work care plan. Two variations were submitted to CSSIW during this period. The first variation was due to a delay in receiving a report from TAITH which would impact on whether or not this young person could return home.

The second variation related to a young person's planned move to a long term residential home in Swansea. There were circumstances within the identified home which prevented the planned move going ahead at the agreed date. Therefore, it was decided the best way forward was to apply for a variation to extend the young person's stay at Ty Nant until the identified home was ready to accommodate her.

Other agencies and follow on support

Out of the 18 young people who were discharged during this project:

- 6 young people received Outreach support from Ty Nant staff for a maximum time of 6 weeks.
- 2 young people received a service from CAST.
- 1 received a service from Option 2.
- The remaining young people's care plans did not recommend a further service.

Two young people were re-accommodated at Ty Nant during this review period, as these young people presented very complex issues.

	Previous placement breakdowns	Education attendance	CRIMINAL ACITIVITY		HEALTH				
			YOS worker	Police involvement (arrests)	Substance / alcohol misuse (prior to admission)	Smoker	History of self-harming	Self-harming decreased	Service from CAMHS / TAITH / SERAF
A	2	100%	-	-	Y	Y	Y	Y	Y
B	1	71%	-	-	-	-	-	-	-
C	0	75%	-	-	-	Y	Y	Y	Y
D	0	49%	Y	2	Y	Y	-	-	-
E	2	59%	Y	3	Y	Y	-	-	-
F	1	95%	-	-	-	Y	-	-	-
G	2	95%	-	-	-	Y	Y	N	Y
H	0	100%	-	-	-	-	-	-	-
I	0	11%	-	-	Y	Y	-	-	Y
J	1	61%	-	-	-	-	-	-	-
K	4	65%	-	-	Y	Y	Y	Y	Y
L	0	54%	Y	-	Y	Y	-	-	-
M	1	50%	-	-	-	-	-	-	Y
N	0	79%	-	-	-	-	-	-	Y
O	2	85%	-	-	Y	Y	-	-	Y
P	1	10%	-	-	-	-	-	-	-
Q	0	100%	-	-	-	-	-	-	-
R	1	71%	-	-	Y	Y	-	-	-
S	1	85%	-	-	Y	Y	-	-	-
T	0	SL	Y	-	Y	Y	-	-	-
U	1	Refused	Y	-	Y	Y	-	-	Y
V	0	85%	-	-	Y	Y	-	-	-
TOTAL	20	av 64 %	5	6	12	15	4	3	9

Previous placement breakdowns

The majority of young people who have been accommodated at Ty Nant have experienced at least one previous placement breakdown, which presents how complex these young people are.

Education

During the last nine months the importance of young people attending education has been paramount when setting out their care plans. Statistically the majority of young people that have been accommodated have had an educational provision in place, although this is not always full time, for example: reduced timetable or an EOTAS provision.

When young people were not receiving education during school hours or refused to attend, staff provided 'in house education', which is planned in accordance with the young person's interests and abilities. This could be in the form of going on educational visits, for example: visit the Big Pit, attend museums, visit castles, watch educational DVD's, play scrabble, cook, repair bicycles and complete word searches. The young people are also encouraged to engage in physical education through various forms: attend the gym, play golf etc.

Mispers / late returners

Only one third of the young people were reported as misper with the police. Some of the strategies we used to reduce this included: direct one to one sessions focused on safety and risky situations, rewards charts, and agreeing pre-arranged times for collection.

Restraints

There were seven restraints within this period, five of these related to the same person who displayed extreme, challenging behaviour towards himself, his fellow peers and staff.

Health

All young people were assessed by the LAC health team within four weeks of being accommodated. Within one week, all young people were registered with a doctor, a dentist and were given an eye test. The young people were taken to all health appointments when needed. Outside specialist agencies, along with the young person's keyworker were utilised to support the young people to address issues, such as: sexual health, smoking, self-harming, alcohol and substance abuse, etc.

Direct work

All staff have adopted a restorative approach in working with the young people, the 'direct work' incorporating contemporary methodology such as 'solution focused' and 'signs of safety' involved practice. This approach has arguably produced significant results in the relatively short time since the conception of this evaluation period.

Improvements

CSSIW reports

A CSSIW inspection report dated 16th January 2012 highlighted concerns regarding local youths vandalising staffs vehicles and causing damage to the property at Ty Nant. This was a concern; therefore, steps were taken to build positive relationships within the local community. This was achieved by: attending and participating at the local PACT (police and communities together) meetings, liaising with the local PCSO's, attending local fetes, and accessing courses from the local SPARKS centre. Since 16th January 2012 CSSIW visits have significantly reduced and there has been no further incidents involving the community.

In terms of collaborative and joint working we have established links with privately run children's homes in Swansea and a local authority home in Bridgend. This has been achieved by exchanging visits, sharing good practice stories and talking about the challenges we face. Overall, this has helped improve the service we provide.

Feedback

Feedback forms have been introduced to be completed by the young people, their parents and the social workers. These forms provide valuable feedback for staff to reflect on what has gone well and areas that need improvement, to enable Ty Nant to become a more effective and efficient service.

Training

The staff at Ty Nant attend various training courses to enhance their practise, by attending courses such as: 'child abuse and neglect', 'drug awareness', 'handling teenage behaviour' and 'sexual exploitation'. Staff have also completed the 'Signs of safety', 'Solution focused' and 'Restorative practise' courses, which are now embedded in our everyday practise.

PARIS training has been undertaken by all the staff to enable them to instantly log case notes onto PARIS. This will prove more efficient and will enable improved communication.

Decoration

The decoration of Ty Nant was a concern, therefore steps were taken to enhance the physical environment of the home. The majority of the rooms within the home have all had a complete redecoration and have been modernised. The young people were included in the decisions about how the rooms would look.

Conclusion

As a result of the consultation, staff have revelled in working as a team, utilising their experience and knowledge to embrace the challenge posed. The changes that we have put in place have already proven beneficial. There has been an increase in communication amongst the staff team and improved connections with outside agencies.

Direct work has been introduced as a tool for staff to support the young people, specifically focusing on the reasons which led to the placement / family breakdown. The aim is to prevent patterns of behaviour from reoccurring, to enable the young person to maintain their future placements. Direct work has also been carried out focusing on a young person's needs or issues.

Successful outcomes for these young people have resulted from robust care planning, which were reviewed every two weeks and by having an after care support service in place where necessary.

Agenda Item 12.a

Report of the Cabinet Member for Adults and Vulnerable People

Cabinet - 18 November

SUPPORTING PEOPLE PROGRAMME GRANT (SPPG) LOCAL COMMISSIONING PLAN

Purpose:	<ul style="list-style-type: none">• This report seeks approval of the Draft Supporting People Local Commissioning Plan (LCP) for 2015/16.• The draft LCP (Appendix 1) is currently out for comment with providers & stakeholders.• This report summarises the key issues and challenges in the Supporting People Local Commissioning plan.• The report gives a financial overview• The LCP must go through process to receive member approval before forwarding to the Western Bay Regional Collaborative Committee in order to develop a regional commissioning plan.• The regional supporting people commissioning plan must then be sent to Welsh Government.
Policy Framework:	<ul style="list-style-type: none">• The One Swansea Single Integrated Plan.• The 2012-2017 Local Housing Strategy.• The Social Services Commissioning Framework and associated commissioning plans.
Reason for Decision:	To comply with the requirements of the Welsh Government Grant Conditions July 2013. http://wales.gov.uk/topics/housing-and-regeneration/services-and-support/supporting-people/?lang=en .
Consultation:	Finance, Legal, Access to Services and Partner Organisations.
Recommendation(s):	It is recommended that: - 1) the Draft Supporting People Local Commissioning Plan 2015/16 be noted and approved for submission to the Western Bay Supporting People Regional Collaborative Committee to inform the development of a regional plan.
Report Author:	Anita Evans
Finance Officer:	Paul Cridland

Legal Officer:	Janet Hooper
-----------------------	--------------

Access to Services Officer:	Euros Owen
------------------------------------	------------

1.0 Introduction

- 1.1 The Supporting People Programme Grant (SPPG) is a Welsh Government (WG) grant. The 2014/15 allocation to the Local Authority (LA) was £14,613,269.00. The allocation is paid to commission or provide housing related support services to help prevent people becoming homeless or requiring residential/ institutional services, through the provision of 'housing related support'.
- 1.2 The majority of the services are provided via LA contracts with third sector and a small number of private sector service providers. There are also internally provided services within the Housing Department and Social Services Mental Health Section.
- 1.3 The principal local commissioning partners are Social Services, Housing, Probation and Health. The local governance structure is the Supporting People Commissioning Group (SPCG) which meets quarterly to oversee the local commissioning activity and approve funding decisions.
- 1.4 WG guidance requires that these services are reviewed taking account of strategic relevance, cost effectiveness and quality assurance. The Supporting People Team (SPT) in Social Services undertakes this responsibility on behalf of the LA.
- 1.5 There is also a regional governance structure; the Western Bay Regional Collaborative Committee (WBRCC) is in place as prescribed by Welsh Government. It includes the same representative stakeholders within the Local Commissioning Group plus elected service provider representatives.
- 1.6 The grant conditions and WG guidance requires the L A to produce an annual Local Commissioning Plan (LCP). The LCP must be forwarded to the WBRCC. The RCC will use the LCPs from the three LA's to explore and agree a Western Bay Regional Supporting People Commissioning Plan which identifies regional collaborative working opportunities and priorities. This must be formally adopted by each LA and be submitted to WG.
- 1.7 Each LA must also produce an annual projected spend plan for the grant for each year. Quarterly out turn reports must also be submitted to WG to monitor against the projected spend. Variance from the projection of more than 10% in each client group category must to be agreed by the RCC. If not approved, it will be referred by the RCC to WG and the

Supporting People National Advisory Board (SPNAB). Any under spend will be clawed back by Welsh Government.

- 1.8 This report seeks member approval of the Draft Supporting People Commissioning Plan 2015/16.

2.0 What the Supporting People Programme Grant funds

- 2.1 The grant funds services to help prevent people becoming homeless or requiring residential/ institutional services, through the provision of 'housing related support. Housing related support enables people to develop or maintain the skills and confidence necessary to maximise their ability to live independently. Tasks which, if not performed adequately, would lead to a breakdown in the individual's right or ability to continue living in that home.
- 2.2 The Grant Programme has housing, and preventing homelessness or people living in inappropriate institutional settings, at its core. Support can be offered to anyone eligible, regardless of the tenure. The emphasis of the programme is "doing with" as opposed to doing for and building their personal resilience.
- 2.3 There are limitations on grant use. The programme cannot fund hands on personal care. Individuals must be over 16 years.
- 2.4 There are a range of service models funded by the programme which can be broadly grouped by the following services models:
- Direct Access Homeless Hostels & Domestic Abuse Refuges
 - Temporary Supported Housing
 - Floating Support
 - Permanent Supported Housing
 - Sheltered Housing
 - Other

3.0 Supporting People Commissioning priorities 2015/16

3.1 Core Business Priorities:

- Implement and manage the impact of any WG funding reductions.
- Explore new and sustainable models of delivering housing related support
- Comply with the Welsh Government SPPG conditions and undertake service evaluations
- To maintain a medium term financial plan until clarity is received regarding the long term financial position of grant allocation to Swansea as a result of the interim and on –going distribution formula.
- To respond to Welsh Government & Internal Audit recommendation in relation to administration of the Supporting People Programme Grant.

- To collate and analyse the National SPPG Outcomes Framework data to demonstrate the effectiveness of the programme.
- To comply with specific corporate procurement guidelines and demonstrate value for money.
- Contribute & Participate in the Western Bay Regional Collaborative Committee work plan
- To maintain engagement with the national Supporting People Programme Review work streams and implement changes in line with recommendations.
- To identify and manage risk associated with changes relating to the governance, finance and quality changes in the programme.
- To identify and maximise opportunities associated with the changes relating to the governance, finance and quality changes in the programme.
- To explore cross border opportunities within all aspects of Supporting People commissioning, planning and development.

3.2 Service Development & Reconfiguration Priorities for 2015/16

3.3 Meeting New Homelessness Prevention duties

- Expanding the expertise for assessing support needs as part of reasonable steps which integrates within the Local Homelessness Services.
- Increasing capacity for rapid response floating support utilising more of the existing floating support on a shorter term working model - those in need get a level of response which is timely in a crisis. e.g. preventing imminent eviction.
- Requiring greater flexibility from specialist services & tenure access criteria in order to contribute towards widening access to those on the waiting lists across all client groups.

3.4 Prioritising & Allocating Supported Housing and Floating Support capacity.

- Review access arrangements via existing central referral pathways/gateways embracing the “tell us once approach” ensuring integrated processes wherever possible address the new homelessness prevention responsibilities.

3.5 Improved access to the private rented sector

- Ensuring existing resources support to the development of a LA led Private Sector Social Lettings Service and its offer.
- Consider targeting more resources if necessary as the scale of the service increases.

3.6 Financial Inclusion

Build service user skills and resilience in line with the National SP outcome Promoting Economic Progress and Financial Control
People are:

- managing money
- engaging in education/learning

- engaged in employment / voluntary work.

There will be an expectation that SP commissioned services will prioritise the outcome with service users and will engaging in partnerships & targeting initiatives that focus on the above.

3.7

Complex Needs –

Our challenge is ensure the services we provide with our partners are more innovative and effective at engaging with and supporting individuals with complex needs to access and sustain stable accommodation.

- § Review the impact and findings of the additional temporary resources such as MATCH Coordination and the personalised budget in this area using a lesson's learnt approach on individual cases.
- § Preventing entrenched rough sleeping through early intervention, a no second night out approach.
- § Working in partnership with Health to achieve better outcomes for a smaller group of complex individuals developing smarter/more flexible use of the resources of which they disproportionately draw on.
- § We will continue to use the resources we can creatively, to coordinate services to these individuals.
- § Key partnerships in this area will be the ABMU led Health of Homelessness and vulnerable groups steering group and implementing their action plan and the Dual Diagnosis steering group and the SMAT Area planning Board.
- § The MATCH service will have a role in developing our approaches.

3.8

Domestic Abuse

Recorded reports of Domestic Abuse Have increase but as a cause of homelessness there is a slight decrease. There will be a continued focus on delivering better outcomes for individuals in this area.

- Promote awareness of domestic abuse in non- specialist DA housing related support services via training and the network of multiagency services available.
- Our commissioned services will link to the One Stop Shop
- Explore preventative approaches working with perpetrators.

3.9

Families

Contribute to giving children a good start in life.

- Exploring whether there is a further role for a supported accommodation housing model for young parents e.g. specialist supported lodgings.
- Responding to service user requests making transitions in SPPG services smoother as young people become parents but balancing with our role in safeguarding.

3.10

Young People

Ensure there is a range of accommodation and support suitable to meet our corporate responsibilities. Help eliminate the use of bed & breakfast accommodation for all 16 & 17 year olds.

- Working with existing service providers to achieve improved outcomes i.e. young people are better prepared to access & sustain realistic “move on” accommodation when they are ready.
- Exploring different ways of collaborative planning & service design around specific care leavers who require accommodation and support with complex needs (including developmental disorders) and chaotic lifestyles (including substance misuse).
- Work in partnership with Registered Social landlord to delivery of services needing capital investment via Social Housing Grant (SHG).

3.11

Older People

Ensure existing services continue to be strategically relevant to the integration of Health & Social Care services for older people.

- Jointly reviewing services strategically with Health considering the options for integrated commissioning.
- Ensure that services are engaged in and compliment the integrated access and local delivery around the proposed three service hubs and five GP networks.
- Make further progress toward full implementation of the Aylward recommendation for SPPG funded Sheltered Housing

3.12

Physical Disability & Learning Disability

- Working in partnership to ensure options which deliver responsive care & housing related support and are sustainable.
- Enabling as many as are able to be supported using the floating support model.

3.13

Mental Health

- To provide increased move on accommodation options with medium to low level long term support.
- To develop high relational supported housing options locally as alternatives to high cost residential care placements.
- With Capital investment secured within the SHG programme in partnership with Registered Social Landlords.
- By implementation of a model of service which draws on similarities with the traditional sheltered housing model for older people.

- Alternative models which also provide ongoing low level of support are also being explored such as the supported lodgings.
- Strategic review of existing provision to identify opportunities to reconfigure to deliver high relational support.

3.14 Seeking alternatives to the traditional models of day services.

Providers of housing related support services will have a key role in supporting individuals to design and access alternative daytime activity to the traditional models of day services. This will be continued to be addressed within support planning under the following outcomes.

- § **Promoting Health and Wellbeing**
- § **Promoting Independence and Control**

3.15 Better Bidding

Improved coordination of bidding for other complementary funding to tackle agreed strategic priorities. Ensure no duplication of services, effort and wasting of funding opportunities.

- The Joint Homelessness & Supporting People Collaborative Planning Provider Forum will have an important role in identifying how this is put into practice.
- Where funding is temporary in nature consideration must be given to building in service sustainability and or clear exit strategies for when funding ceases.
- Funding applications to all sources should build on collaboration, joint working to design person centred services.

3.16 Workforce Development

- Where there is a specific identified need for additional training resource to deliver improved outcomes around in the outcome areas we will support this.
- We will expect service providers to maintain core training programmes focused on improving outcome delivery.

4.0 Financial Implications for 2015/16

4.1 In September 2014 the Welsh Government announced its draft budget indicating a £10 million reduction on the National SPPG programme which represents a 7.5% cut from last year.

4.2 In planning the implementation the Supporting People National Advisory Board (SPNAB) has recommended to the Minister the same implementation option used for 2014/15. This (option 2) appeared to be the most favourable for Swansea. It is to be applied to forward planning indicative allocation for 2015/16 SPPG which was £14,498,656. The indicative allocation already represents a projected reduction of 0.8%.

- 4.3 If a 7.5% reduction is modelled, it would equate to a £1,087,399.20 cut to Swansea's allocation. However, the exact LA allocation adjusted for redistribution will not be announced until late October 2014.
- 4.4 WG have made it clear in a recent letter that their expectations are that services should not be subject to flat rate cuts and funding reductions should be made strategically. The LCP identifies the process to be undertaken in order to reach a conclusions of where to strategically apply any funding reductions. It also outlines the process to manage implementation and minimise the impact of any reductions.
- 4.5 Under the interim distribution being used there appears to be minimal impact on the proportion any national allocation of SPPG that Swansea will receive.
- 4.6 However, development of a new formula has commenced. For example previous options put forward by LE Wales have not favoured Swansea. Estimated impacts were at worst a 25% reduction in the local allocation.
- 4.7 A medium term financial plan has been developed to manage funding reductions. A contingency fund was established which currently stands at £972,325. This was to be used to allow time following funding reductions being announced to plan strategic reduction and manage implementation to commissioned services in order to minimise the impact on frontline services and workforce.

5.0 Legal Implications

- 5.1 Under Section 93 of the Local Government Act 2000, the Welsh Government may pay grants to Local Authorities towards expenditure incurred by them in providing, or contributing to the provision of, or in connection with welfare services. Grants under this section are paid on such terms and conditions as the Welsh Government may determine. The Local Authority must supply the Welsh Government with such information as it requires and the Local Authority must have regard to any guidance issued by the Welsh Government with respect to the administration and application of the Grant. The Local Authority must also comply with any directions given by the Welsh Government. There are specific Supporting People Programme Grant Conditions.
- 5.2 In order to administer the programme and implement priorities including funding adjustments it is necessary to enter into a number of contracts. It is vital that these contracts with external organisations are reviewed at regular intervals so that each organisation is aware of the terms of their contract as well as compliance with the Council's Contract Procedure Rules and the European procurement legislation as appropriate.

6.0 Equality and Engagement Implications

- 6.1 Supporting People services are designed to support individuals to address many of the challenges experienced by individuals addressed by equality legislation. An Equality Impact Assessment screening exercise has been undertaken and a full Equality Impact Assessment will be necessary and opened once the financial settlement is known.
- 6.2 On the announcement of the SPPG allocation for Swansea Individual Financial Impact Assessments will be completed on individual contracts (broken down into schemes where there are multiple services and the nature of the service provision is significantly different. Organisations will be asked to provide evidence to the Supporting People Team if the funding reduction would impact on front line provision including on people with protected characteristics which will inform fed the EIA on the programme and plan.
- 6.3 The results of this exercise will be taken to Supporting People Commissioning Group (multi agency decision making group). The Commissioning Group will explore a number of factors:-
- Strategic Priority of service
 - Vulnerability of Service Users
 - Configuration options
 - Likelihood and level of impact
- 6.4 The Supporting People Commissioning Group will make final decisions on whether a reduction is appropriate to go ahead or not based on evidence contained within the individual service Financial Impact Assessments taking account of the outcomes of the Equality Impact Assessment process
- 6.5 The impact assessment will then be updated and completed on the agreed proposed budget going forward for 2015/16. Regular contract liaison meetings with individual providers will monitor any impact relating to the above.
- 6.6 The Strategic Priorities identified have been reached following review of a range data identifying need. It includes engagement with individuals who uses services via the Service User Involvement Framework for Supporting People Programme and Homelessness Services in Swansea. Other Stakeholders such as service providers are engaged via the Supporting People Programme Grant Collaborative Forum and the wider Homelessness and Social Care planning forums. The plan will inform the development of the Supporting People Regional Commissioning Plan and will be consulted on with service users and the public later this year.

Background Papers:

The Supporting People Programme Grant (SPPG) Guidance July 2012

[http://wales.gov.uk/topics/housingandcommunity/housing/supportingpeople/jse
ssionid=943C1E172B816FA4B2F4442FBD0F9DB4?lang=en](http://wales.gov.uk/topics/housingandcommunity/housing/supportingpeople/jse
ssionid=943C1E172B816FA4B2F4442FBD0F9DB4?lang=en)

Appendices: Appendix 1 - Supporting People Local Commissioning Plan.

City & County of Swansea
Supporting People Local Commissioning Plan
April 2015 to - March 2016

About this plan	Page 1
What the programme funds	Page 2
Summary of Single Integrated Plan	Page 5
Summary of Supporting People Outcomes	Page 8
High Level Commissioning Priorities	Page 10
Service User Influence	Page 15
Planning Process	Page 18
Financial Context	Page 19
Supporting People Commissioning priorities	Page 26
Equality Impact Assessment	Page 31
Appendix 1 - Annual Review Of Homelessness data	Page 39
Appendix 2 - Supply Map of existing commissioned services	Page 45

About this plan

The purpose of this document is to provide information on how the City & County of Swansea intends to use the Supporting People Programme Grant (SPPG). This funding is provided to it by the Welsh Government to commission housing related support services. This commissioning plan sets out the initial thoughts on commissioning priorities over the next 3 years. The plan will be refreshed annually to adjust for emerging commissioning issues and funding adjustments.

This resource is specifically targeted at individuals within the City & County of Swansea population who are threatened with homelessness or who are homeless and need some support to maintain and be able to remain in their home in the community.

The programme has a key role in assisting to mitigate the impact of central government's welfare reforms which will raise additional challenges to the already vulnerable service users that it aims to support.

The document will show how the SPPG programme is a key tool and a contributor to meeting some of the corporate challenges identified in the One Swansea Local Service Board Single Integrated Plan.

The preparation of this document was an expectation of Welsh Government as part of the new Supporting People Programme Grant Conditions published 2013

<http://wales.gov.uk/topics/housing-and-regeneration/services-and-support/supporting-people/publications/sppgguide/?lang=en>

However, for 2015/16 Welsh Government no longer required it to be submitted directly to them. It must be submitted to the Western Bay Regional Collaborative Committee. The Local Plan must have elected member approval so that it is formally the statement of local priorities. The local plan will be used to inform the development of the Western Bay Regional Commissioning Plan which will be submitted to Welsh Government.

The document will also detail the challenges which will be faced in administering the programme over the next year and onwards as a result of revisions to funding settlements. The majority of grant is spent via contracts with third sector organisations. Difficult decisions may need to be made and some principles have already been established on how to approach making these decisions and are detailed in the plan.

On a positive note with these challenges come opportunities to develop, innovate and do things in different ways to support individuals to overcome their own personal challenges and build their personal resilience.

What the Supporting People Programme Grant funds?

The Supporting People Revenue Grant is paid to each Local Authority to commission or provide services to help prevent people becoming homeless or requiring residential/ institutional services, through the provision of 'housing related support. Housing related support enables people to develop or

maintain the skills and confidence necessary to maximise their ability to live independently. Tasks which, if not performed adequately, would lead to a breakdown in the individual's right or ability to continue living in that home. As examples;

- The ability to pay housing costs, (rent, mortgage etc.) in order to avoid losing possession,
- The ability to pay utility bills and arrange for the proper provision of services which keep the home fit for habitation,
- The ability to maintain the security of the home, such as maintaining technical devices or controlling visitor access,
- The ability to maintain health and safety in the home, including the safe condition of the building, the safe use of appliances, and hygiene,
- The practical living skills necessary to live independently, such as cooking, and knowledge of nutrition or domestic chores such as laundry,
- The ability to establish a stable place within the community, for example, the use of community facilities or the resolution of disputes with neighbours.

A unifying principle of housing-related support has been that it is provided in relation to a housing need. It therefore must be provided in a housing context. The Grant Programme has housing, and preventing homelessness or people living in inappropriate institutional settings, at its core. Support can be offered to anyone eligible, regardless of the tenure. The emphasis of the programme is "doing with" as opposed to doing for and building their personal resilience.

Limitations

The programme cannot fund hands on personal care. Individuals must be over 16 years.

Service Models

The services that the programme funds have been broadly grouped by the following services models:

- **Direct Access Homeless Hostels** are a form of temporary accommodation which may involve sharing facilities where there are staff on hand to manage the building and support the individuals who need to live there move on to a form of more sustainable accommodation. This can also include Refuge provision for those fleeing domestic abuse.
- **Temporary Supported Housing** provides a more settled type of temporary accommodation which may have shared facilities for up to two years. Individuals have access to support staff who work with them in a more planned way to help individuals move on to a form of secure accommodation either without the need for further support or with some floating support.
- **Floating Support** is a service where support workers visit the person in their own home whatever the tenure. Staff may be working to resettle them after a period of homelessness or living in temporary accommodation or are working with an individual who may be

threatened with homelessness to prevent loss of that accommodation or to sustain a satisfactory level of independence ongoing to allow them to remain.

- **Permanent Supported Housing** which may have shared facilities but will have staff based at the property who work with individuals to maximise their independence but where there is no requirement to move on unless it is appropriate for the individual.
- **Sheltered Housing** a proportion of the costs of living in certain types of this provision where there may be an on site staff presence such as a warden or caretaker and/or community alarm facilities is met by Supporting People Grant.
- **Other**

Any of the above models may be provided in a range of intensities which directly links to the level of staffing and period of staff cover. For example, for a service aimed at individuals with high level needs staff may be on site in supported housing 24 hours a day, or at the other end, for someone with low level but on going support needs a visit fortnightly to their home by a support worker may be sufficient. Service models can be specialised to provide support for the following groups.

- Women fleeing domestic abuse
- Men fleeing domestic abuse
- People with learning difficulties
- People with mental health problems
- People suffering from alcohol dependency
- People suffering from drug dependency
- Refugees
- People with physical disabilities who require support
- Young single homeless who require support and young people leaving care
- Ex-offenders
- People who are homeless or potentially homeless and in need of support
- People with chronic illness including AIDS, AIDS-related conditions or who are HIV positive
- Vulnerable parents who require support.
- Vulnerable Older People

Unit of Support = The capacity to meet one persons support needs.

- In accommodation based services such as 24 hour schemes where staff are based on site, units of support relates to the total amount of bed spaces with support attached .
- In floating support where support is provided to an individual in their own home, units of support relates to the total number of people than can be supported at any given time.

Strategic Priorities

The Local Service Board sets out the strategic priorities for Swansea in the Single Integrated Plan - *The One Swansea Plan*

<http://www.swansea.gov.uk/oneswansea>

Place, People, Challenges and Change

“Making a Difference”

The plan aims to capture the energy, commitment and ideas of professionals and public alike in order to address the challenges in this plan. In practical terms this approach means:

- Using Clear Indicators to Measure Progress
- Building from Key Programme’s and Partnerships
- Assessing the Effectiveness of Partnership Working
- Commissioning Projects to Improve Partnership Working

We also know that it has never been more important to work well in partnership and to make the most of the limited resources that we have. For this reason we have adopted a Team Swansea approach which means:

- Aligning our strategies and plans with the One Swansea Plan and this will include the Swansea Supporting People Commissioning Plan.
- Reviewing the evidence
- Engaging with professionals and the public
- Improving partnership working
- Working openly and accountably
- Behaving sustainably

For each of the population outcomes, we have identified a small number of challenges. These represent what we think are the most important things that we need to focus on. Further detail and analysis can be found in the Single Needs Assessment by following the web link.

Below is a summary of the challenges against each outcome. These challenges will be reviewed every year both to chart progress and to decide whether they are still the right challenges. An annual delivery statement is produced by Swansea Local Service Board to show how we are delivering the One Swansea Plan that was first agreed in 2013 by following the web link.

Challenge	Indicator	Aspiration for 2020
Outcomes		
Children Have a Good Start in Life		
1. Low Birth Weight	% singleton live births with a low birth weight (less than 2500g)	To reduce the number of singleton babies born under 5.5 pounds (2500g) in the most deprived fifth of the population by 19% by 2020
2. Domestic Abuse	Number of domestic abuse referrals involving children	To more rapidly reduce the level of domestic abuse and its impact upon children. [Difficult to set a target as changes may reflect improvements in recording and reporting.]
3. School Readiness	% children starting school assessed on the CDAP (Child Development and Assessment Profile) at Step 1 or higher in each area of development.	To significantly improve children's readiness for school. [This is a new data set so no target can be set until further data suggests trends]
People Learn Successfully		
1. School Attendance	Primary and secondary school attendance % half day sessions missed	Primary and secondary school attendance to be above the all Wales average
2. School Achievement	Proportion of 15-16 year olds achieving the Level 2 threshold including English, and/or Welsh First Language and Maths	To narrow the attainment gap between those receiving and not receiving free school meals.
3. Adult Qualifications	Proportion of working age population with no qualifications	To outperform the UK in reducing the proportion of working age population with no qualifications
Young People and Adults Have Good Jobs		
1. Youth Unemployment	The rate of people aged 18-24 claiming Jobseekers Allowance in Swansea	Outperform the UK in decreasing the % of 18-24 year olds claiming Jobseekers Allowance.
2. Economic Inactivity	Economic inactivity rate (working age)	Overall reduction in economic inactivity rate in Swansea
3. Average Earnings	Full-time weekly average earnings	Match the UK's average earnings growth rate
4. Economic Performance	Gross Value Added per capita	Match the UK's GVA per capita growth rate

People Have a Decent Standard of Living		
1. Child Poverty	Children living in households claiming out of work benefits or Working Tax Credits with an income below 60% of the national median	To reduce the percentage of children in Swansea living in low-income households.
2. Household Income	Gross disposable household income	Reduce the gap in disposable income between the wealthiest and most disadvantaged Wards in Swansea.
3. Personal Debt	Individual insolvency rate per 10,000 adult population	The individual insolvency rate is below the combined England and Wales rate
People are Healthy, Safe and Independent		
1. Preventable Early Deaths	Premature mortality from all causes	To significantly reduce the difference in premature mortality rates between the most and least deprived communities.
2. Life Expectancy	Life expectancy at birth	Close the health gaps between those living in the most deprived communities and more affluent ones by 2.5% by 2020
3. Older Peoples' Independence	The percentage of clients who are supported in the community during the year who are aged 65+	That the proportion of older people supported by Social Services in their own homes is at least 85%. [This should be set in the context of expecting to provide support to a lower proportion of the population of Older People as a whole]
4. Crime	Crime rate per 1,000 population	To be in the top 5 performing Community Safety Partnerships within our 'Most Similar Group' for recorded crime.
People Have Good Places to Live and Work		
1. Public Transport	Bus use in Swansea	Maintain percentage of households with access to hourly or better weekday daytime bus services or alternative transport provision

2. Carbon Emissions	Total CO2 emissions per capita	30% reduction from the 2010 baseline by 2020
3. Biodiversity	Percentage of water bodies at good ecological status	80% of our water bodies having “good” status
4. Housing Quality	% of heating systems in Swansea council homes up to the requirements of the Welsh Housing Quality Standard	To increase the number of people in social housing able to benefit from warm and fuel efficient homes. [Indicator to be reviewed]

Commissioning Projects to Improve Partnership Working

Every year Swansea Local Service Board will give particular focus to a number of the challenges within its work plan. For 2014/15 the Board identified the following challenges as priorities:

- **Domestic Abuse**
- **Adult Qualifications**
- **Economic Inactivity**
- **Child Poverty**
- **Personal Debt**
- **Preventable Early Deaths**
- **Life Expectancy**
- **Older Peoples’ Independence**

The LSB Engagement Group will facilitate the engagement for the annual review. This process will be informed mainly by ongoing engagement undertaken by partners during the year. Key activities will be identified by the LSB Engagement Group and may include, for example:

- The Big Conversation – consultation with young people
- Swansea Voices – The Council’s Citizen’s Panel
- Engagement with equality groups - for example the Network 50+ Group (older people), the BME Forum (black and minority ethnic) and the LGBT Forum (lesbian, gay, bisexual and transgender)
- Safer Swansea Partnership - engagement events.

This link takes you to the City & County of Swansea strategies and plans. <http://www.swansea.gov.uk/policies>

National Supporting People Programme Grant Outcomes

Strategically the One Swansea population outcomes are consistent with a significant number of the National Supporting People Programme Grant outcomes. Many of the challenges in the plan are areas where SPPG commissioned services focus on with individuals.

The SPPG programme recognises that:

People have the right to aspire to safe, independent lives within their community and the financial security and health to enjoy that community. People differ in the barriers they face in achieving these aspirations. Housing related support services seek outcomes for people that are steps on the way towards these ultimate aspirations.

Outcomes should be person centred, purposeful, negotiated and agreed with the individual and, if appropriate, with their advocates, supporters or carers. Outcomes will be achieved through **enabling maximum possible control, involvement and understanding** across the following areas where appropriate:

The project is: **Promoting Personal and Community Safety**

People are:

1. feeling safe
2. contributing to the safety and well-being of themselves and of others

The project is: **Promoting Independence and Control**

People are:

- 1, managing accommodation
2. managing relationships
3. feeling part of the community

The project is: **Promoting Economic Progress and Financial Control**

People are:

1. managing money
2. engaging in education/learning
3. engaged in employment / voluntary work

The project is: **Promoting Health and Wellbeing**

People are:

1. physically healthy
2. mentally healthy
3. leading a healthy and active lifestyle

The national outcomes collection framework is used to collect information on the progress of individuals against these outcomes and is reported at a project level. This information is available for service providers and commissioners as a tool to evaluate the impact services are having. Welsh Government also organises a nation collection from LA across Wales.

Key Strategic Influences

Supplementing this high level Single Integrated Plan will sit more detail plans. Those which will have the greatest relevance to the local implementation of the Supporting People Programme in Swansea will be the:

1. Social Services Commissioning Framework and its associated commissioning plans

2. The Local Housing Strategy and Homelessness action plans which links to the Health & Homelessness Standards.

There may be specific challenges and or actions points in each of the above and wider commissioning and action plans where the local Supporting People Programme and the Supporting People Team may have a role in contributing. These areas are identified and agreed by the Supporting People Commissioning Group and will be reflected in the Supporting People Local Commissioning Plan priorities for commissioning activity.

Commissioning Priorities

The evidence base used to inform the above and develop the local Supporting People commissioning priorities is listed below. Analysis of the information below helps the supporting people commissioning group understand the presenting need and make decisions going forward:-

Review of the Single Integrated Plan Strategic Priorities, Homelessness & Social Care priorities

Contract Evaluation and Monitoring information for the existing services which include:

- § 3 yearly service evaluations
- § Annual Monitoring Questionnaires which includes utilisation levels
- § Demand information from referrals and waiting lists e.g. from central referral points/Gateway or hub data on presenting need
- § National SPPG Outcomes Framework quantitative and qualitative data
- § Stakeholder input and feedback and information gathered through Join In
- § Service Providers internal quality assurance systems
- § Complains and comments

Collaborative working with statutory partners i.e. Health, Probation, Children and Adults Social Care and Housing

Collaborative Provider Forums and accommodation subgroups information Needs mapping questionnaires

Supplementary information including POVA investigations, complaints and comments and research evidence.

Annual Review of Homelessness. (Appendix 1)

Summary of High level Priorities Annual Review of Homelessness

- Reducing Rough Sleeping
- Reducing Domestic Abuse
- Homelessness Prevention Services
- Improved access to the PRS
- Youth Homelessness
- Responding the impact of the change in status of former prisoners

- Meeting the new legislation
- Coordinate funding for new services

- Financial Inclusion work
- Improving partnerships with MH services
- Improving partnerships with SM services
- Making best use of resources

Summary of High level Social Care Commissioning Priorities

<http://www.swansea.gov.uk/index.cfm?articleid=44869>

Young People

- Reduction in the Looked After Children's population
- Eliminate use of Bed & Breakfast Accommodation prioritising 16 & 17 year olds
- Sustainable Move On accommodation & support options

Mental Health

Somewhere to live

- Local alternatives to high cost residential care
- Increase move on options with medium to low level long term support

Help when I am ill

- Improve crisis support

Something to do in the day

- Alternatives models to replace LA funded day services.

Older People

- Addressing the balance of care – Enabling more people to stay in their own home as long as they are able to.
- Integrated Health & Social Care service delivery - Keeping people out of hospital and discharging as soon as they are ready. Central point of access and locally integrated services 3 hubs and 5 GP networks.
- Alternatives models to replace LA funded day services e.g. Local Area Coordinators & Community Connectors

Physical Disability

- Rehabilitation particularly Traumatic Brain Injury
- Independent supported living accommodation
- Accessible day opportunities
- Bariatric needs
- Sensory needs

Learning Disabilities

- Closer to home supported living
- Maximising levels of independence and reducing dependence
- Alternatives models to replace LA funded day services. E.g. time to meet
- Supporting Carers

Annual Monitoring Questionnaire.

In response to provider representation the range of information requested has been reduced over time. Return of this information has also been coordinated regionally. The returns for 2012/13 & 2013/14 used the format which was developed by the Quality Work stream subgroup around for a national data set. Western Bay adopted this as a trial set of information. Regional Development of this format nationally is no longer being taken forward however a regional consistent format for collection is still underway.

Utilisation levels/Voids

This is a key area within monitoring questionnaire. The level of utilisation is as a marker for demand. The annual questionnaire provides a picture across the year. However, the LA has a number of central referral routes for accessing service which provide much more regular and real time information on demand based on service model and/or client group.

Local Authority Housing Department Tenancy Support Service (TSU)

It is the Commissioning Groups vision that the TSU will eventually become a complete central referral point for all Supporting People commissioned floating support within the City & County of Swansea and thus will provide one of the main sources of information on need and demand for floating support. The TSU core currently coordinates referrals for the majority of floating support services within the City & County of Swansea and collates information on demand and utilisation and manages the waiting lists across all service providers which are part of or linked to the TSU partnership.

The Local Authority has subcontracted some of the capacity to other voluntary sector support organisations some of which have core specialism's for example working to support victims of domestic abuse or substance misuse families with children or age specific groups. The TSU also has an in house support team which works flexibly across all client groups but due to current demands works predominantly with families presenting with a range of support needs. In addition there are strong operational links to other services i.e. not contractually aligned to the TSU.

At any one time the TSU supports approximately 765 (*snap shot check Sept 14*) individuals which is more than the numbers identified across the spend plan. The minimum contracted amounts are stipulated in the spend plan. This is due to the in house and agencies supporting up to 10% more as agreed in the TSU support agreements and allows for lower level support as the service is tapered to float off and allows for the aftercare service.

190	Generic - Families Units
45	Domestic Abuse Units
141	Generic – At risk of Homelessness Units
54	Substance Misuse Units
71	Young People Units
24	Refugee Units

74 Community Care Units – Mainly Mental health
166 Older Persons Units

Of the total amount supported above, 36 are receiving 'short term' support.

- In last 12 months 1722 referrals were received (19/9/13 – 18/9/14) This equates to an average 143.5 referrals per month.
- 1983 individuals were allocated support via the TSU over the same period. This equates to an average of 38 allocations per week.

There are 278 referrals waiting for support at the present time. Of these, 102 are families (representing 37% of the total)

Central Waiting lists for support

The TSU prepare regular reports from SPRINT on waiting referrals and the nature of their support needs. Managerial priorities are in place for prioritising referrals for vacancies as they arise. Managerial priorities are reviewed regularly and reflect the homelessness strategy priorities around prevention of imminent eviction, crisis support and appropriate resettlement.

Development

In order to be best placed to face the challenges of the future such as the impact of the welfare reform and the LA's targeting approach to social exclusion and poverty on families. There will be new duties due to the new Housing Legislation and the TSU will have a role in the LA's response. The TSU and subcontracted partners must be able to offer responsive and flexible services which can work across a range of client groups and tenures. Further development of the crisis/short term model of working within existing resources will be a focus. In addition working in partnership with Housing Options to develop and implement their responses to the new prevention duties and to support the LA social lettings agencies development.

The Adult Gateway Project to Supported Housing

This was introduced approx. two years ago and is a web based common referral process for individuals and referrers wanting to access Temporary Supported Housing. It provides a central point for providers to access suitable referrals for their services. In 2013/14, 389 referrals were made for temporary supported housing. The majority (75%) were single males.

The MATCH coordinator who works with a number of individuals identified on Gateway is making its first report after 1 year. The role links closely with Health & Social care and has access to a modest personalised budget to work with complex individuals. Emerging themes are around the rigidity of services aimed at those with complex and challenging needs which themselves can pose barriers to effective engagement and intervention. The level of risk accepted as manageable by services which poses some questions around relevance when their services are/were commissioned to work with chaotic groups who pose these risks. But this must be also balanced with the safety of staff working with these groups. The aim is to undertake a lessons learned approach on each case and look at risk management plans.

BAYS Partnership

This is the Youth Homelessness Service provided on behalf of the City & County of Swansea managed by Banardo's and provides statutory temporary accommodation on behalf of the Local Authority. It provides the Authority with information on the numbers Young People presenting to the Local Authority in need of accommodation and their specific support needs. It also makes referrals to Supporting People funded supported accommodation for Young People and for floating support to the TSU.

The data provided by the Bays is used by the Young Persons Temporary Accommodation Group to recommend configuration options for the pathway through the range of emergency & temporary supported accommodation and the elimination of the use of Bed & Breakfast for 16 & 17 year olds. These options will seek to support compliance with the G versus Southwark judgement , deliver improved outcomes for care leavers and consider the impact of welfare reforms.

The information shows that there are a number of chaotic young people who still revolve and are evicted from supported housing due to their behaviour. A significant feature is their substance misuse. The most pressing type being the use of "legal highs". The nature of the substance misuse of preference has changed over the years but there is consistently a group for young people who present as complex and challenging behaviour. From experience these frequency go on to be the adults complex cases. Some of these young people are care leavers.

The OASIS Mental Health Project (Opportunities for Accommodation, Support & Information Services)

This is a central referral process for individuals with a Tier 2 Mental Health diagnosis for accommodation and support services which include services commissioned through Supporting People, Health and Social Care funding. <http://www.mentalhealthswansea.com/oasis.html>. Individuals referred through OASIS must be "care managed/care co-ordinated" by Social Care or Health. The project is coordinated on a day to day basis via the an Accommodation Manager based in ABMU Health Authority who provides overview reports on a quarterly basis on how current services meet presenting needs and gaps in provision to the Mental Health Accommodation and Support Group and on to the Local Authority Mental Health Commissioning Group.

Service User Influence

At a strategic level service user views are gathered through the “Join In” **Service User Involvement Framework.**

<http://www.swansea.gov.uk/index.cfm?articleid=9687>

The Join In Framework is the outcome of a consultative process which started in 2004 to establish a Service User Involvement Framework and has been built upon since then. The framework aimed to meet the requirement placed upon the City & County of Swansea to provide full and inclusive consultation with service users and ensures they are engaged with development of services in the future.

The main thrust of this service user involvement framework for supporting people and homelessness services, focuses on the following elements:

- Establishing the Charter of Rights
- Promoting the Minimum Standards
- Gathering and presenting feedback to Commissioners and Service Users
- Sharing good practice

Activity

- Individually funded Services provide feedback to Commissioners on an annual basis through the Join in Questionnaire on the findings of their own Service User consultation processes. They provide an overview of the changes made as a result of their consultation and on general themes emerging. This information is used to inform the topics explored at the Annual Join In consultation event.
- Annual Join In Event/Focus Groups are held with a resulting report and action plan
- Regular Join In Community Group meetings are held where specific topics relating to commissioning and planning of services are discussed.
- Specific topic focus groups.

Development of the Join In Community Group

The Community Group held are a cross section of current and former Service Users who volunteer to meet on a monthly basis.

Achievements to date:

- Developed an information leaflet to promote wider membership of the group
- Provided information to the Local Health Board for the Health & Homelessness Standards
- Travelled to the Welsh Government offices to participate in the consultation on the National Supporting People Strategy
- Provided Service User feedback to feed into the Local Authority response to the National Ten Year Homelessness Plan
- Jointly organised and facilitated the Annual Join In Events
- Assisted in the organising and facilitation of the Join In / Supporting People Service user Consultation event.

- Given specific comment on how they would like their views represented to the Regional Collaborative C.
- Attended provider's consultation events with members of the SP team.
- Consulted of potential new model of support

Contract Evaluation and Monitoring

Service User views on their specific service are gathered through the Contract Evaluation & Monitoring process through individual face to face Service User consultation, as well as Service User questionnaires returned as part of the Review & Monitoring Process.

Peer Reviewers

Service User consultation is now facilitated wherever possible by a group of "Peer Reviewers" made up of Community Group members. Their participation in the evaluation process is voluntary and to support them in undertaking this function they followed a comprehensive nine month training programme. This has provided them with the skills and confidence to attend on-site visits with Supporting People staff and to encourage people to provide their 'lived experience' of the service. It is also the intension to utilise similar groups supported by providers.

Evidence - Annual Join In Events

These events are used for Commissioners and Service Users to speak directly to each other. Individual reports are available of each event. The key questions that have been asked so far are:

2010

- *Tell us what has changed in your life as a result of receiving support?*
- *In light of the current financial pressures, what ideas do you have that could help the Supporting People Team ensure that we can still provide a service to those who need it?*
- *Housing Options is currently reviewing the housing advice service. What advice and help is the most important part of the team's work and what services would you like from housing advice workers that aren't currently available?"*
- *How could your service provider improve the way they involve their service users?*

2011

- *How can the Supporting People Team best involve Service Users in National SP review?*
- *How could your Service Provider improve the way they involve their Service Users?*
- *What are your expectations of using the Housing Options service?*

2012 Regional

Service Users how they wanted their views heard by the newly established Regional Collaborative Committee.

2013 Regional

Service users view were sought using the following statements in table facilitated sessions

- *I don't mind how my support is delivered...*
- *I don't mind who supports me...*
- *I don't mind if technology is used more to support me...*

There annual Join In Event is being planned for late Autumn 2014.

Some of the themes which are identified through the Join In Framework and its various elements are within the remit of the supporting people commissioning process directly, whilst, others are not. Where applicable the strategic, contracting and service evaluation process may need to focus on these areas more. Where things are outside the direct remit of the supporting people commissioning group it will work strategically to make the necessary links to inform and influence other service areas to improve outcomes. The You said We did approach is used to present and monitor actions.

Other Stakeholders

There are a range of local opportunities for service providers and other stakeholders to collaborate and contribute in providing needs information and to co – design the range of services needed to respond to those needs which inform and influence the recommendations taken to the commissioning group.

Stakeholders specific to particular commissioned services are engaged during service evaluations. Service providers are given an opportunity to identify appropriate stakeholders and the Supporting People Team may contact others who are deemed appropriate in addition.

**Supporting People Programme Grant
Planning Process**

WELSH GOVERNMENT



REGIONAL COLLABORATIVE COMMITTEE
(Neath Port Talbot, Swansea & Bridgend LA'S Health Probation, Service Users Support Providers, CHC Accommodation Providers & co-opted members)



CABINET MEMBERS



SP COMMISSIONING GROUP
(Housing, social services, Health & Probation)



**COMMUNITY CARE
COMMISSIONING GROUPS**

- Physical Disability
- Mental Health
- Learning Disability
- Older Persons
- Young Parents
- Accommodation Sub Groups
- Domestic Abuse
- Substance Misuse

**JOINT HOMELESSNESS &
SUPPORTING PEOPLE
COLLABORATIVE PLANNING FORUM**

Homelessness Task Groups
Young Persons Accommodation
Rough Sleepers

- Move On
- Private Sector

**REGIONAL JOIN IN PROJECT
SERVICE USER INVOLVEMENT FRAMEWORK**
Strategy Document outlining
Rights & Responsibilities

Regional

- Annual Provider Returns on themes/issues
- Annual Events and report and action plan
- Local Join In Service Community Groups
- Service Reviews including Peer Reviewing

Financial Context

Current Supporting People Programme Grant Resources

The total Supporting People Programme Grant allocation for 2014/15 for the City & County of Swansea area was £14,613,269. A contribution towards the commissioned housing related support services is also made by the City & County of Swansea and ABMU Health Authority Mental Health towards the funding available to the Supporting People Commissioning Group.

In September 2014 the Welsh Government announced its draft budget indicating a £10 million reduction on the National SPPG programme which represents a 7.5% cut from last year.

In planning the implementation the Supporting People National Advisory Board (SPNAB) has recommended to the Minister the same implementation option used for 2014/15. The option (option 2) appeared to be the most favourable for Swansea. It is to be applied to forward planning indicative allocation for 2015/16 SPPG which was £14,498,656. The indicative allocation already represents a projected reduction of 0.8%.

If a 7.5% reduction is modelled, it would equate to a £1,087,399.20 cut to Swansea's allocation. However, the exact LA allocation adjusted for redistribution will not be announced until late October 2014.

All local authorities were required to project spend based on these allocation up to and including 2015/16.

The Projected Spend Plan Pro-former 2015/16 can be found on the Welsh Government website.

<http://wales.gov.uk/topics/housing-and-regeneration/services-and-support/supporting-people/regional-committees/western-bay/?lang=en>

For forward planning purposes the following additional budget reductions have been modelled for 2015/2016 based on the 2014/15 SPPG allocation.

A model of possible reductions in SPPG income Applied to 2015/16 Indicative Funding Allocation of £ 14,498,656	
%	£
1%	£144,986.56
2.50%	£362,466.40
5%	£724,932.80
7.5%	£1,087,399.20
10%	£1,449,865.60
12.5%	£ 1,812,332.00

It is therefore likely for planning purposes the context will be sustaining and developing services within a reducing budget.

As central Government cuts to the Welsh Government settlement will have a negative impact on funding directly to Local Authorities via the Revenue Support Grant (RSG) as well as other grant funding streams such as the Supporting People Programme.

Some corporate principles we intend to apply when making decisions are:

- Nothing is excluded..... *We will review all services to explore better ways of achieving outcomes, no options are ruled out*
- We will have less money.....*We will work on the assumption that there is no growth and will have a reduced allocation of SPPG.*
- Demonstrating efficiency.....*We must demonstrate we are as efficient as possible. We will use the financial impact assessment process to establish this.*
- Cutting red tape.....*We will cut regulation & bureaucracy, eliminate waste and remove unnecessary policies and processes through lean thinking and ideas from staff*
- Different models of delivery.....*We will collaborate to explore different service provision (cost and outcomes) against other delivery models.*
- Supporting those at risk*We will target resources on individuals , families or communities at risk of harm, or significant disadvantage and explore using Target Areas in particular*
- Evidence base.....*decisions will be made on the basis of evidence of need*
- Sustainable outcomes*Options which build service user resilience and demonstrate how investment in early intervention /prevention and deliver outcomes for people*

As can be seen from the above in order to maintain effective service delivery which delivers on outcomes it is essential to foster innovative and collaborative relationship between providers, service users and commissioners. In achieving this, an essential role must be played by the Collaborative Provider Forum and the Join In framework for involving service users.

Contingency Planning

Since the original programme started in April 2003 the Local Authority has managed reductions in funding with limited affected on frontline provision i.e. no Service Users lost their support as a result of funding reductions.

The City and County of Swansea previously developed a financial model for assessing the cost effectiveness of services which was informed by a comprehensive programme of Initial Service Reviews undertaken by the Supporting People Team. The information gained from the Contract Review process has enabled the Team to establish a detailed understanding of the operational issues faced by Providers and their financial needs for staffing and overheads in order to run the various models of support provision. This has resulted in a financial model based on actual staff costs and reasonable overheads for a range of service types. The City and County of Swansea uses the principles of relational contracting and it has only been possible to develop the above financial model with the co-operation of Service Providers who in the main have been open and transparent on actual costs of running the services

Financial Impact Assessments

Recommendations made as to whether any possible funding reductions will apply to contracts will be made following individual service financial impact assessments. These will establish the effect of any potential funding cut on the services sustainability. Whilst the process is the same for each contract the outcomes may differ for each service and the commissioning group made funding decisions informed by the process. This process has been refined and continues to be used. The process reflects back on recent funding negotiations/decisions as well as looking forward in terms of impact on the sustainability of the service. The process also factors in assessment of the following considerations.

Strategic Priority Areas to Protect/Retain

The SP commissioning group previously developed an approach to manage cuts of a significant extent when a figure of 25% was projected by London School of Economics Wales under their proposed redistribution formula. The Supporting People Commissioning Group gave consideration to how it might manage reductions in services balancing the degree of vulnerability and statutory duty towards Service Users against the intensity/ and service model. The Commissioning Group has been open and transparent in giving information to Providers on its rationale which has been published in previous Supporting People Operational Plans. The City & County of Swansea intends to use this approach to implement locally established strategic prioritisation process to retain/protect services in addressing the cut to the 2015/16 allocation.

Priority will inevitably have to go to statutory groups, those considered most vulnerable, and those where there is higher reliance on staff intervention to maintain independence. Reductions in Services to these areas could put additional pressures back onto Social Care and Housing Service budgets. The consequence of this approach may be that Floating Support Services may feel the impact of funding reductions including the Local Authority's own Housing Department's Tenancy Support Project.

The Commissioning Group has agreed that the prioritisation of support needs is categorised to reflect statutory duties of the Local Authority and other corporate priorities. The prioritisation of service type reflects the commitment to permanent housing, and the contribution services make to the prevention of homelessness. The level of Strategic Relevance of a particular project will be determined on individual cases.

SUPPORTING PEOPLE FUNDING PRIORITIES

HIGH PRIORITY

Support Need

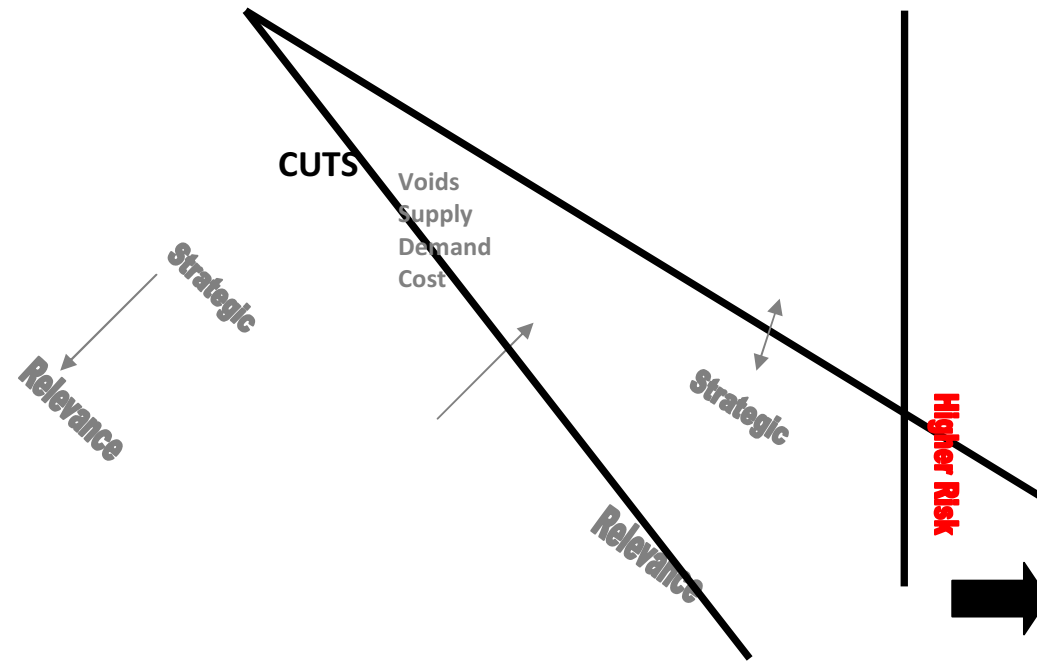
Learning Disability
 Mental Illness
 Eligible Older Persons
 Eligible Physical Disability
 Young People 16/17
 Older Persons 75+
 Statutory Homeless
 Chronic / HIV
 Domestic Abuse
 Offenders
 Single Parents
 Substance Misuse
 Families
 Refugees
 Non Eligible Older Persons
 Non Statutory PD/MH/LD
 Non Statutory Homeless
 General

LOW PRIORITY

HIGH PRIORITY

- % 24 Hour Support in Permanent Projects
- % Other Support in Permanent Projects
- % 24 Hour Temporary Accommodation Support
- % Other Temporary Accommodation Support
- % Direct Access Hostels
- % Sheltered Housing (following review)
- % Short Term Preventative Floating
- % Short Term Specialist Floating
- % Temporary Accommodation
- % Long Term Specialist Floating
- % General Floating
- % Intensity Options (where appropriate)

Service Type



Overall floating Support services are considered the most vulnerable to cuts and those providing permanent housing will be the most protected. However, the Commissioning Group recognises the important role floating support has as a model of provision facilitating move on from fixed temporary supported housing projects and on mitigating the impact of Welfare Reforms and preventing homelessness and the contribution it makes to the wellbeing agenda. Therefore, nothing is excluded, every service will be included in the process and the Supporting People Team will work to refine their understanding of the current provision to make as informed as possible decisions and develop a coherent Whole System Strategy to address any reductions in funding over the years ahead.

Therefore the following approaches will be used in assessing all service models in order to manage and mitigate any impact.

Efficiency savings will remain an ongoing focus within the normal business as usual contracting evaluation processes. The usual Annual Financial Review of Contracts will be undertaken using the local funding formula for establishing reasonable cost of services. Funding settlements therefore in the first instance will be guided by:

- The City & County of Swansea funding formula of 80% on front line staff costs and 20% for all other costs
- Within the above a target central management charge of not more than 10%
- Benchmarking of tiered support staffing structures and parameters for salary grading costs.

Services which fall outside the above parameters will be encouraged to undertake an internal review of their structures to deadlines in order to deliver leaner management structures, considering collaboration and sharing options with other organisations may be one way to achieve this. Where services may be required to make efficiencies the expectation is that front line service will be reduced as a last resort.

Stop, Reduce,

We will look at provision and consider whether there are elements of or specific services which we may stop delivering and or reduce the amount of. Some of the approaches which might be used to do this are:

Recruitment to vacancies by agreement only.

Providers of SP commissioned services will be asked to approach the Local Authority Supporting People Team before filling any vacant posts for agreement. This is consistent with the City & County of Swansea internal recruitment approach. This will allow for a case by case assessment of the service in relation to all the other strategic measures being considered and presents an opportunity for gearing down of services if this has been identified as necessary making use of any natural staffing turnover.

Reduce the intensity of support given

There are a range of options to introduce lower intensity support which can be used for tapering support prior to cessation or as the main service provision. The intensity of a service is broadly determined by the availability of staff and or time spent on one to one with service users and it's frequency. The approach will also contribute to preventing dependency and focus support on increasing personal responsibility and

resilience. Any assessment of the level of support provided to individuals who are care managed will be done in conjunction with their care manager.

The Supporting People Team will continually update the identification of services where this scenario might apply in relation to evidence of need and utilisation and the following would be explored:

- Review of the format of provision of 24hr Supported Housing. The team will review the need for and format of the range of night cover provision in 24hr Supported Housing looking at alternative solutions.
- Introduction of further Short Term Working. Roll out of the short term working pilot in floating support further which contributes to maintaining a through put of individuals receiving focused core targeted housing related support functions.
- Introduction of structured delivery of support. Via accreditation processes, in a group work settings. This may be particularly relevant for pre-tenancy support and around certain outcome areas and delivery of independent living skills.
- Introduction of telephone support
- Use of social media to deliver low level support

If a service is identified for reduction in intensity the service will have an opportunity to agree that staff recruitment should not be undertaken without prior consultation with the Supporting People Team. This will allow for a phased gearing down of intensity making use of any natural staffing turnover and adjustment to service user service levels as support naturally comes to an end and new service users are taken on and service expectations are adjusted.

Increase Flexibility of Services across Client Groups

Services may be required to be more flexible for example:

- Serve a wider range of client groups
- Be age blind
- Be gender blind

Again the SP Team will review the appropriateness of this in relation to the needs presenting and utilisation level sustaining outcomes

Leaner - Systems Thinking Approaches

To maintain a focus for resources on the front line delivery of practical support to individuals we will collaborate with providers to develop leaner approaches to the process of delivering support. This could impact on assessments, support plans and general record keeping and central points for referrals.

Manage Demand

- Invest to explore meeting support needs and building resilience in other ways
- Offer more responsive support services as and when people need it implementing earlier intervention and prevention
- Review eligibility criteria for access to housing related support services

Investing the Contingency Fund

The purpose of its establishment is to mitigate the immediate impact of an annual allocation reduction giving time to consider more planned reduction to the baseline commitments. This will allow cuts to be applied in a staged manner tapering the

withdrawal of services where necessary minimising dramatic disruption due to the loss of services to individuals and job losses for staff. The Local Commissioning Group will direct the use of this fund as appropriate to support the above approaches.

Investment In Short Term Funding

A proportion of SPPG has been committed to a short term funding programme 1 year or 2 years for projects which can be withdrawn with minimal impact in response to reductions in funding at short notice. The schemes within this programme will be reviewed as to whether they have proved effective and should continue. Given early indications of budget settlements there is likely to be a significantly reduced commitment level ongoing in this area unless additional resources can be made available from within the base line commitment.

This element of the programme has been used to invest to save:

- Invest to develop and pilot more innovative models of service delivery which are able to inform long term sustainable commissioning decisions which achieve the same or better outcomes and contribute to managing the current financial context. i.e. the same or better results for the same or less expenditure.
- Invest to relieve crisis pressure points on demand by temporary increasing capacity or deliver intensity on a temporary basis whilst longer term commissioning decisions are evaluated if necessary.
- Explore options for spot purchasing of support services.
- Target key outcome, client group and locality areas

Whilst we expect to have funding reductions for 2015/15 yet we will be striving to achieve the following strategic focus in managing and commissioning the remaining resources on the following.

Supporting People Commissioning priorities 2015/16

Core Business Priorities:

- Implement and manage the impact of any funding reductions.
- Explore new and sustainable models of delivering housing related support
- Comply with the Welsh Government SPPG conditions and undertake service evaluations
- Contribute & Participate in the Western Bay Regional Collaborative Committee work plan
- To maintain engagement with the national Supporting People Programme Review work streams and implement changes in line with recommendations.
- To identify and manage risk associated with changes relating to the governance, finance and quality changes in the programme.
- To identify and maximise opportunities associated with the changes relating to the governance, finance and quality changes in the programme.
- To maintain a medium term financial plan until clarity is received regarding the long term financial position of grant allocation to Swansea as a result of the interim and on –going distribution formula.
- To explore cross border opportunities within all aspects of Supporting People commissioning, planning and development.
- To respond to Welsh Government & Internal Audit recommendation in relation to administration of the Supporting People Programme Grant.
- To collate and analyse the National SPPG Outcomes Framework data to demonstrate the effectiveness of the programme.
- To comply with specific corporate procurement guidelines and demonstrate value for money.

Service Development & Reconfiguration Priorities for 2015/16

Homelessness Prevention Services – new legislation around ‘All Reasonable Steps’ includes provision of information, advice and a support needs assessment to prevent accommodation breakdown.

Our challenge is to deliver improved capacity for timely responsive support interventions as a priority e.g. rapid responses preventing imminent eviction. This will be achieved by:

- Expanding the resource and expertise for assessing support needs which is integrated with the Local Homelessness Services.
- Implementing more availability of shorter term working within existing floating support services so that those in need get a level of response which is preventative yet timely in a crisis.
- Requiring greater flexibility from services with specialisms, great flexibility on tenure access criteria in order to contribute towards widening access to support opportunities to those most in need across all client groups.

Prioritising & Allocating Resources

We are currently exploring the impact removal of priority needs status from ex-offenders may have on service demand and how homelessness may present. However, a significant number will have specific support needs regardless of future

legislation, especially those with a substance misuse history. Other changes such as removal of the local connection criteria may also impact. Therefore it is important to consider how we respond around use of specific local allocations of SPPG to meet local need. A current exercise is underway with temporary supported housing to provide evidence to inform any decision on access criteria. We will also engage regionally within Western Bay and other bordering LA's as the evidence suggests to explore any opportunities to commission jointly.

Our challenge will be to ensure those individuals who are most vulnerable are given priority access to accommodation & support, at the right time to prevent their homelessness. The focus will be on the service user experience embracing the "tell us once approach" and an integrated process wherever possible. We will aim to achieve this by working in partnership with the Homelessness service to review access arrangements including existing central referral pathways/gateways with a view to further recommend improvements to the efficiency and sustainability of referral and assessment processes for all accommodation & support provision commissioned by the SPPG programme.

Reducing Rough Sleeping & working with those with complex needs -

Increasingly the crisis provision is picking up more 'first time rough sleepers' our challenge is no second night out and we aim to work with partners to be more effective at preventing new rough sleepers. Rough sleepers often have complex needs and our challenge is ensure the services we provide with our partners are more innovative and effective at engaging with and supporting individuals with complex needs to access and sustain stable accommodation. The effectiveness of the additional temporary resources such as MATCH Coordination and its findings and the personalised budget committed in this area will be reviewed utilising a lessons learnt approach based on individual cases which may result in recommendation to do things differently.

Improved access to the private rented sector –There is limited access opportunities to social housing stock particularly for one bedroom properties and our challenge is to facilitate other opportunities to quality, affordable and sustainable accommodation. Under the new legislation there will be the opportunity to discharge statutory homelessness duties into the private rented sector. A key challenge for the LA is to facilitate an increase in opportunities to access good quality affordable and sustainable accommodation in the private rented sector and specifically to prevent & alleviate homelessness. Partnership work with service users, private landlords and private sector regulation initiatives has developed an "offer". A specific resource for responsive support to both the landlord and service user was identified as key to encourage private landlords to work in a trusting and sustainable partnership. We aim to address this by ensuring existing resources providing support to those in the private rented sector complement the development of a LA led Private Sector Social Lettings Service and consider making provision for additional resources if necessary as the scale of the service increases.

Financial Inclusion work – All services commissioned through SPPG offer a level of welfare benefits, budgeting and debt advice work. Developing and accessing suitable banking accounts and developing the digital skills to access services which are increasingly available online will continue to be a priority. A priority for providers will be building staff and service user skills and resilience in these areas to mitigate the impact of welfare benefit reforms and promoting inclusion in the digital by default agenda. There will be a continued expectation from commissioners that services keep informed and engage with and work in partnership with initiatives which focus on the Supporting People Outcome below for example the Lift Project in Penderry Ward & Get Swansea Online and other targeting initiatives.

The Project is: **Promoting Economic Progress and Financial Control**

People are:

4. managing money
5. engaging in education/learning
6. engaged in employment / voluntary work

Better bidding

Our challenge is improving coordination of bidding for other complementary funding resources to tackle the issues identified based on agreed strategic priorities. This will aim to ensure no duplication of services, effort and wasting of funding opportunities. Funding applications to all sources should build on collaboration, joint working to design person centred services. Where funding is temporary in nature consideration must be given to building in service sustainability and or clear exit strategies for when funding ceases. The Joint Homelessness & Supporting People Collaborative Planning Provider Forum will have an important role in identifying how this is put into practice.

Complex Needs

A significant challenge for the LA and our health partners is around working with individuals who misuse alcohol and drugs in order to meet our statutory responsibilities. Delivering any outcomes where there is no or limited engagement within existing service pathways is challenging. Alcohol and drug misuse can also be a way some individuals self-medicate in order to cope with undiagnosed or untreated mental health issues. Working in partnership with Health will be a priority to achieve better outcomes for this smaller group of individuals developing smarter/more flexible use of the resources of which they disproportionately draw on. Key partnerships in this area will be the ABMU led Health of Homelessness and vulnerable groups steering group and implementing their action plan and the Dual Diagnosis steering group and the Substance Misuse Area planning Board.

Domestic Abuse – There is an increase in recorded reports of Domestic Abuse. This challenge remains a priority and has wide ranging impacts on families and children. However, as a cause of homelessness there is a slight decrease. We don't know for sure but this may be in part due to the priority focus for homeless prevention of commissioned services such as the safety & security schemes, refuge provision, safe houses and floating support. We will pilot a local crisis model. There will continue to be focus on delivering better outcomes for individuals by improving awareness of domestic abuse in non-domestic abuse specialist services amongst both staff and service users. We will expect and ensure that all our commissioned services make use of existing services that do this. If and where appropriate support with additional resource. We will make the appropriate links in relation to our work with ex-offenders in relation to perpetrators of domestic abuse. Our commissioned service will work in partnership in service delivery at the one stop shop.

Young People – Our challenge is to ensure there is a range of accommodation & support which is suitable to meet our corporate responsibilities. Working in partnership we will aim to eliminate the use of bed & breakfast accommodation, prioritising those that are 16 & 17 year olds. Our focus will be to work with existing service providers to achieve improved outcomes by enabling them to be better prepared to access & sustain "move on" to independent accommodation that is available when they are ready. Engaging and achieving good outcomes for the smaller number of young people with complex needs (including developmental disorders) and chaotic lifestyles (including substance misuse) remains a specific

challenge and priority. We will be exploring different ways of planning & service design with providers around specific care leavers who require accommodation and support. We will work in partnership with developing Registered Social landlords to facilitate the completion of services commissioned previously where there was capital investment via Social Housing Grant (SHG).

Families

Our challenge is to contribute to giving children a good start in life. We will aim to achieve this by:

- Exploring whether there is a further role for a supported accommodation model for young parents e.g. specialist supported lodgings.
- Responding to service user requests making transitions in SPPG services smoother as young people become parents but balancing this with our safeguarding responsibility.
- We will continue to have specialist services in this area and use the short term model of support.

Older People – Our challenge will be to ensure existing commissioned service continue to be strategically relevant as the integration of Health & Social Care services for older people is implemented starting in 2014. The rate of changes will be significant due to the implementation timescales. Additional challenges will be posed by the reduction in the social care budget and its implementation. Services commissioned through SPPG have an important role in the prevention aspect of the transformation. This will be addressing the balance of care i.e. more people stay in their own home as long as they are able to. Keeping people out of hospital and allowing discharge. Our aim is to ensure that SPPG commissioned services are engaged in and compliment the integrated access and local delivery of services around the proposed three services hubs and five GP networks. Commissioned services including floating support and sheltered will have an important role in developing and facilitating access to alternatives models to LA delivered and funded day services contributing to maximising independence for as long as possible.

Physical Disability

Our challenge for younger adults with a physical disability will be to deliver independent living accommodation and support opportunities following rehabilitation. We will do this by working in partnership to ensure options which deliver responsive care & housing related support and are sustainable. We will respond by enabling as many as are able to be supported using the floating support model.

Learning Disability

Our challenge will be to support individuals to achieve their maximum level of independence and reducing dependence. We will respond by enabling as many as are able to be supported using the floating support model. Existing service providers of housing related support will have a key role in supporting individual with learning disabilities to design and access alternatives daytime activity to the traditional models of LA funded day services.

Mental Health

Our challenge is to provide increased move on accommodation options with medium to low level long term support. These have to tackle the loneliness and isolation which service users tell us they experience when move on to independent self-contained accommodation and this often has a negative impact on their mental health

and an inability to sustain their accommodation. Capital investment has been secured and it is a priority to work in partnership with Registered Social Landlords to facilitate implementation of this model of service which draws on similarities with the traditional sheltered housing model for older people. Alternative models which also provide ongoing low level of support are being explored such as the supported lodgings model Collaboration with Health& Social care on developing high relation supported housing options locally as alternatives to high cost residential care placements. This will involve the strategic review of existing provision to identify opportunities to reconfigure initially. Existing service providers of housing related support services with have a key role in supporting individuals with mental health issues to access alternatives daytime activity to the traditional models of LA funded day services.

Workforce Development

Over time more options for accessing cost effective training locally have now developed and the Supporting People Team will review the focus on this area and necessity to facility this training ongoing.

Where there is a specific identified need for additional training resource to deliver improved outcomes around in the outcome areas we will supporting this area. We will however service provider to maintain core training programmes focused on improving outcome delivery.

Opportunities for regional collaboration and commissioning

A workshop was held in September to review each LA's local priorities in order to recommend whether or not there were opportunities.

1. Grant administration
2. Process
3. Commissioning

The suggestions of the day would be incorporated into a Regional Development

Equality Impact Assessment of Funding Cuts

Supporting People services are designed to address many of the issues covered by the equality impact assessment for individuals.

Providers have policies and procedures which are regularly monitored and subject to three yearly contract review.

Many of the strategic priorities identified for activity are not focused on developing new provision but may result in minor adjustments such as refinement in referral and access pathways or a change in the format of support but with no financial impact for the service provider. However, the delivery of some priorities may be taken forward through reconfiguration of existing support services where it was considered appropriate.

Where such changes occur an impact assessment is undertaken which takes into account relative demand for the services, duplication or access to equivalent support and the relative priority.

Financial Impact Assessments are completed on individual contracts (broken down into schemes where there are multiple services and the nature of the service provision is significantly different). Organisations are requested to evidence to the Supporting People Team if a funding reduction would impact on front line provision. Where providers present evidence to suggest a negative impact this will be presented to the Supporting People Commissioning Group (multi agency decision making group). The Commissioning Group will explore a number of factors:-

- Priority of service
- Vulnerability of Service Users
- Configuration options
- Likelihood and level of impact

The Supporting People Commission Group make final decisions on whether a reduction is appropriate to go ahead or not based on evidence contained within the individual service Financial Impact Assessment. Regular contract liaison meetings with individual providers will monitor any impact relating to the above.

Appendix 1

Housing Options data analysis report – 2013/14

Introduction

This annual report details the provisional findings of the analysis of Housing and Homelessness data. The analysis has considered data over a 10 year period in some cases.

It provides guidance on the future priorities for the planning processes to prevent and reduce homelessness in the City & County of Swansea over the next 12 months.

Waiting List Data (live applications)

	April 04/05	April 05/06	April 06/07	April 07/08	April 08/09	April 2010	April 2011	April 2012	April 2013	April 2013
Total people on W/L	6522	4043 (2891 applicants + 1152 transfers)	4627 (3389 applicants + 1238 transfers)	4216 (2934 applicants + 1282 transfers)	3723 (2597 applicants + 1126 transfers)	N/A	4516 (3216 applicants + 1300 transfers)	5176 (3754 applicants + 1422 transfers)	5121 (3721 applicants + 1400 transfers)	4,287 (2952 applicants + 1335 transfers)

Summary

- Reduction in the numbers of live applications on the housing needs register across the board. This is in contrast to the increases seen in recent years and may be the result of the continuous rolling review of the council's housing register to keep applications up to date. There may be other factors to consider relating to this and need to be looked at in greater detail if this becomes a trend and appears to continue.

LA Housing Stock and lettings

	April 01/02	April 02/03	April 03/04	April 04/05	April 05/06	April 06/07	April 07/08	April 08/09	April 2010	April 2011	April 2012	April 2013	April 2014
Total Stock	16171	15739	15086	14121	13922	13793	13689	13654	13643	13629	13,616	13,590	13,555
Average lettings per week	39	40	43	25	26	28	27	28.4	33.4	28.2	28.4	24.6	31.6
Average EOT	44	42	37	27	27	27	26	30	31.5	27.6	28.57	35	30.8

Summary

- As at April 2014, total stock has decreased by 2616 (16%) over 12 years although this has tailed off recently and is negligible in recent years.
- Decrease in the number of end of tenancies for this year (but still up on previous years) may be due the impact of the Bedroom Tax introduced at the start of the financial year. If this is the case however tenants may be conducting more mutual exchanges as normal tenant transfer requests are down on previous years. Events such as the Home swapper party may have helped facilitate this. Current Discretionary Housing Payment budgets have been temporarily increased to mitigate the impact of Welfare Reform. As this budget is reduced to normal levels, we may see increased end of tenancies as smaller accommodation is sought in the private sector to avoid the bedroom tax, domestic abuse may increase as finances around home life becomes more strained.
- Some of these ends of tenancies and relets will be due to the turnover of ABBA.
- Approx 1600 new tenancies per year generated (less the ABBA turnover) which would not cover households accepted as homeless annually. Even if the waiting list closed today it would take nearly 3 years to re-house the waiting list (based on average new tenancies).
- It is a paramount that this limited supply of social housing is available for those in greatest need of each particular property.
- The increased demand has increased the need to explore and develop increased options in the private sector.
- Future changes in homelessness legislation will result in increased use of offers in the private sector for homeless households to prevent and alleviate homelessness for all households regardless of priority need and intentionality.

Homelessness applications **Homeless Decisions**

Decision	2002/3	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
Eligible, unintentionally homeless & in priority need	688 (32%)	961 (36%)	1124 (36%)	984 (36%)	857 (34%)	852 (34%)	827 (31%)	913 (33%)	1058 (36%)	856 (32%)	872 (26%)	847 (26%)
Eligible, homeless but not in priority need	563 (26%)	592 (22%)	624 (20%)	616 (23%)	530 (21%)	407 (16%)	451 (17%)	598 (22%)	620 (21%)	544 (20%)	461 (13%)	404 (13%)
Eligible, homeless, in priority need but intentionally so	13 (1%)	21 (1%)	29 (1%)	29 (1%)	31 (1%)	19 (<1%)	37 (1.5%)	23 (<1%)	34 (1%)	22 (<1%)	14 (<0.5%)	28 (<1%)
Eligible but not homeless	886 (41%)	1098 (41%)	1295 (42%)	1081 (40%)	1069 (43%)	1210 (48%)	1331 (50%)	1239 (45%)	1204 (41%)	1234 (46%)	2060 (60%)	1930 (60%)
Ineligible household	13 (1%)	16 (1%)	27 (1%)	15 (1%)	13 (1%)	11 (0.5%)	16 (0.5%)	6 (0.2%)	11 (0.4%)	9 (0.3%)	12 (<0.5%)	8 (<0.5%)
Total	2163	2688	3099	2725	2500	2499	2662	2779	2927	2665	3419	3217

Summary

- End of year figures suggest homelessness decisions are very similar to the previous year.
- Significant decrease in homelessness acceptances (priority and non priority) and significant increase in number of applications not homeless were sustained at a similar level to last year, when compared to previous years' figures. Prevention training and the re-introduction of the prevention toolkit for LAs should help sustain this performance. Future possible cuts to services may impact on this ability to continue to prevent homelessness.
- Statutory homelessness acceptances (as a percentage) are at their lowest level over the last decade.
- Very low level of intentional decisions (less than 1% total decisions) are likely to be one of the lowest in Wales when national statistics are published. There is a proposed change in legislation around intentionality in the near future. Latest thinking is that LAs will have to 'opt in' to consider which groups will be investigated for intentional homelessness, and publish their policy around this. There will be an impact on future recording of this figure, and it is possible that reckless behaviour will go unrecorded even though the work to prevent and alleviate the homelessness will continue.
- Other legislative change proposed under the Welsh Housing Bill around priority need and discharge of homelessness duties may impact on this table in the future.

Causes of Homelessness for households found eligible, unintentionally homeless and in priority need

Cause of homelessness	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
Domestic Abuse	185 (20%)	236 (22%)	184 (20%)	142 (17%)	130 (15%)	158 (19%)	144 (16%)	169 (16%)	163 (19%)	159 (18%)	148 (17%)
Racial Violence	-	-	-	5	6	3	5	4	*N/A	-	1
Other violence	-	-	-	18	19	26	35	31	13 (1.5%)	15 (1.5%)	24 (3%)
Parents not willing to accommodate	172 (19%)	206 (19%)	209 (22%)	148 (17%)	143 (17%)	151 (18%)	169 (18%)	149 (14%)	146 (17%)	140 (16%)	102 (12%)
Loss of rented accommodation /NTQ	160 (18%)	214 (20%)	186 (20%)	144 (17%)	157 (18%)	112 (14%)	138 (15%)	187 (18%)	116 (14%)	128 (15%)	123 (15%)
Mortgage arrears	-	-	-	26	38	42 (5%)	24 (3%)	44 (4%)	29 (3%)	34 (4%)	39 (5%)
Current property unaffordable	-	-	-	-	-	-	-	-	-	16 (1.5%)	28 (3%)
Current property unsuitable	-	-	-	-	-	-	-	-	-	13 (1.5%)	11 (1%)
Rent arrears	-	-	-	10	14	13	18	18	26 (3%)	25 (3%)	10 (1%)

Leaving Institution / Care (including prison)	130	118	121	161 (19%)	101 (12%)	105 (13%)	124 (14%)	187 (18%)	*227 (27%)	203 (23%)	239 (28%)
Other (including emergency / refugee)	122	121	92	65	136 (16%)	101 (13%)	117 (13%)	120 (11%)	**27 (3%)	7 (1%)	7 (<1%)
Relationship breakdown – non violent	74	111	75	58	52	60 (7%)	77 (8%)	82 (8%)	66 (8%)	66 (8%)	61 (7%)
Other relatives not willing to accommodate	57	57	66	80	56	56 (7%)	64 (7%)	67 (6%)	43 (5%)	66 (8%)	54 (6%)
Totals	900	1063	933	857	852	827	915	1058	856	872	847

Summary

- *Large drop in numbers under 'other' causes of homelessness due to changes in recording. Refugees are now recorded under 'leaving institution / care' resulting in increased numbers in this area, this is impacting on the official recorded data for prisoners who are homeless as a result of leaving prison (prisoners as a priority group are still recorded in the next table however).
- **Racial violence figures now recorded under 'other violence'.
- **Leaving Institution or care (including prison)** there has been a sharp increase in this cause of homelessness and remains the biggest cause of statutory homelessness. This figure is the highest recorded since prison leavers became a priority need group. Former prisoners continue to make up a large proportion of the temporary accommodation population. This should be a priority for further development to secure housing and prevent homelessness for offenders in custody. Next April the new homelessness legislation is expected to remove the blanket priority for former prisoners and include a vulnerability test. This will result in few prisoners being identified as a priority group, but may not have an impact on the number of prisoners who are homeless on release from custody.
- **Domestic Abuse** as a cause of homelessness has decreased slightly over previous years, however this figure would potentially be higher if the domestic abuse target hardening work was withdrawn. The Domestic Abuse Safety and Security Scheme provides a homelessness prevention service in keeping with the homelessness legislation and strengthened duties to prevent homelessness. It should remain one of the top priorities for the Homelessness Strategy Planning Team.
- **Parents not willing to accommodate** there has been a notable decrease in the number of parental exclusions, this may be a consequence of the bedroom tax and welfare reform in general. It is possible that households are being kept together for longer to benefit from a higher total household income whilst the current welfare climate continues. This will have implications on existing housing stock and making sure that larger families are able to secure suitably sized properties easily as children get older will ease pressure on overcrowded situations which may lead to the a relationship breakdown and the exclusion of a member of the family.
- **Loss of rented accommodation** has been pretty static for the last few years, which is impressive in light of the recently decommissioned social lettings agency. We could see this figure change as further reforms and public spending cuts are implemented in the coming years. Welfare Reform mitigation work (prevention

worker and increased DHP pot) may limit this cause of homelessness, however it is possible that many current tenants have not felt the full impact of the reform and have enjoyed a transitional protection period followed by continuing Discretionary Housing Payments. Creating and sustaining viable options in the private sector as well as preventing home loss must remain a priority for the group. The previous decommissioning of the local social lettings agency has resulted in a new model being developed to meet the continuing need for access to good quality affordable housing in the private sector. The increased focus on the PRS in the current Housing Bill has placed even greater importance on keeping this as a corporate priority. This will require investment from a number of potential sources in order to secure the future of this service.

- **Other** large drop in this figure previously as refugees are no longer included in this figure. Refugees are now recorded under 'leaving care / institution.
- **Mortgage arrears** is still a (relatively) 'minor' cause of statutory homelessness, although there has been an apparent rises and falls over the last few years. Anecdotal evidence however suggests that much of this prevention work may be taking place with outside agencies such as Shelter and CAB. Money and debt advice services across the city will be crucial to continue to make sure this cause of homelessness does not increase as more households are forced to make the choice between heating and eating. The effects of debt may also contribute to other problems which could increase the likelihood of homelessness such as, relationship breakdown, alcohol and substance misuse, domestic abuse, stress and poor health etc. First time buyers are notably absent from the market at present due to substantial deposits required to secure mortgages and less favourable rates on larger loan to value mortgages.

Households found to be in priority need: reasons

Classification of priority need	2003 /04	2004 /05	2005 /06	2006 /07	2007 /08	2008 /09	2009 /10	2010 /11	2011 /12	2012 /13	2013 /14
Dependent Children	321	372 (33%)	369 (38%)	295 (34%)	320 (38%)	279 (34%)	300 (33%)	429 (41%)	262 (31%)	313 (36%)	306 (36%)
Pregnant	72	115 (10%)	101 (10%)	70 (8%)	76 (9%)	102 (12%)	93 (10%)	108 (10%)	99 (12%)	103 (12%)	67 (8%)
Domestic Abuse	194	252 (22%)	192 (20%)	109 (13%)	103 (12%)	144 (17%)	129 (14%)	131 (12%)	115 (13%)	126 (14%)	111 (13%)
Vulnerable /Old Age	31	37 (3%)	30 (3%)	25 (3%)	20 (2%)	15 (2%)	33 (4%)	33 (3%)	23 (3%)	13 (1.5%)	21 (2.5%)
Vulnerable /Phys Disability	45	64 (6%)	59 (6%)	62 (7%)	56 (7%)	59 (7%)	63 (7%)	73 (7%)	55 (6%)	68 (8%)	60 (7%)
Vulnerable /Mental Illness	56	77 (7%)	53 (5%)	40 (5%)	38 (4%)	34 (4%)	41 (5%)	52 (5%)	53 (6%)	45 (5%)	43 (5%)
Leaving Care	28	37 (3%)	25 (3%)	32 (4%)	15 (2%)	12 (1.5%)	17 (2%)	7 (1%)	7 (1%)	13 (1.5%)	4 (<0.5%)
Children Act (16/17)	40	37 (3%)	27 (3%)	38 (4%)	29 (3%)	15 (2%)	37 (4%)	9 (1%)	20 (2%)	6 (1%)	8 (1%)
Armed Forces	2	1	7 (1%)	3 (<0.5%)	1 (<0.5%)	4 (0.5%)	1	3	4	2 (<0.5%)	3 (<0.5%)
Former	110	112	110	136	81	85	111	169	166	153	181

Prisoner		(10%)	(11%)	(16%)	(10%)	(10%)	(12%)	(16%)	(19%)	(18%)	(21%)
Other	60	17 (2)	8 (1%)	45 (5%)	108 (13%)	77 (9%)	87 (10%)	43 (4%)	50 (6%)	28 (3%)	37 (4%)
Emergency	2	3	3	2 (<0.5%)	5 (1%)	1 (0.1%)	3	1	2	2 (<0.5%)	6 (<1%)
Total	961	1124	984	857	852	827	915	1058	856	872	847

Summary

- **Dependent Children / Pregnancy** families with children and expectant mothers continue to be the far biggest client group no apparent change in the number of homeless families. A noticeable decrease in the number of homeless households where there are no dependent children but contain an expectant female.
- **Former Prisoners** are the second biggest category of priority need with 21% of the number of statutory decisions from homeless ex-offenders. This figure is considerably higher than any other year since this was included as a statutory group. This group also make up a large proportion of the temporary accommodation population and need specific support to keep them safe, particularly where there is a history of substance misuse. The changes to the priority need groups which are expected to become legislation in April 2015 may reduce this number, however it will not reduce the level of presentations from homeless prisoners. It will be therefore important to ensure that a range of prevention and alleviation options are available to meet the varied accommodation and support needs when housing former prisoners.
- **Domestic Abuse** as a priority need reason has shown a decrease over previous years however as the number of incidences of domestic abuse as a cause of homelessness have remained constant, it is assumed that this reduction is as a result of fewer single people and more families experiencing abuse. The Domestic Abuse Safety and Security Scheme may also be impacting on this figure by averting the crisis situation which results in homelessness, through target hardening work, and other measures, as an early intervention. The introduction of the Domestic Violence Protection Notices and Orders from June 2014 may further reduce the impact of this category of homelessness. The Renting Homes Bill may also impact further in allowing perpetrators who are living in the property to be removed from the property and the tenancy if necessary. This will further complement the safety and security work which is currently available to other survivors of domestic abuse.
- **Mental Health** there appears to have been a little change in the proportion of statutory homelessness cases where there are vulnerability issues purely as a result of mental health over the last few years. This may be reflected however by this client group being recorded as one of the other priority need groupings or better services to help prevent and alleviate homelessness at an earlier stage.
- Remaining data appears to have been consistent with previous years.
- There are likely to be changes to the way homelessness is recorded within homelessness data within the next 12 months following a recent local review of the way 16/17 year olds are dealt with following the Southwark Judgement in 2009. The numbers appear quite low, however most of the work to prevent

and alleviate homelessness for under 18s will be completed by social services staff at the BAYS and are recorded separately.

Temporary Accommodation

4.1 Households Occupying Bed and Breakfast WH and GV

Type of temporary accom	2002/3	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11	2011/12	2012/13	2013/14
Bed and Breakfast	162	299	336	344	241	191	304	294	316	324	280	339
WH / GV	33	37	53	60	72	64	73	47	50	49	42	48

Average length of stay in B&B (all households)

2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14
22.97 days	24.22 days	19.81 days	20.93 days	19.7days	17 days	23.35 days

Total number of homeless families with children in B&B (except in emergencies)

2007/2008	2008/2008	2009/2010	2010/11	2011/12	2012/13	2013/14
5	11	6	13	4	7	4

Average number of days all homeless households spend in TA

2009/10	2010/11	2011/12	2012/13	2013/14
35.96	40.24	48.61	55.6	53.3

Alternatives to Bed & Breakfast

Snapshot as at 17.3.14	Number of properties in scheme	Number occupied	Number awaiting furnishing / utilities etc	Number being repaired / cleaned
Number of ABBA flats	41	39	0	0

Summary

- Only 4 families placed in B&B. They stayed for a total of 25 days. (Average 6.25 days, variance of 1-13 days).
- Average length of stay in B&B has increased by nearly 1 week to the current average stay of 23 days. Current legislation dictates that alternative suitable accommodation must be offered within 2 weeks of admission into B&B. It is therefore essential that other forms of suitable accommodation with and without support are

available as alternatives / move on from B&B. During the year the LA has provided 7914 days of B&B accommodation (nearly 22 years).

- Average length of stay in other forms of temporary accommodation is decreasing compared to last year, however it is still up on previous years. However TA accommodation is a more suitable option than B&B particularly for households and vulnerable single people.
- Alternatives to Bed & Breakfast Accommodation (ABBA) is crucial to ensuring the level of B&B placements are minimised. Current DWP subsidy arrangements necessitate regular monitoring and updating of the management costs for the scheme to keep it viable. Future changes to the subsidy may also jeopardise the long term future of the scheme using the current model. However with the introduction of new homelessness legislation in 2015 there is likely to be a change in demand for statutory temporary accommodation. It should therefore be a priority to review and adapt the model within the coming 12 months to meet the requirements of service provision under the new legislation in general. Financial viability of the scheme needs to be confirmed in the longer term due to the potential implications of DWP subsidy to the LA (the amount refunded to the LA for Housing Benefit payments). There is also concern of the possible implications of direct payments of housing costs within Universal Credit when Swansea is included in the national rollout of this payment.

Gateway

The Housing Gateway Project commenced its roll out during April 2011. It was funded for 5 years upfront using Welsh Government monies. During 2015 a decision will need to be reached on the future of Gateway as there will be cost implications to continue the programme after the initial funding is exhausted. It initially involved projects that traditionally accommodated rough sleepers and other vulnerably housed individuals. It has since been extended to include other supported housing and some statutory homelessness provision such as ABBA. There is also the possibility that young people projects could also be included in the Gateway scheme as part of the action plan for Youth Homelessness (Southwark compliance).

Accommodation organisations include:

- Wallich
 - Dinas Fechan
 - St Leonards
 - Gorwelion
 - Cross Border Women's Project
 - Shoreline
- Cyrenians
 - Paxton Street
 - St Matthew's Supported Housing Projects
- Haven Trust
 - Plasmarl House
- Caer Las
 - Shared housing projects
- LA partnership
 - ABBA

The system has recently been reviewed and is up to date. Cases are closed after approximately one month if there has been no further contact or update with the individual during that time. There is now a monthly purge of cases where there has been no further contact.

Referrals: Comparison of 12month period (21.3.13-20.3.14) compared to last full financial year

- 360 Male (average age 34) for year 1, 368 (average age 34) for year 2
- 99 Female (average age 29) for year 1, 128 (average age 30) for year 2
- Largest group 22-35 years old (mainly 31-35 though). No change between years.

- 107 Substance Misuse issues identified for year 1 (heroin, alcohol and cannabis misuse top three identified). 243 for year 2 (heroin main issue)
- 64 Mental Health issues identified for year 1 (depression, self harm, panic / anxiety attacks top three identified). 172 for year 2, (depression, panic / anxiety, paranoia, suicidal thoughts). 13 issues around self harm. 7 referrals stated they had attempted to take their own life during year 2.

Risk Assessments:

- 114 violence towards others for year 1. 153 for year 2
- 27 Arson for year 1. 23 for year 2
- 64 Self harm / suicide attempts for year 1. 78 for year 2
- 33 MAPPA / MARAC for year 1. 39 for year 2
- 225 risk of offending for year 1. 266 for year 2.
- 55 vulnerable and at risk of violence from others for year 1. 46 for year 2.
- 131 risk issues posed a threat to staff for year 1. 146 for year 2.

Support needs:

1814 support needs identified

- Ex-offender (current or previous) – 221 recorded for year 1. 263 for year 2.
- Drug abuse (current or previous) – 196 recorded for year 1. 232 for year 2.
- Alcohol abuse (current or previous) – 130 recorded for year 1. 115 for year 2.
- Mental Health – 138 recorded for year 1. 155 for year 2.
- Rough Sleeping – 27 recorded for year 1. 48 for year 2.
- Family / relationship breakdown. – 37 recorded for year 1. 38 for year 2.

Accommodated through Gateway (all projects):

- 136 Males – (91 of whom found their own accommodation without going through Gateway)
- 30 Females – (16 of whom found their own accommodation without going through Gateway)
- There were 236 cases closed off as 'no contact' (169 male and 67 female).

Currently on waiting lists (all projects):

- 25 active referrals as of 20.3.14
- 14 males
- 11 females

Summary:

- There has been a noticeable increase in the level of recorded substance misuse, (mainly heroin use).
- There has been a noticeable increase in the level of recorded mental health issues, this includes a rise in the level of recorded self harm and suicide attempts.
- Increase in risk assessments identifying violence towards others.
- Increase in the numbers self reporting / verified as rough sleeping.
- Current cases on the system are being maintained at a very low level and rolling review of the system should keep this list manageable for all organisations.
- It is essential that all organisations included in the system make proper use of it to allow proper review of the potential future of Gateway in Swansea.

Move On Strategy (calendar yearly)

Housed cases:

Housing Provider	2005/06	2006/07	2007/08	2008/09	2010	2011	2012	2013
HA	15	20	26	33	32	18	23	25
LA	5	11	12	11	12	12	12	15
Private Rented	2	2	0	3	1	1	6	4
Other	-	-	-	-	-	1	1	2
Total	22	33	38	47	45	32	42	46

Summary

- Waiting lists currently being maintained at a fairly manageable level (less than 10 for nearly a year). With a few exceptions all cases are no more than 2/3 months old. Most cases are being moved on well within this timescale. Cases are being more open in the areas they are willing to accept, contact with support staff at the point of offer to ensure attendance at viewing, and discussion with housing staff prior to refusals are having a positive impact on getting households moved on quickly. Some projects are making particularly good use of the PRS and may not come through Move On at all.
- Priority needs to be given on finding suitable settled accommodation for young people to keep the turnover of supported housing, and support the corporate priority of reducing B&B and compliance with the 'Southwark model' work. This may be in a supported environment or an independent tenancy with an appropriate level of floating support. The role of pretenancy preparatory work will be an important factor in this success.
- Private rented outcomes through move on are improving generally, but can still provide housing solutions in greater numbers. The private rented housing stock still outnumbers the total social stock. The new partnership with private landlords being developed should help feed into this and it is assumed that representation from the proposed PRS access team will be in attendance at the meetings as a normal housing provider.

Domestic Abuse Safety and Security Work Jan – Dec 2012

Sector	Referrals	Surveys completed	No work required	No contact	Opted out	Work completed
LA	39	35	15	1	3	20
HA	9	8	1	1	0	7
Private	31	27	12	1	2	13

Summary:

DASSS reporting periods are currently changing so there is no further update available at this time from last year's data which is recorded above.

Compared to the previous year there was a 42% increase in referrals in the 12 months March 2011 – April 2012. The figures for 2012 show a 15% decrease on the previous year's figures for the number of referrals received.

Reporting period for this scheme has recently changed to the end of financial year. Therefore the current year data is unavailable for the time being.

Trends / other issues / future challenges?

- Welfare Reforms – tenants are beginning to face the prospect of losing their homes as a result of not being able to top up their rent due to Bedroom Tax. DHP funds will start to be withdrawn so more households will face the prospect of paying rent shortfalls from their current income.
- Greater demand but reduced supply of some social housing. (More people looking to downsize who would have stayed in their social tenancies pre-bedroom tax.) Reduced demand on some property types as well where families do not wish to live and single people cannot afford to live.
- Bedroom tax currently applies to some Temporary Accommodation (despite previous guidance contrary to this).
- Challenges of Universal Credit on temporary and possibly supported housing, potential implications for ABBA particularly under UC.
- Revised homelessness legislation in 2015 likely to present huge challenges with the duty to prevent (regardless of priority need). 'Reasonable Steps' still to be clarified but expectations on LAs to provide a minimum level of prevention service which may require additional resourcing and input.
- How do we ensure customers come to us as early as possible and are dealt with appropriately?
- Ex-offender vulnerability test may result in additional reviews and challenges, where vulnerability is not satisfied. This may have implications on the provision of TA with support whilst considering reviews of decisions. B&B should not be used for long periods of temporary accommodation.
- Multi agency approaches to tackling entrenched rough sleeping and complex homelessness cases becoming more necessary. Rough sleepers may become a priority need group under the new legislation so will be important that suitable support is in place to address the complexities of some of the individuals who find themselves on the street.
- Consideration needs to be given to the LA approach to the making of intentional homelessness decisions.

- Development of the PRS access service to meet the new legislative duties to assist in securing accommodation for all groups and to discharge homelessness duties into the PRS. The service will need to maintain a good quality stock of private properties to meet the new duties. If the LA becomes a letting agency in its own right then the regulation of the PRS section of the Housing Bill will also apply.

Appendix 2 - Supply Map of existing services commissioned							
		FIXED SCHEMES			FLOATING SCHEMES		
PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Domestic Abuse							
BAWSO	Safe House Units	2					
NSU	Responsive Alarms				169		
Swansea Women's Aid	Outreach				10		
Swansea Women's Aid	Safe House	3					
Swansea Women's Aid	Women's Aid Refuge	5					
Hafan Cymru	R T.		4				
TSU	Hafan Cymru					28	
Swansea Women's Aid	Additional Refuge	8					
TSU	BAWSO. DA Safety & Security Service				20		
Various	Refuge	8					
BAWSO		8					
		26	4	0	199	37	0
PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Learning Disability							
Jenkins	Sketty Bungalow			3			
Coastal	Floating Support			16			
Davies	Gwynfi			1			
Walsingham Community of Homes	Supported Housing			28			
Community Lives Consortium	Supported Housing			150			
		0	0	198	0	0	0

PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Mental Health							
Caer Las	N M			6			
Caer Las	The Willows			7			
City & County of Swansea	Llanfair House		26				
TSU in house	Mixed Community Care inc MH				14		
Family Housing	B S			6			
Family Housing	Sketty			6			
Family Housing	Wish SS		12				
Family Housing	Wish S H			15			
Family Housing	Wish C Y O			4			
Family Housing	Wish Floating Support					3	
Family Housing	Gorseinon & HC			6			
Family Housing	The M			6			
Family Housing	Wish K E			4			
Family Housing	Robense House			6			
Gathen	Gathen House			13			
Gofal	Floating Support					43	
Isaac	Pen Y Waun			2			
Eastgate	Eastgate			5			
Holder	Kenfield			6			
Esgyn	Tai Esgyn Cluster						30
Esgyn	Supported Housing			58			
Esgyn	Drovers Court			4			
Tai Trothwy	Mental Health						12
		0	38	154	14	46	42
PROVIDER	SCHEME NAME	Units 0-6	Units 6-24	Units 24	Units 0-6	Units 6-24	Units 24
Alcohol primary							
		0-6	6-24	24	0-6	6-24	24

		months	months	months +	months	months	months +
Haven	P House		9			8	
TSU	WGCADA FS						
Wallich	Shoreline Project		9				
		0	18	0	0	8	0
PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Drugs primary							
Wallich	Gorwellion		11				
Cross Boundary	Dispersed		3				
Cross Boundary	Core Houses		9				
SANDS Cymru	SANDS Cymru					4	
TSU						12	
		0	23	0	0	16	-
PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Refugees							
TSU/Red Cross	Refugees Floating Support					19	
		0	0	0	0	19	0
PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Physical Disability							
British Red Cross	Supported Discharge				11		
LA Corporate	Deaf Policy Dev & /Support					20	
Gwalia	Swansea Independent Living Service			7			20
		0	0	7	11	20	20
PROVIDER	SCHEME NAME	Units	Units	Units	Units	Units	Units

Young People		0-6 months	6-24 months	24 months +	0-6 months	6-24 months	24 months +
Barnardos	Supported Lodgings		12				
Barnardos	B & B Support				8		
SYSHP	Pam Lai - Complex Needs		8				
SYSHP	Drws Agored	9					
SYSHP	Floating Support					4	
SYSHP	Dispersed		8				
SYSHP	H.S		4				
SYSHP	Floating Support + Props					20	
Gwalia	Foyer Project		28				
TSU	SYSHP					40	
		9	60	0	8	64	0
PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Care Leavers							
Gwalia	Foster Conversions		8				
Gwalia	Cam Nesaf Care Leavers		7			6	
		0	15	0	0	6	0
PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Offenders							
CCS	Ex-Offenders Resettlement	0	0	0	20		
		0	0	-	20	0	0
PROVIDER	SCHEME NAME	Units 0-6 months	Units 6-24 months	Units 24 months +	Units 0-6 months	Units 6-24 months	Units 24 months +
Single People							
Wallich ABBA	Alternative to Bed & Breakfast	41					

Wallich	St L		15				
Caer Las	Shared Housing		15			1	
Cyrenians	P.S	13				6	
Family Housing	Floating Support					9	
Coastal	Floating Support					28	
Gwalia Care & Support	Floating Support					30	
TSU	Cyrenians Generic					41	
TSU	In house						
Wallich	Dinas Fechan	15			20		
Wallich	Bond Board					38	
TSU	Caer Las					20	
Supporting People	Join IN						
Cyrenians	Multi Agency Worker					20	
	Private Sector						
	Development &						
Wallich	Resettlement Support					20	
		69	30	0	20	193	0
PROVIDER	SCHEME NAME	Units	Units	Units	Units	Units	Units
		0-6 months	6-24 months	24 months +	0-6 months	6-24 months	24 months +
Chronic Illness							
Aids Trust Cymru	Floating Support Scheme	0	0	0	0	0	0
		0	0	0	0	0	0
PROVIDER	SCHEME NAME	Units	Units	Units	Units	Units	Units
		0-6 months	6-24 months	24 months +	0-6 months	6-24 months	24 months +
Families with support needs							
Action For Children	Young Families					12	
Action For Children	Floating Support					10	
TSU	In house					44	
TSU (Tai Trothwy)	Tai Trothwy					58	
Action For Children	Young Families		4				

		0	4	0	0	124	0
PROVIDER	SCHEME NAME	Units	Units	Units	Units	Units	Units
People over 55 years of age with Support Needs (this category must be exclusive of alarm services)		0-6 months	6-24 months	24 months +	0-6 months	6-24 months	24 months +
Age Concern	Floating Support					200	
Age Concern	Home Services Coordinator				20		
Age Concern	Housing Information Officer				20		
Age Concern	Client Advisor						
Alzheimer's Society	Floating Support						110
British Red Cross	Floating Support					156	
Coastal	Solutions Floating Support Ty Betty Williams/St Matthews/Ty John Morris			18			700
Cyrenians	E C			6			
Abbeyfield	Floating Support						20
Family Housing	Sheltered			303			
Tai Cymdogaeth	Sheltered			144			
City & County of Swansea	Sheltered			991			
Gwalia	Llys Y Werin			43			
Older People		0	0	1505	40	356	830
Dispersed Alarms (not including those in Sheltered)				95			

Report of the Cabinet Member for Wellbeing and Healthy City

Cabinet – 18 November 2014

WESTERN BAY PROGRAMME - REGIONAL SUBSTANCE MISUSE AREA PLANNING BOARD

Purpose:	To update Cabinet on the progress in developing regional arrangements for the planning, commissioning and management of Substance Misuse services in Swansea, Neath Port Talbot and Bridgend.
Policy Framework:	Working together to reduce harm- The substance misuse strategy for Wales 2008-18
Reason for Decision:	This document also seeks approval for the next steps that are required to fully establish a regional structure for the oversight of Substance Misuse services.
Consultation:	Legal, Finance and Access to Services.
Recommendation(s):	It is recommended that Cabinet : - 1) Approve the current progress made towards establishing a Substance Misuse Area Planning Board. 2) Approve the recommendation from the Western Bay Programme Board that Neath Port Talbot County Borough Council act as the host organisation for the Western Bay Area Planning Board Regional management and financial structure.
Report Author:	Peter Mannion - ABMU
Finance Officer:	Paul Cridland
Legal Officer:	Debbie Smith
Access to Services Officer:	Catherine Window

1. Background

1.1 In 2010 Regional Area Planning Boards (APBs) were set up with the overall objective of improving and strengthening the arrangements for planning, commissioning and performance management of substance misuse services in Wales. APBs assist Community Safety Partnerships (CSPs) and other relevant partners to discharge their statutory responsibility by providing a mechanism for them to pool resources and share expertise in the delivery of the Welsh Government's Substance Misuse Strategy. Since April 2013, Neath Port Talbot Council has been the grant recipient body for the Substance Misuse Action Fund in line with the expectation from the Welsh Government that Area Planning Boards manage the Substance Misuse Action Fund (SMAF) on a regional basis.

1.2 The introduction of Area Planning Boards requires consideration with regard to:

- a single grant recipient of future SMAF revenue
- the current structure of substance misuse planning and commissioning
- the staffing structure required to support the APB.

1.3 To date the following has been completed in the development of a regional Area Planning Board.

1.3.1 The Area Planning Board has agreed and implemented Neath Port Talbot County Borough Council as the nominated grant recipient and banker of the Substance Misuse Alcohol Fund (SMAF).

1.3.2 It has also been agreed that the future arrangements will require the Western Bay APB to provide an executive function by assisting responsible authorities and other relevant partners to discharge their statutory responsibility in delivering the Welsh Government's Substance Misuse Strategy.

1.3.3 The APB Service Delivery Board will manage and oversee the operational delivery of the APB work programme, with relevant sub groups established to lead on the key areas of responsibility. Since April 2014 a new governance structure has been operating across the Western Bay region (see appendix 1)

1.3.4 The APB has developed, engaged and consulted on a new substance misuse and alcohol commissioning strategy (appendix 2)

2.0 Current situation

2.1 There is now a need to progress work towards establishing a regional staffing structure to support the APB. To date this has involved a review of the structures and key personnel required in the future to ensure the

appropriate commissioning, monitoring and evaluation of substance misuse services.

- 2.2 The structure of Lead Officer posts, and associated support posts, have developed differently in each local authority and Community Safety Partnership area. It is an expectation of Welsh Government that the service development, planning, commissioning and performance management functions, now being delivered at a regional level, will be undertaken by officials who currently undertake the role of Substance Misuse Lead Officers at a local authority area level. This will include the Secretariat function of the APB. The APB has worked closely with all its members to agree a suitable structure in order to effectively deliver the planning and commissioning functions required of an APB. The agreed structure is included as appendix 3.
- 2.3 The final step to complete the process of establishing full regional arrangements for the Western Bay Area Planning Board is to establish a regional management structure, which is hosted by one of the three Local Authorities.
- 2.4 In order to enable a decision regarding which Local Authority should be the host organisation, a clear set of criteria has been identified and then each potential organisation tested against this criteria.
- 2.5 Through discussion with members of the Area Planning Board the following have been the criteria for deciding on the host organisation.
1. Willingness to host Regional Management Structure
 2. Current host of financial management arrangements
 3. Distribution of service users across the Western Bay Region
 4. Distribution of services across the Western Bay Region
 5. Current distribution of staff involved in reorganization
 6. Difficulty / ease of transitioning or building on established arrangements

The following provides a breakdown of each of the Local Authorities against the agreed criteria

Criteria	Measure	Outcome per Authority
Willingness to host Regional Management Structure	Y/N	Swan: Yes
		NPT: Yes
		Brig: Yes
Current host financial management arrangements		Neath Port Talbot CBC
Distribution of service users	Service	Swan: 5.6

across the Western Bay Region	Users/1000 population	NPT: 4.9
		Brig: 4.0
Distribution of services across the Western Bay Region	No per Region	Swan: 17 Value: £1639495.00 (47%)
		NPT:14 Value: £963521.00 (27%)
		Brig:24 Value: £902160.00 (26%)
		Total Value: £3,505,176
Current distribution of staff involved in reorganisation	No of Staff	Swan: 2
		NPT: 1
		Brig: 0

Financial and Service information taken from financial year 2013/14

- 2.6 The conclusion reached by the Area Planning Board following the analysis of the criteria is that all three of the Local Authorities could and would provide a robust host organisation for the Area Planning Board management and financial structures. The criteria provides an indication that due to the scale of population and the slightly higher service user rate and the value of services that there could be a marginal advantage if the City and County of Swansea were to be the host organisation. This marginal advantage must be weighed against the experience already gained by staff in Neath Port Talbot CBC who have hosted the financial arrangements for the last 18 months and have established processes to support and improve the financial management of the APB. There would inevitably be disruption caused if this process was to migrate to another organisation.
- 2.7 On the 28th of August the Western Bay Programme Board examined and discussed all the criteria explored in this paper. It agreed that while all three Local Authorities could be an effective host organisation and while there were marginal advantages to the City and County of Swansea being the host organisation in terms of scale of services and rate of service users, this did not outweigh the advantage of building on the experience already gained by staff in Neath Port Talbot who have been the host organisation for existing financial structure.
- 2.8 Due to the prevalence of substance misuse in Swansea and the recognition of the strong political oversight required, the Area Planning Board is recommending, that the position of the deputy/vice chair for the Area Planning Board is held by an elected member from City and County of Swansea.

- 2.9 Subject to the approval of all three Local Authorities it is proposed to enter into a staff consultation exercise in order to reach an agreement about the future structure and transfer of staff into Neath Port Talbot Council.

Once the refined structure is operational it will ensure the most efficient and effective delivery of commissioned services whilst achieving cost efficiency through reduction of duplication, and economies of scale. This will enable more of the Substance Misuse & Alcohol fund to be used on the provision substance misuse and alcohol services.

3.0 Equality and Engagement Implications

- 3.1 The project lead has completed an Equality Impact Assessment screening form and the change indicated is an administrative change for managing the commissioning, planning or substance services. It does not alter the way in which the substance misuse funding is spent just the administration and organisation of planning and commissioning structures.

- 3.2 As the project advances, individual EIA processes for each authority will be required based on their current provision, detailing the impact that the new structure will have on this. For the City & County of Swansea, this will include the new EIA process.

4.0 Financial Implications

- 4.1 It is anticipated that a streamlined regionalised structure will achieve savings, it is anticipated that all current staff will be accommodated within the new structure and therefore there would be no additional costs to the original employing authority.

5.0 Legal Implications

- 5.1 The Council and indeed all partner agencies will need to ensure that the appropriate governance arrangements are in place during this period of establishing the Substance Misuse Area Planning Board and for the period when it is fully operational. Each Authority will need to ensure that it has obtained all necessary approvals and that all necessary powers have been delegated as appropriate to enable each Authority to comply with its respective obligations. Also, each Authority will need to take appropriate legal and HR advice with regard to the potential staffing implications arising from the establishment of these regional arrangements.

Background Papers: Development of the Regional Substance Misuse Area Planning Board, Cabinet Report, on 8th April, 2014

Appendices:

- Appendix 1 – Western Bay Area Planning Board Governance Structure and Structure Membership Tables;
- Appendix 2 - Substance Misuse Services Commissioning Strategy, Western Bay Area Planning Board, 2014-2019;
- Appendix 3 - Copy of the (currently unpopulated) future management structure of the Western Bay Area Planning Board.

Annex 1 Western Bay Area Planning Board and constituent sub groups.

This paper outlines the support that will be provided to the Western Bay Area Planning Board and sub groups.

The Western Bay Area Planning Board assists responsible authorities and other relevant partners to discharge their statutory responsibility in delivering the Welsh Government's Substance Misuse Strategy by oversight oversee and programme management of the following work streams:

Chair: Sara Hayes

Deputy Chair - Awaiting nomination

Support Officer: Sue Stone

The Delivery Board manages and oversees the operational delivery of the APB work programme.

Chair: Vacant

Support Officer: Sue Stone

The Finance and Commissioning Group supports the Western Bay APB in the commissioning of substance misuse services, and supporting the local implementation of relevant objectives set out in Welsh Government strategy.

Chair: Claire Marchant

Support Officer: Sue Stone

The CYP Group supports the Western Bay APB in its implementation of regional objectives specifically relating to the needs of children and young people affected or at risk of substance misuse. The group also supports the Finance and Commissioning Group to in its service planning for young people aged 18-25.

Chair: Awaiting confirmation from Mark Lewis, BCBC

Support Officer: Chris Jones

The Performance Management Group will supports the Western Bay APB in managing the performance of services that are commissioned to deliver substance misuse services, supporting the local implementation of relevant objectives set out in Welsh Government strategy. It will also ensure services are supported in their development and are adhering to the service core standards as outlined by the Welsh Government.

Chair: Peter Mannion

Support Officer: Sue Stone

The Harm Reduction Group will raise awareness of harm reduction procedures within the Western Bay, using multi agency working practices, sharing good practice and problem solving. It will ensure the principles of Harm Reduction are an integral part of all service delivery.

Chair: Mal Shears

Support Officer: Carl Williams

The Capital sub group maintain an overview of substance misuse estate within the APB area and oversee the arrangements in place for the allocation of resources and the scrutiny of all expenditure.

Chair: Mark Wilkerson

Support Officer: Chris Jones

The Locality Partnership Groups support the Western Bay APB by ensuring it's development and implementation of regional objectives capture local priorities and will include representatives from the police, education, social services, environmental health and related initiatives such as Families First, youth services, domestic abuse services.

Chair: Jane Harris (Swansea),

Support Officer: Carl Williams

Chair: Caroline Dyer (Bridgend)

Support Officer: Chris Jones

Chair: Rebecca Jones (NPT)

Support Officer: Martin Riley

IMT sub group support the Western Bay APB and Performance Management Group in managing the delivery and help monitor performance of services that are commissioned to deliver substance misuse services.

Chair: Carol Rea

Support Officer: Chris Jones

The Prevention, education and training group support the Western Bay APB in its implementation of the regional substance misuse prevention and education objectives. The group will take a life course approach.

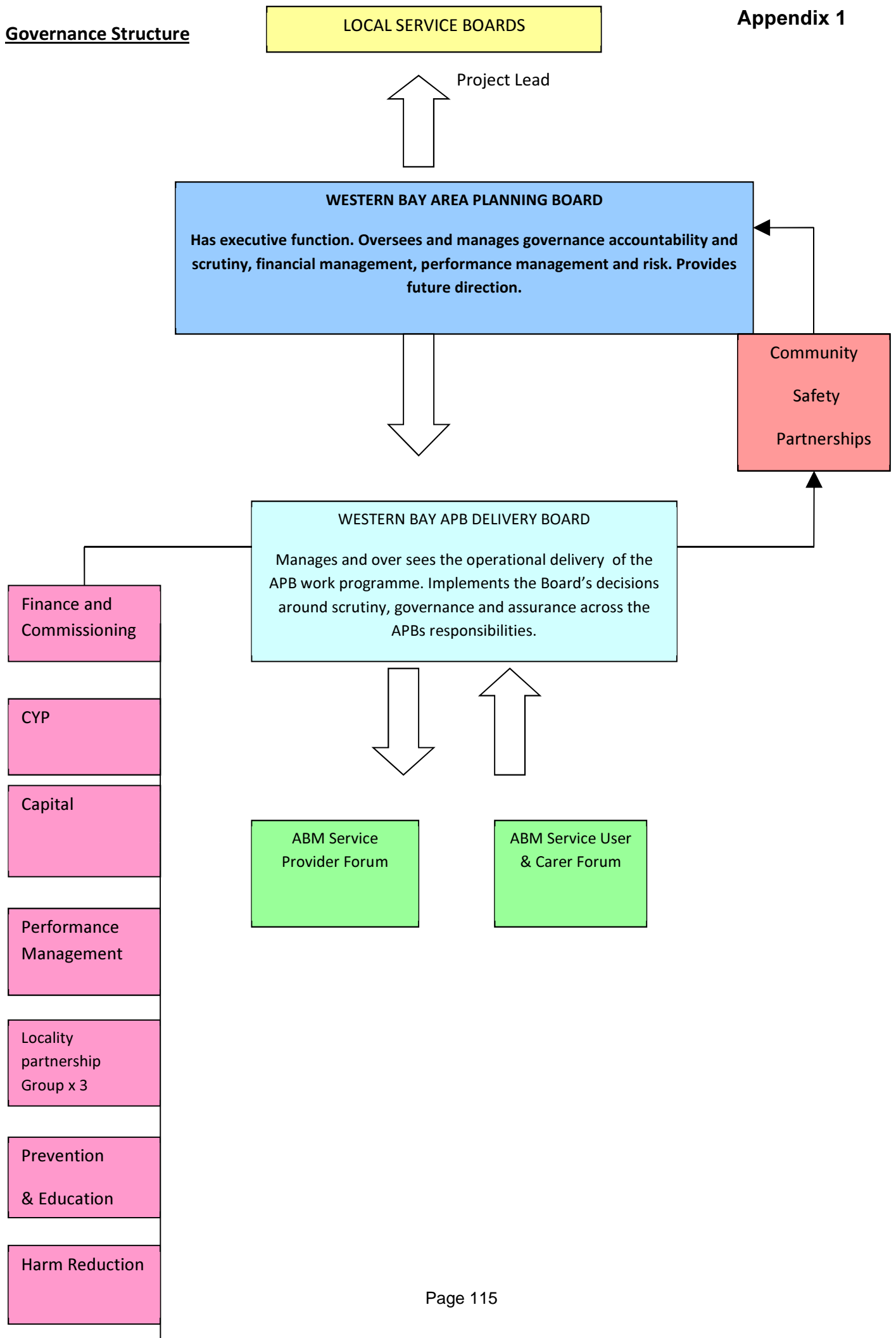
Chair: Vacant

Support Officer: Carl Williams

The Service Providers Forum provides support and advice in the delivery of all business associated with offices, planning and delivery of work within the remit of the ABM Area Planning Board.

Chair: Karen Ozatti

Support Officer: None required.



Further Detail

Terms of Reference for:

- i. Area Planning Board Executive Terms of Reference
- ii. Delivery Board Terms of Reference
- iii. Finance and Commissioning Group sub group Terms of Reference
- iv. Performance Management sub group Terms of Reference
- v. Capital sub group Terms of Reference
- vi. Children and Young People sub group Terms of Reference
- vii. IMT sub group Terms of Reference

ABERTAWE BRO MORGANNWG AREA PLANNING BOARD (Executive)

Terms of Reference

Purpose of the group: The APB will assist responsible authorities and other relevant partners to discharge their statutory responsibility in delivering the Welsh Government's Substance Misuse Strategy by oversight oversee and programme management of the following work streams:

Responsibilities:

Governance, accountability and scrutiny

- Ensure that the work programme and business processes for substance misuse are consistent with those of the member agencies of the board.
- Ensure that the decision making processes for the board are transparent, based on robust evidence, and are open to scrutiny.
- Maintain the confidence of member agencies in the capacity of the APB to deliver the substance misuse agenda on their behalf
- Ensure that the quality and governance arrangements of APB commissioned services are of a consistently high standard
- Oversee the communications programme for the APB as a means of delivering assurance on the board's business processes and procedures.
- Ensure that the national core standards for substance misuse relevant to APB governance, accountability, and conduct are achieved and sustained.
- Manage the membership and attendance of the board, ensuring that the APB is effectively represented at regional and national groups

Performance

- Maintain oversight of performance against national and local key performance indicators, and targets using the principles of Results Based Accountability (RBA)
- Consider the options and advice of the APB delivery group, to agree courses of action to address and improve poor, or insufficient, levels of performance
- Promote and share the achievement of high levels of performance.
- Consider and act upon issues of performance within the wider public services sector that may have an impact on substance misuse
- Ensure that member agencies and partnerships are sighted on the performance of substance misuse as a priority area of service at a strategic level
- Receive and consider a strategic performance report at each meeting

Finance

- Maintain oversight of all the APB responsible funding streams
- Ensure that financial governance frameworks are satisfactory to all partner agencies
- Consider the broader impact of APB financial allocations on mainstream service provision, and strategic direction.
- Consider and agree the prioritisation of APB-funded areas of service, to inform the commissioning and financial allocation responsibilities of the APB Delivery Group
- Consider and approve annual spending plans, on the advice and recommendations of the APB Delivery Group
- Facilitate better and more integrated service development between APB funded services, and other partnership and member agency funded services.
- Receive and consider a financial statement and report at each meeting

Progress and delivery

- Maintain oversight of delivery across the APB work programme
- Oversee the strategic integration of the substance misuse agenda within the work programmes of agencies across the ABM APB area.
- Oversee the strategic integration of the substance misuse agenda across the multi-agency partnerships in place across the ABM APB area.
- Consider the impacts of the wider health, social care, public service delivery and criminal justice agendas on the work of the APB, and identify opportunities for more effective, or more efficient delivery in the broader context of public services and partnership working
- Consider the longer term strategic direction for substance misuse to inform current or shorter term service development
- Consider and agree the annual substance misuse work programme at the start of each financial year
- Regularly consider and review the identification and management of risks to the delivery of the work programme
- Ensure an effective interface between the delivery of the APB work programme and the mainstream delivery of other partnership and member agency agendas
- Receive and consider a progress and delivery report at each meeting

Ways of working

- The Group will meet a minimum of four times a year.
- Members of the Group will receive papers two weeks before each meeting.

- Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.
- Members may be contacted between meetings for advice should the need arise.
- Extra ordinary meetings can be arranged, as required, at the discretion of the Chair.

Links with relevant meetings

- Minutes will be made available to the Chairs of the Service Delivery Board and all sub groups.

Membership

Members of the APB need to have sufficient seniority to be able to give weight to their recommendations. To allow the APB to undertake its role appropriately there needs to be a clear demarcation of some of its responsibilities to ensure there is appropriate membership attending the relevant discussions. Therefore, discussions around commissioning, performance and financial management should be restricted to the responsible authorities and Public Health Wales. The Memorandum of Understanding (annex 1) defines these two groups as Board Membership and wider partners.

Membership:

Organisation	No of people
Public Health Wales (Chair)	1
Local Health Board (planning)	1
Elected Member City & County of Swansea (Vice Chair)	1
3 Local Authority	3
Chief Constable	1
Probation Service	1
CYP planning / YOT	1
Invitee Members	
Substance Misuse Services Representative	1
ABMUHB (service rep)	1
Police and Crime Commissioner's representative	1
Welsh Government	2
Lead Officers	2
TOTAL BOARD MEMBERS	15

ABERTAWA BRO MORGANNWG AREA PLANNING BOARD

WESTERN BAY APB DELIVERY BOARD

Terms of Reference

Purpose of the Group: The Service Delivery Board will manage and oversee the operational delivery of the APB work programme.

Responsibilities:

- Implementing the Board's decisions around scrutiny, governance and assurance across the APBs responsibilities
- Considering, preparing, and presenting for board approval, resource allocation schedules to deliver the APBs objectives
- Commissioning the development of new services, and redesigning existing services
- Overseeing the performance monitoring and performance management of APB responsible services
- Ensuring the quality, governance and adherence to standards of APB funded services
- Identifying, managing and mitigating emerging risks to the delivery of the APB work programme
- Overseeing the operational interaction of substance misuse with other agency and partnership agendas
- Reporting to the APB against each of its work streams
- Managing the network of working groups, forums and task and finish groups
- To apply the principles of RBA to quantify progress and delivery
- To maintain oversight of risks to delivery, and to advise the APB delivery group of current or emerging risks, and options to reduce, or eliminate those risks

Ways of working

- The Group will meet monthly.
- Members of the Group will receive papers two weeks before each meeting.
- Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.
- Members may be contacted between meetings for advice should the need arise.

- From time to time sub-groups may be formed to work on specific issues as appropriate.
- From time to time individuals may be co-opted to provide specific advice and expertise as required.

Links with relevant meetings

- Minutes will be made available to the Chairs of the Area Planning Board and all sub groups

Membership:

Organisation	No of people
Community Safety Partnership (Chairs)	3
Local Health Board (planning)	1
Local Authority representative	1
Substance Misuse Lead Officers	
Police	1
Probation Service	1
Voluntary / Private / Independent Substance Misuse Services Representative	1
Local Health Board (service representative)	1
APB Sub Groups	5
Service User & Carer rep.	1
Total number of members	15

ABERTAWA BRO MORGANNWG AREA PLANNING BOARD

Finance and Commissioning Group

Terms of Reference

1.0 Purpose of the Group: The Finance and Commissioning Group will support the Western Bay APB in the commissioning of substance misuse services, and supporting the local implementation of relevant objectives set out in Welsh Government strategy. It will also ensure a robust financial strategy is in place and oversee the system of financial management of funding allocated to the Western Bay APB.

2.0 Responsibilities:

2.1 To commission substance misuse services on behalf of the Western Bay APB, within the parameters set by the APB Implementation Plan.

2.2 Commissioned services cover individuals of all ages.

2.3 To provide a forum for commissioners to work together to ensure the provision of efficient and effective drug services, meeting the wide range of needs of drug misusers within the Western Bay, in line with the priorities of the APB Commissioning Strategy.

2.4 To provide a forum where each member organisation can report on its individual expenditure plans and priorities on substance misuse related activities and to consider adjustments where appropriate in the pursuit of agreed APB objectives and priorities.

2.5 To be responsible to the APB for expenditure and audit of all grant funding.

2.6 To identify and co-ordinate access to additional funding streams.

2.7 To maintain a financial and operational risk register for consideration by the APB.

2.8 Keep under review strategic and operational financial plans and the current and forecast financial position of the APB.

2.9 Oversee the arrangements in place for the allocation of resources and the scrutiny of all expenditure. This will include actual and forecast expenditure and activity on commissioning contracts.

2.10 Consider and review the financial report to be presented to the APB, incorporating financial performance against budget, financial risk analysis, forecasts and robustness of underlying assumptions.

2.11 Provide assurance to the APB and the Audit Committee of the Welsh Government of completeness and accuracy of the financial information provided to the Governing Body.

2.12 Consider and review any external financial monitoring returns and commentary.

2.13 Ensure any financial improvement plan is monitored and reviewed and appropriate actions are taken.

2.14 Review by exception performance report summaries and consider performance issues in so far as they impact on financial resource.

3.0 Ways of working

3.1 The Group will meet monthly.

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when 3 members are present, with the Chair [and Finance Officer] also present.

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the Finance and Commissioning Group shall be reviewed at least every three years. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

4.6 Extended bodies may be asked to co-opt representatives where appropriate.

5.0 Declarations of Interest

If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been made.

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chair of the Area Planning Board

7.0 Membership:

Organisation	No of people
Local Authorities	3
South Wales Police	1
NPTCBC (Nominated grant recipient and banker) - Finance Manager	1
Service User Representative	1
National Probation Service	1
ABMU Health Board Director of Primary Care	1
ABMU Health Board - Finance Manager	1

Western Bay Area Planning Board

Performance Management Group

Terms of Reference

1.0 Purpose of the Group: The Performance Management Group will support the Western Bay APB in managing the performance of services that are commissioned to deliver substance misuse services, supporting the local implementation of relevant objectives set out in Welsh Government strategy. It will also ensure services are supported in their development and are adhering to the service core standards as outlined by the Welsh Government.

2.0 Responsibilities:

2.1 To receive and appraise quarterly performance management information from adult and children and young people's services on behalf of the Western Bay APB.

2.2 To clearly illustrate the performance measures relevant to each service area.

2.3 To support service providers in developing effective performance management systems and processes

2.4 To support service providers in their development and adherence to the service core standards and NKPI's as outlined by the Welsh Government.

2.5 To ensure access to substance misuse services across the Western Bay region are equitable and relevant to the needs of the population.

2.6 To be responsible to the APB for the performance of substance misuse service delivery.

2.7 To respond to key stakeholders regarding service access and quality.

2.8 To identify and report to the Finance and Commissioning group of any areas of underperformance with regards to service delivery.

2.9 To ensure all performance management data is adequately represented on the Welsh Government's funding tool.

2.10 To provide a forum for commissioners to work together to ensure the provision of efficient and effective drug services, meeting the wide range of needs of drug misusers within the Western Bay, in line with the priorities of the APB Commissioning Strategy.

2.11 Extend bodies may be required to co-opt representatives where appropriate.

3.0 Ways of working

3.1 The Group will meet bi-monthly.

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when [3] members are present, with the Chair

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the Performance Management Group shall be reviewed at least every three years.

5.0 Declarations of Interest

5.1 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been made.

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chair of the Area Planning Board and the Finance and Commissioning Group.

7.0 Membership:

Organisation	No of people
Local Authorities	3
ABMU Health Board	1
NPTCBC (Nominated grant recipient and banker)	2
Service User Representative	1
ABMU Health Board	1
PARIS Administrator	1
WG Regional Advisor	1

ABERTAWA BRO MORGANNWG AREA PLANNING BOARD

Harm Reduction Group

Terms of Reference

1.0 Purpose of the Group:

The Harm Reduction Group will raise awareness of harm reduction procedures within the Western Bay, using multi agency working practices, sharing good practice and problem solving. It will ensure the principles of Harm Reduction are an integral part of all service delivery.

2.0 Responsibilities:

2.1 To develop an action plan based on the Welsh Government's Substance Misuse Treatment Framework Health and Wellbeing Compendium (2013).

2.2 To engage a wide range of partners consisting of relevant stakeholders to conduct reviews of fatal and non-fatal overdoses, in line with emerging Welsh Government guidance for the restructuring of mechanisms in Wales for the reduction of fatal and non-fatal poisonings related to substance misuse.

2.3 To monitor the progress of actions regarding 2.1 and 2.2, and report to the Area Planning Board.

2.4 To provide a forum for discussion of matters relating to harm reduction in Western Bay and agreement of common actions within the area.

2.5 To share both good practice and good ideas about the development and promotion of harm reduction, to work with associated groups, and ensure that best practice is shared and disseminated.

2.6 To contribute to the Western Bay APB commissioning strategy and maintain a programme of action designed to achieve a high standard of performance against Welsh Government Core Standards relating to harm reduction and to monitor performance against this programme of action.

2.7 To advise the APB with regard to issues relating to harm reduction.

2.8 To develop policies, programmes, services and actions that work to reduce the health, social and economic harms to individuals, communities and society which are associated with the use of drugs and alcohol.

3.0 Ways of working:

3.1 The Group will meet quarterly.

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when [4] members are present.

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the Harm Reduction Group shall be reviewed at least every three years. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

5.0 Declarations of Interest

5.1 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chairs of the Area Planning Board and the Service Delivery Board.

7.0 Membership:

Organisation	No
ABM UHB CDAT	3
DASH	1
WGCADA	1
SANDS CYMRU	1
IOIS	1
WELSH GOVERNMENT	1
CONTROLLED DRUGS LOCAL INTELLIGENCE NETWORK	1
ABM UHB SEXUAL HEALTH	1
POLICE SERVICE	1
ABM UHB SERIOUS UNTOWARD INCIDENT REVIEW INVESTIGATION	1

Appendix 1

HOMELESSNESS AGENCY/IES	1
HMP SERVICE	1
COMMISSIONER LEAD	2
Invitees when required	
CORONER SERVICE	
CMHT	
YOUTH SERVICES	
SOCIAL SERVICES	
HOUSING DEPARTMENT	
PROBATION SERVICE	
WELSH AMBULANCE SERVICE	
ABM UHB ACCIDENT & EMERGENCY	
ABM UHB PRIMARY CARE	

ABERTAWE BRO MORGANNWG AREA PLANNING BOARD

Capital Group

Terms of Reference

1.0 Purpose of the Group: The Capital Group of the Western Bay APB

2.0 Responsibilities:

2.1 Maintain an overview of substance misuse estate within the APB area.

2.2 Liaison with Local Authority Finance Team responsible for administering capital finance.

2.3 To oversee the arrangements in place for the allocation of resources and the scrutiny of all expenditure. This will include actual and forecast expenditure and activity on commissioning contracts.

2.4 To provide a forum for commissioners to work together to ensure the provision of appropriate estate that will meet the needs of service providers in the delivery of efficient and effective substance misuse services.

2.5 To provide a forum where each member organisation can report on its individual capital priorities and agree overall regional priorities for the application.

2.6 Support service providers in constructing robust capital applications as required.

2.7 Acts as the primary assessment group for bids against earmarked capital.

2.8 Provides a regular discussion forum to provide advice on schemes in development;

2.9 Makes recommendations on the approval of Outline and Full Business cases;

2.10 Manages the capital programme, monitoring the progress of schemes against anticipated capital profiles and making recommendations on remedial actions when required.

2.11 To be responsible to the APB for expenditure and audit of all capital grant funding.

2.12 Consider and review any external financial monitoring returns and commentary.

3.0 Ways of working.

3.1 The Group will meet bi monthly.

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minute's secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise and additional meetings requested if required.

3.5 Extended bodies may be asked to co-opt representatives where appropriate.

4.0 Quorum

4.1 The meeting will be quorate when 4 members are present.

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the Group shall be reviewed at least every three years. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

5.0 Declarations of Interest

5.1 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been made.

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chairs of the Area Planning Board and the Service Delivery Board.

7.0 Membership:

Organisation	No of people
Local Authorities	3
ABMU Health Board Deputy Director of Planning	1
Welsh Government Regional Advisor	1
DIP Commissioner.	1
ABMU Health Board Service manager (Substance Misuse)	1
Chair of Service Provider Forum	1

Western Bay Area Planning Board

Children & Young People's Group

1.0 Terms of Reference

Purpose of the Group: The Children and Young People's Group will support the Western Bay APB in its implementation of regional objectives specifically relating to the needs of children and young people affected or at risk of substance misuse. The group will also support the Finance and Commissioning Group to in its service planning for young people aged 18-25.

2.0 Responsibilities:

2.1 To monitor the provision of treatment and rehabilitation services for children and young people within the Western Bay APB region to ensure that services are relevant and appropriate to meet the needs of children and young people.

2.2 To make recommendations to the Area Planning Board regarding service development for children and young people.

2.3 To ensure that substance misuse services for children and young people across the region are developed in line with WAG Substance Misuse Treatment Frameworks.

2.4 To advise on the needs of children and young people in the development of family orientated substance misuse and welfare services.

2.5 To identify and share good practice in the field of substance misuse and make recommendations regarding service improvements.

2.6 To ensure that service planning for children and young people affected by substance misuse dovetails accordingly with other relevant planning arenas.

2.7 To develop and implement the substance misuse prevention strategies specific to young people across the Western Bay APB region.

2.8 To monitor the implementation of the Welsh Government Workforce Development Strategy specific to children and young people's workforce.

2.9 The statement of children's rights in the UN Convention of the Rights of the Child will be considered and reflected in all work completed and duties exercised by the group.

3.0 Ways of working

3.1 The Group will meet quarterly.

3.1 Task and finish groups will be created to deal with specific issues as required, these groups will report to the sub-group.

3.2 Members of the group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minutes secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when [3] members are present, with the Chair.

4.2 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.3 Membership of the Group shall be reviewed at least every three years. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

4.4 Extended bodies may be asked to co-opt representatives where appropriate.

5.0 Links with relevant meetings

5.1 Minutes will be made available to the Chair of the Area Planning Board, the Service Delivery Board and the YOS Regional Board on request.

6.0 Membership:

Organisation	No of people
Local Authorities	3
South Wales Police	1
Third Sector Substance Misuse Services	3 (1) from each agency
CAMHS	1
YOS Regional Board	1
ABMU Health Board	1
Youth Services (statutory)	
Youth Services (voluntary)	
Social Work Service	
YOIS Prison Service	
Public Health Wales	1
WB Safeguarding Board	1

Western Bay Area Planning Board**IMT Project Management Group****Terms of Reference**

1.0 Purpose of the Group: The PARIS (Substance Misuse) Project Management Group will support the Western Bay APB and Performance Management Group in managing the delivery and help monitor performance of services that are commissioned to deliver substance misuse services.

2.0 Responsibilities:

2.1 To discuss Care Management/IT system issues around the gathering of performance management information from adult and children and young people's services and feed back to the Performance Management Group.

2.2 To enable the capture and reporting of the performance measures relevant to each service area.

2.3 To support service providers in developing effective performance management systems and processes within the systems.

2.4 To support service providers in their development and adherence to the service core standards and NKPI's as outlined by the Welsh Government.

2.5 To ensure the Performance Management Group are able to produce reliable reports to the APB for the performance of substance misuse service delivery.

2.6 Also at the meetings the Group will be expected to:

- Discuss/approve an Exception plan (If required).
- Discuss/approve the closure of the previous stage plan.
- Discuss/agree the next stage plan.
- Update the Project Plan.
- Identify/agree any expenditure that may be required.

2.7 To discuss any items/recommendations added to the agenda by the Operational change management sub group.

2.8 To ensure that the national dataset is collected and reported to NWIS (NHS Wales Informatics Service) accurately and on time.

2.9 To provide costed recommendations to changes required to IMT systems and to provide recommendations to the APB with regard to future priorities.

2.10 To ensure all recorded performance management data is accessible for inclusion on the Welsh Government's funding tool.

2.11 To provide a forum for discussion of local (APB agreed) and national policy issues in line with the priorities of the APB Commissioning Strategy, and how PARIS (Substance Misuse) can assist in their delivery.

2.12 External bodies may be required to provide representatives where appropriate.

2.13 To explore future options for data sharing between organizations.

3.0 Ways of working

3.1 The Group will meet at the end of an agreed stage of the project (in line with Prince2® project management guidelines).

3.2 Members of the Group will receive papers two weeks before each meeting.

3.3 Minutes of the meeting will be kept by a minute secretary and agreed by the Chair of the Group.

3.4 Members may be contacted between meetings for advice should the need arise.

4.0 Quorum

4.1 The meeting will be quorate when [3] representatives of member agencies and [1] APB representative is present, with the Chair. In the event that an organisation is unrepresented at three successive meetings the Chair of the Group will ask the organisation concerned to review its arrangements for representation.

4.2 From time to time sub-groups may be formed to work on specific issues as appropriate.

4.3 From time to time individuals may be co-opted to provide specific advice and expertise as required.

4.4 The Welsh Government shall be entitled to have one observer in attendance at meetings with full speaking but no voting rights.

4.5 Membership of the PARIS (Substance Misuse) Project Management Group shall be reviewed at least every three years.

5.0 Declarations of Interest

5.1 If any member has an interest, pecuniary or otherwise, in any matter and is present at the meeting at which the matter is under discussion, he/she will declare that interest as early as possible and shall not participate in the discussions. The Chair will have the power to request that member to withdraw until the committee consideration has been made.

6.0 Links with relevant meetings

6.1 Minutes will be made available to the Chair of the Area Planning Board, the Performance Management Group and the PARIS (Substance Misuse) Operational Change Management Group.

7.0 Membership:

Organisation	No of people
Chair (designated by APB) May be one of the members below	[1]
Local Authorities/APB Commissioners	3
ABMU Health Board	1
Service User Representative	1
PARIS (Substance Misuse) Project Manager	1
Local Agency Management representatives	4
Total membership	11

Substance Misuse Services Commissioning Strategy

Western Bay Area Planning Board 2014 - 2019



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



The Western Bay Regional Substance Misuse Area Planning Board (APB) is responsible for the planning, commissioning and monitoring of substance misuse services for people from the Bridgend, Neath Port Talbot and Swansea areas. Welsh Government established APBs in 2010 and then revised their role in 2012, transferring the responsibility for planning and commissioning services for people with Substance Misuse problems from a county to a regional basis. Based on this guidance the APB has been reformed, with health, local authority, service users and carers, providers and criminal justice agencies involvement to fulfill this role and deliver this Commissioning Strategy.

There is a 35 year history of specialist substance misuse services being delivered in these counties, working in partnership with other universal services such as General Practitioners, housing, education and community groups.

This is the first commissioning strategy of the APB and therefore is work in progress which will develop as the local evidence base and knowledge and experience of commissioning evolves.

This strategy encompasses the Welsh Government Substance Misuse Service User Involvement Framework and aims to embed meaningful engagement of service users and their carers or family members in developing, delivering and evaluating service provision.

There have also been some challenges in engaging fully with criminal justice agencies where significant organisational changes are planned, but the detail of this is not necessarily clear at this stage. This strategy is grounded in identifying what can realistically be achieved within the time frame it covers, building on the work which has been done previously by individual counties. Our intention is that it will be formally reviewed after the first year, to allow for these developing issues to be taken on board more fully.

CONTENTS

1. KEY PRIORITIES FOR WESTERN BAY SUBSTANCE MISUSE SERVICES

2. BACKGROUND AND CONTEXT

- 2.1 The population of the region
- 2.2 Welsh Government Policy
- 2.3 The Western Bay Area Planning Board
- 2.4 Strategic intention

3. ASSESSMENT OF NEED

- 3.1 How we involved people who use our services to determine their needs.
- 3.2 Key issues for service users
- 3.3 Key issues for service providers
- 3.4 Evidence based decision making

4. PRIORITIES FOR THE POPULATION

- 4.1 Principles of service development
- 4.2 Priorities for the population

5. WHAT WE ARE GOING TO COMMISSION

- 5.1 Priority 1 – Preventing Harm
- 5.2 Priority 2 - Support for substance misusers to improve their health and aid and maintain recovery
- 5.3 Priority 3 – Supporting and protecting families
- 5.4 Priority 4 - Tackling availability and protecting individuals and communities via enforcement activity

6. IMPLEMENTING THE STRATEGY

1. KEY PRIORITIES FOR WESTERN BAY SUBSTANCE MISUSE SERVICES

The Western Bay Area Planning Board want to make sure we have a wide range of integrated services that meet the needs of all our residents and improve people's wellbeing, as outlined by Welsh Government: *"where service users move seamlessly between services, or access a number of mutually supportive services without necessarily being aware that they are provided by different service providers or service sectors."*

We want to keep communities safe by minimising the effects of substance misuse on society and will make sure services are in place that supports service users, as well as their family members and carers whose lives are affected by substance misuse.

Usages of substances across the Region are changing. Fewer people are using drugs, such as heroin and cocaine, and far more are drinking alcohol at damaging levels. New drugs are emerging so we need services that can work creatively and flexibly to adapt to these changes in substance misuse.

This strategy has been developed through a broad engagement process, over a number of months with service users, carers, service providers and partner organisations. The engagement with service users and carers was particularly important, inspiring and enlightening. They raised issues that had not been considered previously in the planning of specialist Substance Misuse services – in particular, they wanted access to services out of office hours and over weekends. They also wanted more involvement in the design and the delivery of services and a wider choice of interventions available to them. This appetite for co-production for our services is welcomed and will be a building block for how we plan, monitor and develop services going forward.

Another important issue raised in the engagement is that although specialist agencies provide many of the services for people affected by substance misuse, there are a large range of other generic services which will also come into contact with these individuals and their families and carers. We need to ensure that service users have full access to these wider services and are not disadvantaged in accessing them.

We also need to increase the support and training we provide to partner organisations, such as primary care, criminal justice and social services, to enable them to better advise, engage with and signpost people needing help. The commitment of all service providers, both specialist and general, in the Region, to support these agencies, provides an excellent foundation in delivering responsive and effective care for people and their families who are affected by substance misuse.

2. BACKGROUND AND STRATEGIC CONTEXT

2.1 The population of the Region

In 2012 the estimated population for the ABMU area was just over 500,000 (Mid-year estimate 519,481, with males making up just under half the population (49%). 5.6% of the population is currently aged under 5 years of age (pre-school), 13.2% is currently aged between 5 and 16 years of age (school aged) and 12.4% of the population is between 17 and 25 years of age (young adults). Just over half the population falls into the working age group (51.5% aged 26-65) and just under a fifth of the population is aged over 65 years (17.3% older adults). There are over 6,000 births annually across Bridgend, Neath Port Talbot and Swansea.

2.2 Welsh Government Policy

In 2008 the Welsh Government published a ten year substance misuse strategy for Wales. *Working Together to Reduce Harm: Tackling Substance Misuse in Wales: A Partnership Approach*. This Strategy was refreshed in 2013 and the following priority action areas identified:

Action Area 1 - Preventing harm

Action Area 2 - Support for substance misusers to improve their health and aid and maintain recovery

Action Area 3 - Supporting and protecting families

Action Area 4 - Tackling availability and protecting individuals and communities via enforcement activity

Additionally, in 2011 the Welsh Government conducted a review of substance misuse services across the ABM area, largely in response to the long and different waiting times being experienced across the Region for accessing specialist treatment services, in particular prescribing. The main recommendations were:

- That an integrated service model should be implemented across the Region for specialist substance misuse services so that seamless care is provided for service users.
- Service users should have regular reviews of their progress in treatment and be involved in the planning and delivery of their care.
- Service users should have access to prescribing delivered by GPs.
- Specialist substance misuse liaison services should be available to district general hospitals.
- Harm reduction and harm minimization interventions are widely available.
- Those individuals in vulnerable groups, such as pregnant women, people who are homeless and people who have co existing substance misuse and mental health problems are offered flexible, accessible and responsive services.

2.3 The Western Bay Area Planning Board

The APB aims to make sure that services and decisions about them for people with substance misuse problems, their families and carers are:

- Integrated services, that provide easily accessible, effective, high quality services that focus on recovery and reintegration.
- Evidence and best practice based.
- Expanded by increasing access to and retention in services and reducing unplanned discharges.
- Underpinned by robust clinical governance.
- Focused on the safeguarding of vulnerable adults and children.

2.4 Strategic Intention

The APB has a responsibility to ensure consistent linkage with other related partnership strategies and planning arrangements. Appropriate linkages will be developed to achieve this and these are listed in appendix 8.

3. ASSESSMENT OF NEED

3.1 How we involved people who use our services to assess their needs.

This strategy has been built on extensive engagement. Three initial workshops were attended by members of the Western Bay Project Team. Having drilled down to service gaps and priorities for going forward a further five workshops were held to consider local priorities. The groups attracted over 100 attendees and included representatives from:

- South Wales Police
- ABMU Health Board,
- Local Authorities
- South Wales Probation Trust
- Substance misuse provider agencies
- Public Health Wales
- Service users
- Supported housing projects
- Cyrenians
- HMPs Parc and Swansea
- Integrated Offender Management Services
- The Youth Offending Services
- Carers
- Child and Adolescent Mental Health Services

3.2 Key Issues for service users

The key issues for service users are:

- **Reduced waiting** times for prescribing, particularly for detoxification.
- **Increased support** outside of weekdays, 9-5.
- **Uniformity of access** to consistent services.
- **Faster access to residential rehabilitation placements.**
- More **engagement of service users** in the design and delivery of services
- More **after care services**
- More help in **accessing housing, education and employment**

3.3 Key Issues for service providers

The key issues for service providers are

- **Fit for purpose accommodation** to enable service delivery is urgently required in the centres of Swansea and Bridgend.
- Service providers want **regional performance measures** that are easy to capture and meaningful.
- **A reduction in drug related deaths** and continued provision of harm reduction services.

3.4 Evidence based decision making

A local needs assessment conducted by Public Health Wales provided an analysis of the substance misuse profile across Western Bay (Appendix 1). The key headline population statistics are:

- In Wales unhealthy drinking behaviour is adopted during childhood and adolescence. The Health Behaviours in School-aged Children survey for 2009/10 (3) revealed that 14% of both girls and boys were drinking alcohol at least once a week by the age of 13 years; higher than the UK average.
- The proportion of adults drinking above the recommended guidelines was higher in the ABMU area that compared to the national level (49% compared to 45%).
- For the 2011/12 financial year the age-standardised alcohol-specific hospital admissions rate for Wales was 501/100,000, which is slightly higher than the overall rate for the ABMU area at 481/100,000. The alcohol-specific admissions rate in men was over double that seen

for women, at 670/100,000 and 300/100,000 for men and women in the ABMU area respectively.

- Data from 2011 suggests that across Wales there were 459 alcohol-specific deaths, with equates to an age-standardised alcohol-related mortality rate of 13.3/100,000 (health maps Wales).
- The number of drug-related deaths in ABMU follows a similar time trend pattern to that seen in Wales as a whole, although there is a much clearer upward trend in recent year. Of the 160 drug-related deaths seen in ABMU between 2001 and 2010 inclusive, the majority (103) occurred in Swansea with 27 occurring in Bridgend and 30 in NPT.
- Fewer than 3,000 referrals to substance misuse services were made in ABMU during the 2011/12 financial year. 1,170 referrals were for alcohol misuse and can be broken down into 534, 296 and 340 referrals in Swansea, NPT and Bridgend respectively; these correspond with incidence rates of 244, 219 and 257 per 100,000 populations which are lower than the rates for Wales as a whole.

4. 0 PRIORITISATION

4.1 Principles of service development

The APB believes that all service users and their carers/family members should be treated with dignity and respect and have a voice that will be listened to at all levels of service development, delivery and evaluation through transparent partnership working.

Service development will reflect the Welsh Government Recovery Oriented Integrated Systems of Care Treatment Framework (2013) by integrating recovery based approaches into substance misuse treatment services, through fully engaging service users in their care plans, subsequent reviews and by strengthening collaboration with wider community based services to support individual recovery pathways.

4.2 Priorities for the population

Through the engagement process, which involved over 100 people from in excess of 30 organisations / groups, the following 5 priorities were identified, which the APB will address across the Region by working together:

- **Flexible, creative, integrated services that provide equal access across the Region.**

Service users and carers would like a seamless service models. There are significant waiting times for some interventions, such as community prescribing and in patient detoxification. There are some areas of service that are duplicated and some services that are not available in every area. Whilst there is some joint working between different service providers, more could be done to provide seamless pathways of care. Older people require a greater focus on their needs and a more flexible response to their presenting concerns. It has long been acknowledged that there is lack of integrated care pathways locally and little cohesive

response to people with co-occurring substance misuse and mental health issues. Access to tier four residential rehabilitation placements require a lengthy assessment and service users have indicated that they would welcome more opportunities to access residential placements. Reduce waiting times to substitute prescribing and detoxification. Have services that respond flexibly to populations who find it hard to access services, either because of where they live or because they have specific individual needs. Through these actions we will provide more accessible services which should reduce the number of drug related deaths.

- **Support to staff working in generic / universal services, increasing their awareness of substance misuse and how and when to access specialist services.**

Links with ambulance services need strengthening and care pathways made more clearly defined. Whilst significant resources have been used to provide substance misuse awareness and education to schools, there is a dearth of research available regarding the effectiveness of educating children and young people about the potential harm of using substances. Alcohol is too readily available. There has been a rise in young people drinking alcohol and adults drinking above recommended amounts of alcohol. The number of people being admitted to hospital with health problems related to alcohol is increasing, as is alcohol related domestic abuse:

- People are often not aware that they have a substance misuse problem, for example, that the amount of alcohol they are drinking could damage their health.
- People don't always know how to get the right help when they need it.
- Substance misuse is often not recognized by people working in non-specialist, universal services; for example, district nursing.

- **Reduce access to alcohol.**

Alcohol is too readily available. It affects society as a whole, rather than just the individual and has a negative impact on many areas of physical, psychological and social functioning. Alcohol use is implicated in a wide range of issues, including accidents and absenteeism in the workplace, anti social behaviour and domestic violence.

- **Help people find and stay in suitable accommodation.**

Service users want access to reasonably priced, fit for purpose accommodation. They want to feel safe and secure in their own homes and have the support to sustain secure tenancies.

- **Improve access to after care services.**

Aftercare services offer support to service users that sustain their recovery and helps them reintegrate into the community. Service users have told us that they would like more services to help them develop their skills, have access to education, training and employment and help them rebuild their networks in the community.

We will achieve this by improving our processes, including:

- **Outcomes** - With a move from local to regional commissioning the APB will need to review existing service level agreements with service providers and align these regionally. These agreements will need clearly defined outcomes which are aligned to local and national strategic priorities.
- **Engagement / Co production** - Service providers, service users and carers want more opportunity for users of services to engage in service design and evaluation using co production and also to collaborate in their own care plans and have a greater say in the interventions they receive. Engagement in a wider sense relates to ensuring services are accessible. There are a variety of factors that can affect a service user's engagement with services, such as geographical location of the service, public transport routes, flexible opening times and quick access to the right treatment. We recognise that these factors need greater consideration.
- **Governance** - Commissioning based on a strategic and systematic approach to commissioning services from across all service sectors to meet the needs of the whole population affected by substance misuse. Promoting a joint approach between agencies represented at APB to commission services that ensure service users receive the most cost-effective and appropriate services to meet their needs. Western Bay APB will also work with other Area Planning boards to jointly commission services across APB boundaries when this offers increased efficiency. Our commissioning principles are laid out in appendix 2 and governance structure in appendix 3.
- **Communication** - Service users, carers and staff in non-specialist services want easy access to high quality, up to date information on service provision, wide information sharing protocols agreed, effective partnership working and better communication between parties.

5. WHAT WE ARE GOING TO COMMISSION

The outcome of the research we have gathered and our consultation workshops has told us that we need to change some of the services that we deliver locally to make sure we meet people's needs effectively. We will commission services to ensure they meet the needs of service users and agencies in each of the following four priority areas of the Welsh Government:

5.1 Priority 1 – Flexible, creative, integrated services that provide equal access across the region

S1 Provide services that are flexible in opening hours, location of delivery and tailored to respond to the needs of minority groups and groups with individual needs.

S2 Provide services from 'fit for purpose' accommodation.

S3 Give service users and carers a strong voice in the design, delivery and evaluation of services through co production

S4 Support service modernisation by delivering cohesive and integrated care pathways

S5 Ensure access to residential rehabilitation is made more accessible.

S6 Acknowledge the increasing prevalence of alcohol and ensure services are commissioned that can respond to these changing needs.

S7 Provide a greater focus on services tailored for older people.

S8 Ensure all staff are appropriately trained by completing a training needs analysis for staff within specialist services and delivering a comprehensive workforce development plan.

S9 Ensure dedicated Carer support services are provided and access to carer's assessments offered and delivered when requested.

S10 Work with other to protect those who are most vulnerable in our society, including children and those affected by domestic abuse.

S11 Agree clear treatment pathways between specialist substance misuse services and criminal justice services.

S12 Create a data hub and information sharing processes that will ensure the appropriate sharing of information across agencies to protect the most vulnerable in society.

S13 Provide a range of harm reduction services to secure a downward trend in drug related deaths.

5.2 Priority 2 - Support to staff working in generic / universal services, increasing their awareness of substance misuse and how and when to access specialist services

U1 Offer training for universal services in identification of harmful substance use, awareness of routes to referral, enable delivery of brief interventions.

U2 Complete a training needs analysis of key universal services, such as youth workers, health visitors and midwives, to inform a wider workforce development and training strategy.

U3 Support diversionary activities for groups at high risk of developing substance misuse problems.

U4 Provide a screening tool for use with under 25s to highlight their needs.

U5 Support organisations and SME's with workplace policy development and training.

U6 Review the 'Healthy Schools' programme with Public Health Wales.

U7 Provide input to the 'Work Boost' programme for older people delivered by Public Health Wales.

U9 Strengthen links with ambulance services, General Practitioners and accident and emergency Departments to provide care pathways that are clearly defined.

U10 Provide a greater liaison interface between specialist and universal services.

U11 Provide more creative ways of engaging recreational drug users.

5.3 Priority 3 - Reduce access to alcohol

A1 Reduce the availability of alcohol, producing a specific alcohol action plan to:

- Engage with licensing authorities to limit licensing applications and engage regarding the issues raised by the Night Time Economy.
- Lobby at a national level regarding the minimum pricing of alcohol

A2 Provide training to organisations involved in licensing decisions

A3 Support the extension of the Tackling Alcohol-Related Street Crime (TASC) project across the Region.

5.4 Priority 4 – Help people find and stay in suitable accommodation/housing

H1 Provide more support in securing and sustaining housing / accommodation.

5.5 Priority 5 - Improve access to after care services

I1 Develop wider recovery communities.

6 IMPLEMENTING THE STRATEGY

Implementation of the strategy will be based upon:

- Adherence to commissioning principles (Appendix 2)
- Comprehensive governance structure (Appendix 3)
- Robust performance management/ KPIs /outcomes (Appendix 4)
- Ensuring equality (Appendix 5)
- The interface between the APB and partnership structures (Appendix 6)
- Ensure effective interface with our partners (Appendix 7)
- A balanced expenditure plan (Appendix 8)

The Western Bay Area Planning Board

Substance Misuse Strategy

Three Year Implementation Plan 2014 - 2017



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Introduction

When constructing this implementation plan, some of the priorities highlighted in the strategy emerged as a single action. Some of the priorities require a number of actions and conversely, some actions addressed several priorities. Therefore, through this process we have developed an action plan based on outcome statements that have emerged from consideration of those priorities and actions. In the action plan we have tracked the priorities to enable an easy 'read across' to the strategy.

Outcome Statement	Action	Output	Effect	Timescale	Lead
1. Provide a more effective interface between specialist substance misuse services and universal services (S8, U1)	<p>Undertake a training needs analysis of universal services (S8)</p> <p>Construct a workforce development plan (S8)</p>	<p>Completion of comprehensive workforce development plan</p> <p>Number of people appropriately trained</p>	Universal services will be better equipped to advise and sign post people with substance misuse problems	March 2016	APB Commissioning Team
2. Support for communities and partners in tackling the availability and impact of alcohol (S6)	<p>Produce a regional alcohol action plan (S6)</p> <p>Combat sales to underage drinkers including proxy sales (S6)</p> <p>Engage with licensing authorities to manage licensing applications and engage regarding issues raised by the night time economy (A1)</p> <p>Support the increase of TASC across the area. (A1)</p>	<p>Completion of alcohol action plan</p> <p>Number of token transactions</p> <p>Number of APB representations made to licensing panels</p> <p>Numbers completing course</p>	<p>Reduced access to alcohol</p> <p>Reduced impact of alcohol</p>	Ongoing	PHW

Outcome Statement	Action	Output	Effect	Timescale	Lead
3. A comprehensive range of harm reduction services will be provided (S13)	<p>Extend the naloxone programme (S13)</p> <p>Ensure appropriate geographical provision of Needle Syringe Programmes and hepatitis B vaccination programme</p> <p>Ensure rapid access to prescribing (S13)</p>	<p>-Number of naloxone kits distributed</p> <p>Number of people trained</p> <p>Number of post opiate detox awareness interventions recorded</p> <p>Distribution and exchange activity</p> <p>Number of completed vaccination</p> <p>Review existing prescribing capacity and process</p>	<p>Secure a downward trend in drug related deaths (P9)</p> <p>Reduction in Blood Borne Virus</p> <p>People can access prescribing services when they need them.</p>	March 2015	ABMUHB
4. Evidence based substance misuse education and signposting will be delivered to children and young people	<p>Map the provision of educational programmes currently delivered and consider related WG guidance</p> <p>Review the 'Healthy Schools' programme (U6)</p> <p>Agree a screening tool for use with the under 25 age group (U4))</p> <p>Deliver targeted training to professionals working with CYP (U1, U2)</p>	<p>Commission Public Health Wales to undertake a robust evaluation of existing services and conduct longer term research study to establish best practice.</p> <p>Completion of screening tool</p> <p>Number of staff trained</p>	<p>Service s will be reviewed to ensure that preventative interventions are effective</p>	March 2016	PHW

Outcome Statement	Action	Output	Effect	Timescale	Lead
5. Older people will have an increased focus on their needs and a wider range of services to help them develop resilience to substance use. (S7)	Provide input to the Public Health 'Work Boost' programme for older people. (U7)	Number of attendees of the programme.	Fewer older people will progress to problematic substance use.	March 2015	PHW
	Provide access to a specialist older person's service in each area. (S7)	Number of contacts	Fewer older people admitted to hospital with substance misuse related problems	March 2015	APB Commissioning Team
	Engage with ABMUHB in preparing a business case for the piloting of the RAID model in a District General Hospital. (S7, U10)	Completion of business case	Delayed stays in hospital will be prevented due to rapid access to liaison and advice3.	January 2015	ABMUHB

Outcome Statement	Action	Output	Effect	Timescale	Lead
6. People will be able to access appropriate, timely and effective services offering a range of evidence based interventions (S1))	<p>Development of an integrated specialist service, providing cohesive care pathways, across Western Bay. (S1)</p> <p>Work with adult mental health services to develop collaborative care pathways for those with co occurring substance misuse and mental health issues. (S4, U10))</p> <p>Ensure parity of access to services geographically (S1)</p> <p>Simplify and standardise access to tier 4 residential rehabilitation placement (S5)</p>	<p>Waiting times form referral to start of treatment reduced</p> <p>Increased number of planned exit from treatment with case closed as 'treatment complete'</p> <p>Increased number of client contacts delivered</p> <p>Increased number of tier 4 assessments</p>	Provision of services that are flexible in terms of opening hours, easy to access and responsive to the needs of service users, including minority and 'hard to reach' groups.	March 2015	ABMUHB
7. Service Users will be supported in accessing training and employment opportunities and access to secure tenancies in fit for purpose housing. (H1)	<p>Ensure robust pathways to education, training and employment services (H1)</p> <p>To work with Supporting People to provide a joined up response to those requiring support in accessing and sustaining tenancies (H1)</p> <p>Encourage the delivery of Recovery Communities, social enterprises and volunteering opportunity (I1, U3)</p>	<p>No of referrals to education and employment services</p> <p>No of referrals to housing partnerships and tenancy support contact</p> <p>No of service users taking up volunteering activities</p>	Drug and alcohol users will be supported in accessing wrap around services	March 2015	APB Commissioning Team

	Work in partnership with community based services to promote engagement in safe social opportunities	No of service users engaged in safe social activities			
--	--	---	--	--	--

Outcome Statement	Action	Output	Effect	Timescale	Lead
<p>8. Difficult and 'hard to engage' groups will access services more frequently (S10)</p> <ul style="list-style-type: none"> - Homeless/roofless population -Domestic violence -Care leavers - Those not in education or employment -Sex workers - Ethnic minority groups 	<p>Outreach teams to operate in each county to support individuals into structured treatment (S10)</p> <p>Treatment agencies to have strategy in place to attract naive drug users and re engage those who have disengaged. (S10)</p>	<p>Decrease of clients DNA between assessment and next appointment</p> <p>Decrease in clients who DNA follow up appointments</p>	Improved uptake of services by 'difficult to engage' groups through effective inter agency work.	March 2015	Service Providers sub group
9. There will be a more effective interface between district general hospitals and community substance misuse agencies. (U9,)	<p>Map treatment pathways and distribute widely, ensuring routes of referral, consultation and training are made explicit to partners (U9)</p> <p>Substance misuse liaison nurses and doctors to be available to all district general hospitals.(U9)</p> <p>Hospital nursing and medical staff to have access to and</p>	<p>Number of consultations</p> <p>Number of referrals into specialist services</p> <p>Number of teaching sessions delivered to staff</p>	Appropriate interventions will be offered to clients with a substance misuse issue presenting in district general hospitals and their wider health needs considered.	March 2015	ABMUHB

	implement guidance and policy on the effective management of alcohol dependent patients and of management of alcohol withdrawal.				
--	--	--	--	--	--

Outcome Statement	Action	Output	Effect	Timescale	Lead
10 Service users and carers will be engaged in the planning, design, monitoring and evaluation of services. (S3)	Support national service user and carer engagement events. Consider the revised Welsh Government Substance Misuse Service User Involvement Framework. Agree an overarching carer and service user involvement strategy.	The number of meetings Production of strategy	Meaningful co production of services	March 2015	APB Commissioning Team

Outcome Statement	Action	Output	Effect	Timescale	Lead
11. Families and Carers will feel supported and more empowered to help their (S9)	Map and review current provision and service capacity for carers and family members. (S9)	Completion of mapping exercise. No of carer support groups offered.	Provision of dedicated family and carer support is available.	March 2015	APB Locality Partnership Groups
12. Adults with substance misuse problems will be supported in becoming more effective parents.(S10)	-Launch handbook for use by parents and social services staff in exploring and addressing parental substance misuse. (S10) Deliver a rolling drug awareness training programme for staff working in children's services.	Increased referrals between social services and specialist services.		March 2015	APB CYP Sub Group
13. Vulnerable groups, such as children and those subject to domestic violence, will be better protected. (S10)	- Mapping of current IMT systems and interface (S10, S12)	Implementation of a data hub	Earlier identification and response to concerns regarding vulnerable groups. More effective sharing of information.	March 2017	APB IMT Sub Group

Outcome Statement	Action	Output	Effect	Timescale	Lead
14. Substance misusing offenders will receive a holistic care package aimed at stopping offending and reducing substance misuse (S11)	Continued delivery of a results focused integrated offender management service. (S11)	As per IOIS	Offending activity due to substance misuse will reduce	Ongoing	IOIS Commissioner

Outcome Statement	Action	Output	Effect	Timescale	Lead
15. Services will be delivered from high quality, easily accessible accommodation. (S2)	Mapping of substance misuse estate.	Completion of mapping.	Staff and service users will feel valued.	Ongoing	APB Capital sub group
	Agreement of capital priorities.	Completion of capital plan.	Accommodation will be fit for purpose.		
	Support for providers in constructing and submitting capital applications. (S2)	Number of successful bids submitted for capital grant allocation.			

Area Planning Board Regional Management Structure

August 2014

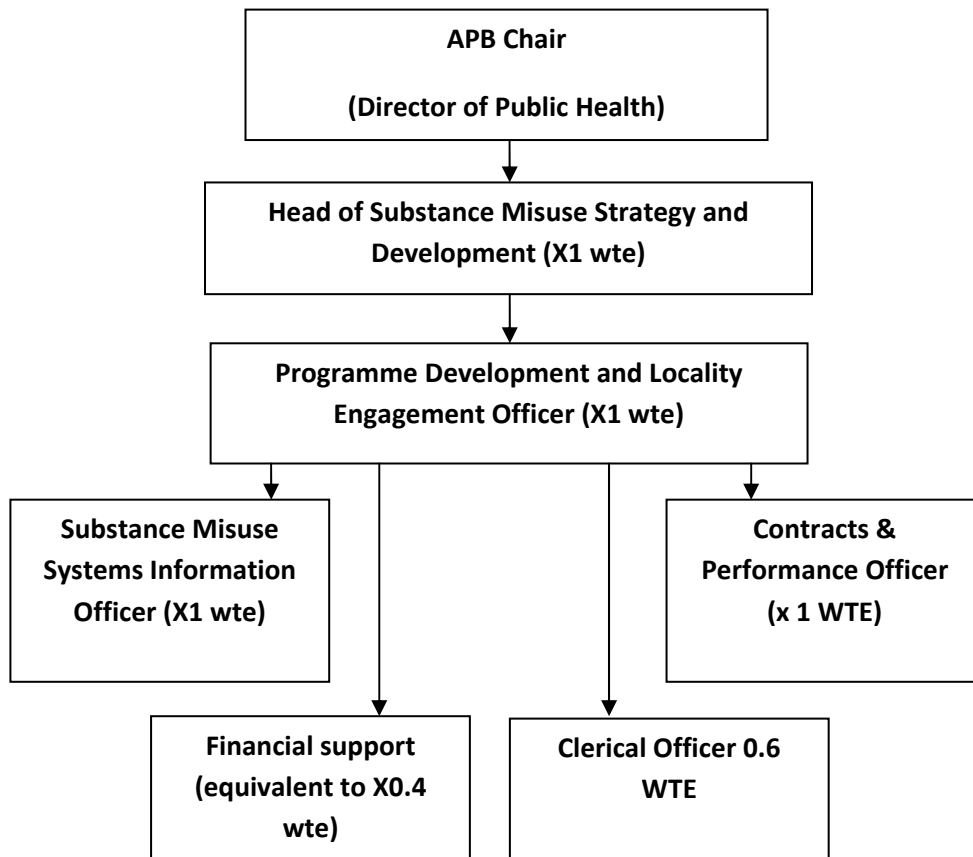
Introduction

The Welsh Government Guidance for Substance Misuse Area Planning Boards (2012) set out the expectation that each APB will need to define their specific support arrangements. Welsh Government has also signalled an expectation of reduced costs associated with support to a regional structure.

With the service development, planning, commissioning and performance management functions now being delivered at a regional level, in August 2013 the APB agreed to a move to a regional support structure. Personnel supporting the APB will be required to work locally in a complex array of partnerships, but have one common goal, to respond to the “Working Together to Reduce Harm 2008 – 2018” document, which is the Substance Misuse Strategy that aims to set out a clear national agenda for tackling and reducing the harms associated with substance misuse. In terms of the support required by the Area Planning Board, there is an expectation that staff will deliver a number of functions:

- Maintain an over view of the progress against national substance misuse policy and strategy across Western Bay.
- Act as advisors to the APB, ensuring that the Board has all the necessary performance management information and data available to inform decision making.
- Provide a functional link with the Welsh Government.
- Provide administrative and contractual support to the APB and its’ constituent groups
- To maintain budgetary over sight, management and monitoring of relevant financial allocation.
- To provide advice regarding clinical governance.
- To provide engagement with providers and relevant partnerships, ensuring effective integration of the substance misuse agenda into local strategic planning and service delivery.
- To maintain operational oversight on delivery of the APB work programmes.

STAFFING



Head of Substance Misuse Strategy & Development

AIM

- To provide a professional strategic lead for Substance Misuse Services across ABM.
- To provide project and programme management to support the APB in addressing and delivering on emerging and/or critical issues.
- To ensure that the substance misuse statutory, policy and strategic requirements of the Area Planning Board, and the responsible authorities across ABM are delivered to the highest standard.
- To be responsible for the specification, commissioning, performance management, quality assurance and governance of all service resourced through the APB delegated budgets including the NHS ring-fenced allocation, and for the substance misuse treatment system across ABM.
- To ensure robust clinical and practise governance is exercised in all services commissioned by the APB

Roles and responsibilities

- To provide strategic management and direction to substance misuse services.
- To establish and foster an inclusive and participatory approach to service development with all key stakeholders, and service providers, with a particular emphasis on service user involvement.
- To act as the senior advisor on substance misuse to the responsible authorities across ABM.
- To line manage a team of staff with commissioning, contracting and locality responsibilities, accounting for all statutory obligations with regards to employment and staff management, complying with all organisational employment and management policies.
- To be responsible for driving forward and delivering improvements to substance misuse services across all tiers of provision, achieving value for money and throughout all localities, ensuring that Welsh Assembly Government Framework requirements against Core Standards, Integrated Care Pathways, Commissioning, Inspection and Review, and Unit Costs are fully met.
- To develop effective clinical governance frameworks through which the APB can be assured of the quality and safety of services commissioned.
- To deliver robust, transparent, and accountable systems and processes for financial management of APB budgets, service procurement and contract management.

Programme Development and Locality Engagement Officer (X1 wte)

Aim

1. Provide liaison and support between the Area Planning Board and local partnership structures
2. To ensure that each locality has dedicated substance misuse support, to reflect the partnership engagement role provided by the head of substance misuse.
3. To have oversight for a number of key work streams across the APB agenda.

Roles and responsibilities

- Provide operational advice, guidance, co-ordination and support on substance misuse issues to both the Local statutory partnerships, the Area Planning Board, and their supporting structures.
- Ensure effective mechanisms are in place at a local level to ensure that the development of substance misuse services are informed through dialogue and consultation with key stakeholders, commissioners from related service areas, service providers and service users.
- To co-ordinate and manage the APB service provider forum
- To support the head of substance misuse by maintaining operational oversight on delivery of the work programmes for:
 - Children and Young People
 - Criminal Justice
 - Alcohol
- Develop and maintain effective working relationships with local service providers and the commissioners of other areas of service that impact on substance misuse.
- Ensure that the Area Planning Board and its support structures are sighted on all locality issues to enable effective and relevant service planning, commissioning and development.
- Manage the day-to-day interface between the APB and the CSP along with its supporting structures.
- Support the head of substance misuse in delivering effective integration of the substance misuse agenda into local strategic planning including Community Safety, Children and Young People and Health and Well Being planning mechanisms.
- Maintain an overview of progress against national substance misuse policy and strategy across the locality, and to contribute to the preparation for any locality specific substance misuse monitoring undertaken by statutory bodies.

- Support the head of substance misuse on any locality needs assessment and gap analysis to inform the commissioning intentions and actions of the APB.
- To liaise with the contracts and performance officer in the performance management and performance improvement of services within each of the Localities.
- To undertake all mandatory training and development as required by the Health Board, and an agreed program of personal training and development in agreement with the line manager.
- To travel within the APB area as required and further afield on occasion.

Contracts and Performance Officer (X1 wte)

Aim

1. To co-ordinate and manage the contracting and performance management functions of the Area Planning Board.
2. To lead on, and support, programmes of service development, service improvement and service review

Roles and responsibilities

- Maintain responsibility for the contract management, and performance monitoring of services commissioned through the APB budgets, to include any transferred budget responsibilities for the Substance Misuse Action Fund (SMAF), and the Health Board Ringfenced allocation for substance misuse.
- To be responsible for project managing the development and co-ordination of a performance management framework to support the APB, using the principles of RBA, and evidence based practice relevant to public service management.
- To establish systems that enable the APB and its constituent CSPs to be regularly sighted on the performance of substance misuse services against national and local KPIs, and the requirements of any service level agreements and contracts.
- To work with the head of substance misuse in developing comprehensive contracting frameworks, and annual audit procedures.
- Co-ordinate and project manage the assessment of progress against National Core Standards as part of service contract monitoring.

- To draft performance reports for consideration by the head of substance misuse
- To manage the information and data analysis support and the programme financial support functions.
- To support service improvement by ensuring service specifications are imbedded through robust contracts and SLAs.
- To support the head of substance misuse by maintaining operational oversight on the work programmes for:
 - Workforce Development
 - National Core Standards
- To be the responsible officer for the management and co-ordination of data held on the Welsh National Database for Substance Misuse (WNDSM) for organisations delivering substance misuse services in Western Bay region.
- To lead on any performance improvement actions aimed at improving the quality, consistency and recruitment of data and information.
- To establish a relationship with finance within the organisation to enable reporting on the position of the APB budgets, including maintenance of The Funding Project online in relation to SMAF funding.
- To act as co-ordinating officer for procurement exercises in relation to APB responsible budgets
- To undertake all mandatory training and development as required by the employing organisation, and an agreed program of personal training and development in agreement with the line manager.
- To travel within the APB area as required and further afield on occasion.

Substance Misuse Systems Information Officer

Aim

1. To support the head of substance misuse in providing systems information support across the substance misuse work programme, ensuring that the APB has access to, and is working with, high quality, valid and up to date performance information.
2. To work with, and support, substance misuse service providers in ensuring that quantitative and qualitative activity and performance information and data is available and fit-for-purpose.
3. To ensure that the APB and its commissioned services achieve all Welsh Government requirements and standards with regards to the collection, collation, analysis and submission of performance information and data.

Roles and responsibilities

A. Strategy and commissioning

- To provide data analysis, and information support across the APB work programme, acting as the autonomous lead officer on behalf of the APB in relation to the boards' responsibilities for reporting onto the Welsh National Database for Substance Misuse (WNDSM)
- To support the performance management of commissioned services through the recruitment and validation of appropriate service performance and activity data.
- To identify, analyse and report on trends in performance at both an area-wide and locality-wide level, against national and local key performance indicators, including the assessment of causal factors.
- To provide relevant, clear and concise information and data to the members of the APB and the APB support team in order to support their capacity to represent the board and the substance misuse work programme in a range of meetings, forums, and within their own organisations.
- To co-ordinate the response to all Welsh Government requests, audits, reports or developments that focus on substance misuse information or data management.
- To identify and quantify the need for systems information development, improvement and investment within the APB work programme and business plan each year.
- To develop, implement and maintain an ongoing performance monitoring system against the APB Performance Management Framework.

- To develop and implement systems to support the use of data analysis and performance information to underpin the Results Based Accountability (RBA) frameworks for commissioned services.
- To co-ordinate the APBs Results Based Accountability (RBA) work programme, ensuring that the development of RBA frameworks at an individual service level, and a strategic level, that are viable, relevant and supported by appropriate performance information management systems

B. Supporting providers

- To audit levels of adherence to national data reporting requirements and standards across all local service providers, and to develop and implement an Improvement and Management Plan to deliver continuous improvement in data and information quality.
- To develop a level of personal knowledge and experience in relation to substance misuse data and information management in order to become established as a source of reference and expertise to local services.
- To be responsible for identifying, analysing and resolving failures to achieve data and information reporting standards among local service providers.
- To represent the interests of local services in representing ABM on national groups and forums responsible for substance misuse data and information management

C. Analysis and reporting

- To provide the activity and performance data and analysis component of performance reports to the APB and its supporting structures
- To be responsible for undertaking the information and data analysis required to inform the performance report for each APB meeting.
- To be responsible for undertaking the information and data analysis required to inform the APB annual report each year.
- To scrutinise and quality assure the performance information and data supplied by commissioned services to support funding claims.
- To scrutinise the performance information provided to the APB Contract Management Forum

Admin and Clerical Officer (X1 wte)

AIM

To provide comprehensive and confidential secretarial/administrative support to the Area Planning Board and its various Sub Groups.

Roles and Responsibilities

- To co-ordinate meetings, papers, receive apologies for and take minutes for the Area Planning Board and its sub-groups.
- Ensure the maintenance of strict confidentiality and that no personal data is disclosed to unauthorised persons.
- To collate responses to consultation documents on behalf of the APB.
- To ensure appropriate records management
- Word Processing and audio typing of general correspondence and information as required.
- Deal with telephone calls and queries while having an awareness of 'customer care' at all times.
- Deal with incoming/outgoing mail as required, including email.
- Filing, faxing, photocopying.
- Maintain a record of use of rooms, appointments and bookings. Maintenance of recording systems necessary to provide statistical information.
- Liaise with partner organisations.
- Provide cover for other secretaries within the team during times of annual leave or other absence
- Use of database packages.

Report of the Cabinet Member Wellbeing & Healthy City

Cabinet – 18 November 2014

PROPOSED LEASE OF UNDERHILL PARK TO MUMBLES COMMUNITY ASSOCIATION

Purpose:	To seek approval to negotiate and agree Heads of Terms and enter into a lease with Mumbles Community Association for Underhill Park, including the immediate management of community use and secondary hires and lettings.
Policy Framework:	Council Policy City of Sport; Sustainable Swansea New Models of Delivery.
Reason for Decision:	To transfer community management for the facility and subject to milestone approvals, enable the Association to seek funding and progress a phased programme for facility improvements.
Consultation:	Legal, Finance and Access to Services.
Recommendations:	It is recommended that Cabinet: - <ol style="list-style-type: none">1) Notes the financial and operational implications and authorises the Director of Place to negotiate and settle the terms of the proposed lease (and thereafter any required Deeds of Variation) and to instruct the Head of Legal, Democratic Services and Procurement to finalise the legal documentation;2) Agrees, in principle, the long-term ambitions and phased programme of improvements proposed by Mumbles Community Association;3) Authorises the Director of Place to agree the phased programme subject to gateway and milestone reviews, funding, access, contract and any other required legal procedures being satisfied.
Report Author:	Ian Beynon / Lewis Hinds
Finance Officer:	Sarah Willis
Legal Officer:	Nigel Havard
Access to Services Officer:	Catherine Window

1.0 Background

- 1.1 Underhill Park is a busy community open green space providing a range of facilities including sports provision for football, rugby and cricket.
- 1.2 The Park is owned by the Authority and is maintained by Parks Operations from within the Waste Management service. The Pitch lettings function is provided by Cultural Services.
- 1.3 The Park is home to Mumbles Rangers AFC and Mumbles RFC who both run junior, youth and senior teams. There are also a number of Cricket clubs who regularly use the site.
- 1.4 All clubs currently pay a permit fee to the Authority for all matches played at Underhill and the Parks service provides a match day attendant.
- 1.5 Both the Rugby and Football clubs have separately leased changing rooms on site which have recently been upgraded. The facilities date back to WW2 and have a limited lifespan.
- 1.6 The Authority's changing facilities were demolished in 2008 as they were deemed to be unsafe.

2.0 Proposal

- 2.1 Mumbles Rangers AFC and Mumbles RFC are keen on undertaking a self management function within the Park, with a vision to develop and improve the range and quality of the sports facilities, both for the sports clubs and the general public who use the sports facilities. They have formed themselves into Mumbles Community Association (MCA) to further develop this aspiration.
- 2.2 In the long term MCA has a master plan to provide the following features and facilities within the park, based on a phased approach;
 - 2.2.1 Phase 1: The lease for the ground to the newly formed management company. This will result in;
 - Improved sports pitch playing surfaces to accommodate all levels of rugby, football and cricket.
 - An amended pitch layout, including potentially increasing the number of pitches to maximise usage.
 - 2.2.2 Phase 2: The provision of a fenced, floodlit 3rd generation (3G) synthetic grass pitch, subject to funding and planning consent, which could potentially generate income from hire. The Association has indicated that enquiries for funding for this development have been warmly received.

- 2.2.3 Phase 3: The building of a new Community Centre, also subject to funding, planning consent and a sustainable business plan, comprising changing rooms, gym and clubhouse to replace the existing structures and provide a headquarters for the Association.
- 2.3 It is proposed that in the first instance, that there be a lease for Underhill Park so as to enable Phase 1 to be delivered. Depending on progress and successful funding applications, business plan and planning consent approvals, the terms of the lease will be amended where necessary to enable Phase 2 and subsequently, Phase 3 to be delivered. Approvals to these phases will be based on an agreed programme of delivery, gateway reviews and consents obtained based on funding, financial viability and the sustainable provision of a community facility without intervention by the Authority
- 2.4 The successful implementation of the plan and long-term self management of the Park by MCA will provide the following benefits;
- Community cohesion through the ownership, involvement and interest in local facilities.
 - Partnership working with the community in managing and safeguarding valuable community assets.
 - Investment in modern, fit for purpose facilities which the Authority is not in a position to provide.
 - Increased access to local formal and informal sporting and recreational opportunities.
 - Access to funding opportunities not available to the Local Authority.

3.0 Property Implications

- 3.1 To make it possible for MCA to have the opportunity to apply for funding opportunities and facilitate the above mentioned improvements they must have a legal interest in the land they are looking to develop.
- 3.2 Therefore, MCA have requested a 125 year lease of Underhill Park (as shown outlined in red on the attached plan) at a peppercorn rent. However, MCA will pay the Council the necessary amount to maintain the park to an agreed standard.
- 3.3 It is important to note that the lease will require the Park to remain as a public open space and there are many other lease specifics that need to be agreed to protect the Authority's best interests before any Heads of Terms can be agreed.
- 3.4 If MCA are able to proceed with a lease on the principles identified above, although the disposal is likely to be at best consideration this is difficult to prove conclusively. Therefore, at a later date it is likely that the

Authority's Wellbeing powers will need to be used to dispose of the property at less than best consideration.

4.0 Equality and Engagement Implications

An EIA Screening Form has been completed with the agreed outcome that a full EIA report was not required. The reasons for this were:

The community group will improve and enhance the sports facility provision in Underhill Park to enable them to further develop opportunities for the local community. There will be no change in provision or opportunity than at present as the Park will remain fully open to the public as it is now. The only change to current provision is that the Community Association will have the responsibility for the sports pitches and will not have to apply to the local authority for permits to play formal matches. Casual usage will not change or be affected. Access issues relating to the overall site will remain the responsibility of the Authority

5.0 Financial Implications

- 5.1 Agreement of a long term lease to the Community Association would preclude the Authority from the possibility of the future sale and capital receipts from this site.
- 5.2 The current annual costs for the Parks service in relation to sports pitch provision at Underhill are;
 - Grounds maintenance of rugby, football and cricket pitches - £16,000
 - Sports day attendant duties - £3,500
 - Total £19,500
- 5.3 The average annual income to the Authority from permit fees for all sports is £9,000
- 5.4 There will be an annual loss of income to the Authority of up to £9,000 as the clubs will cease to pay a permit fee to play matches as part of the lease agreement.
- 5.5 There will be financial savings to the Authority from MCA paying an annual figure of up to £16,000 to the Authority for the maintenance of the sports pitches which will cover the existing grounds maintenance costs to the required specification.
- 5.6 There will also be financial savings to the Authority of up to £3,500 from MCA taking responsibility for match day duties, precluding the need for the Parks service to provide an attendant on match days.
- 5.7 Therefore there will be a net saving to the Authority of approximately £10,500 per annum.

- 5.8 There will be no additional long term financial commitment required by the Authority for any new facilities provided by the Community Association, as this will be the responsibility of the Association.
- 5.9 The Authority has received an outline business case from MCA which includes their form of organisation and the proposed community benefits. However before any lease agreement can be progressed, further work will be required by the Trustees of the MCA to provide a long term business plan, which demonstrates a sustainable operation in relation to their proposed developments.

6.0 Legal Implications

- 6.1 Notwithstanding what is stated in Paragraph 2.2.1 above Mumbles Community Association is not registered as a company at Companies House-neither is it registered as a charity with the Charities Commission. It is believed that MCA intend to incorporate themselves as a Charitable Incorporated Organisation which will be a legal entity capable of holding an interest in land .No lease should be granted until the Head of Legal and Democratic Services and Procurement is satisfied that the MCA has been so properly constituted..
- 6.2 Paragraph 3.4 is noted-the contents are not satisfactory. The Director of Place should when concluding his negotiations as to the terms of the proposed lease reach a firm conclusion as to whether or not the consideration the Authority will receive from MCA satisfies or not the statutory duty under Section 123 Local Government Act 1972 to obtain the best consideration reasonably obtainable. It is strongly recommended that on the occasion of the Director of Place exercising his delegated powers(as authorised by this Report) that they are recorded formally in writing and therein the Director certifies whether or not the statutory duty has been discharged. The Director of Place should also certify whether or not the Authority is in compliance with its own Land Disposal Rules in only offering the lease to MCA and not marketing openly.
- 6.3 If the Director of Place reaches the conclusion that prima facie the Authority will be in breach of the statutory duty then the Authority may be able to utilise the General Disposal Consent which does permit a letting at an undervalue provided that such letting is in compliance with the well-being powers provided for in Section 2 of the Local Government Act 2000 ie the power to promote social or economic or environmental well-being. It is essential that the Director of Place in utilising such powers both sets out fully his rationale for the Authority's use of the powers and follows the Welsh Government Guidance on their use. The Consent also can only be used where the difference between the unrestricted value of the interest to be disposed of and the consideration accepted does not exceed £2,000,000.00. The Council's external Auditors will need to approve the use of the Consent and the well-being power

- 6.4 The property is prima facie Public Open Space and prior to any disposal appropriate Notices will need to be advertised and objections considered.
- 6.5 A Report on Title has been carried out and extracts are below-
Mines and minerals are excepted.

The Land is subject to the covenants and rights reserved by a Conveyance dated 3rd August 1923 - the land is subject to rights of light and air. The conveyance also contains a covenant in the following terms '*...that the purchasers their successors and assigns will not erect or suffer to be erected without the approval in writing of the Ninth Duke (of Beaufort) his heirs and assigns upon the said land hereby assured or any part thereof any dwelling house or shop or any building except a Park Keepers Lodge, Weather Shelters or a Refreshment Pavilion or other approved erection necessary or proper in connection with the user of the said land as a Recreation Ground for the use of the Public*' .

Potentially therefore consent may be required from the Duke's successors in title-further work may be required once the terms of the proposed lease are agreed.

The conveyance also contains a covenant requiring the Council to repair and maintain boundary walls and fences.

The Land is subject to the rights granted by a deed dated 30th July 1987. This easement grants a right of access over the land, shown on the plan, to the property known as 'Longfields' 98 Newton Road, Mumbles.

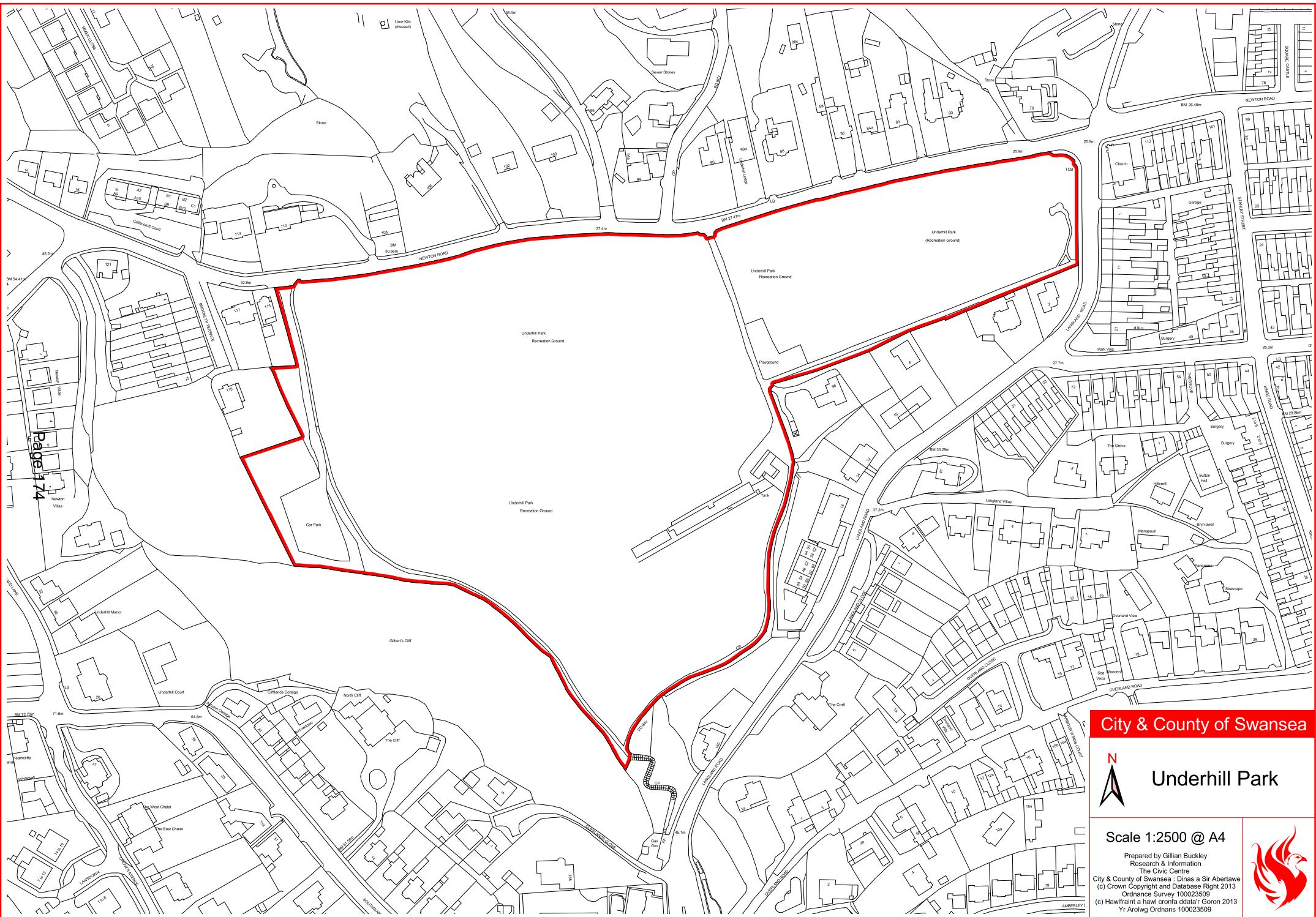
Part of the Land is subject to a lease dated 11th December 2008, to the Trustees of Mumbles Rangers, which is for a term of 25 years from 29th September 2008.

- 6.6 It is noted that the Heads of Terms for the proposed Lease have not yet been negotiated so it is not possible at this stage for the Head of Legal and Democratic Services and Procurement to carry out a detailed risk analysis. It also presumably the intention that the existing Leases as referred to in paragraph 1.5 be surrendered
- 6.7 The Council should be kept fully informed of all grant applications by MCA in order to ensure that any grant agreements (which are likely to be legally binding) are compatible with the terms of the proposed Lease
- 6.8 It is likely that formal Deeds of Variation to the original Lease will be required to provide for the proposed phasing of works by MCA
- 6.9 Any issue as to State Aid will be addressed on the occasion that the Director of Place makes his delegated decision as referred to in Recommendation 1.

FOR INFORMATION

Background papers: None.

Appendices: Appendix A – Plan
Appendix B – EIA Report



Page 74

City & County of Swansea

Underhill Park

Scale 1:2500 @ A4

Prepared by Gillian Buckley
 Research & Information
 The Civic Centre
 City & County of Swansea - Dinas a Sir Abertawe
 (c) Crown Copyright and Database Right 2013
 Ordnance Survey 100023509
 (c) Hawtfruit a hawl cronfa ddata'r Goron 2013
 Yr Arolwg Ordnans 100023509



Equality Impact Assessment Screening Form

Please ensure that you refer to the '[Screening Form Guidance](#)' while completing this form. If you would like further guidance please contact your directorate support officer or the Access to Services team (see guidance for details).

Section 1

What service area and directorate are you from?

Service Area: Culture, Tourism, Sport & Leisure

Directorate: Place

Q1(a) WHAT ARE YOU SCREENING FOR RELEVANCE?

Service/ Function	Policy/ Procedure	Project	Strategy	Plan	Proposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(b) Please name and describe below

Q2(a) WHAT DOES Q1a RELATE TO?

Direct front line
service delivery

Indirect front line
service delivery

Indirect back room
service delivery

(H)

(M)

(L)

(b) DO YOUR CUSTOMERS/CLIENTS ACCESS THIS SERVICE...?

Because they
need to

Because they
want to

Because it is
automatically provided to
everyone in Swansea

On an internal
basis
i.e. Staff

(H)

(M)

(M)

(L)

Q3 WHAT IS THE POTENTIAL IMPACT ON THE FOLLOWING PROTECTED CHARACTERISTICS

	High Impact (H)	Medium Impact (M)	Low Impact (L)	Don't know (H)
Age	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disability	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh Language	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Q4 Have you / will you undertake any public consultation and engagement relating to the initiative?

Yes

No

(If no, you need to consider whether you should be undertaking consultation and engagement – please see the guidance)

If yes, please provide details below

Consultation will take place through the local ward members, Mumbles community Council, the local press and with assistance from the sports clubs

Equality Impact Assessment Screening Form

Q5(a) HOW VISIBLE IS THIS SERVICE/FUNCTION/POLICY/PROCEDURE/ PROJECT/ STRATEGY TO THE GENERAL PUBLIC?

High visibility
to general public

 (H)

Medium visibility
to general public

 (M)

Low visibility
to general public

 (L)

**(b) WHAT IS THE POTENTIAL RISK TO THE COUNCIL'S REPUTATION?
(Consider the following impacts – legal, financial, political, media, public perception etc...)**

High risk
to reputation

 (H)

Medium risk
to reputation

 (M)

Low risk
to reputation

 (L)

Q6 HOW DID YOU SCORE?

Please tick the relevant box

**MOSTLY H and/or M → HIGH PRIORITY → EIA to be completed
Please go to Section 2**

**MOSTLY L → LOW PRIORITY / NOT RELEVANT → Do not complete EIA
Please go to Q6 followed by Section 2**

Q7 If after completing the EIA screening process you determine that this service/function/policy/project is not relevant for an EIA you must provide adequate explanation below (Please use additional pages if necessary).

The proposal is for parts of Underhill Park to be leased to a local community group – Mumbles community sports club limited. The rationale for this is that the community group will, improve and enhance the sports facility provision in Underhill Park to enable them to further develop opportunities for the local community. There will be no change in provision or opportunity than at present as the Park will remain fully open to the public as it is now. The only change to current provision is that the Community club will have the responsibility for the sports pitches and will not have to apply to the local authority for permits to play

Section 2

NB: Please send this completed form to the Access to Services Team for agreement before obtaining email approval from your Head of Service.

Screener- This to be completed by the person responsible for completing this screening	
Name: Ian Beynon	
Location: Penllergaer	
Telephone Number: 635456	
Date: 8/8/13	
Page 176	
Approval by Head of Service	
Name: Iwan Davies	

Equality Impact Assessment Screening Form

Position: Head of Culture & Tourism
Date: 8/8/13

Please return the completed form to accesstoservices@swansea.gov.uk