



City and County of Swansea

## Minutes of the **Scrutiny Performance Panel – Adult Services**

Committee Room 3A, Guildhall, Swansea

Tuesday, 24 September 2019 at 4.00 pm

**Present:** Councillor P M Black (Chair) Presided

**Councillor(s)**

E T Kirchner  
S M Jones

**Councillor(s)**

P R Hood-Williams  
J W Jones

**Councillor(s)**

P K Jones

**Co-opted Member(s)**

Tony Beddow

**Other Attendees**

Mark Child

Cabinet Member - Care, Health & Ageing Well

**Officer(s)**

Peter Field

Principal Officer Prevention, Wellbeing and  
Commissioning

Liz Jordan

Scrutiny Officer

Deborah Reed

Interim Head of Adult Services

**Apologies for Absence**

Councillor(s): J A Hale, C A Holley, H M Morris and G J Tanner

Co-opted Member(s): Katrina Guntrip

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**1 Disclosure of Personal and Prejudicial Interests.**

No disclosures of interest were made.

**2 Prohibition of Whipped Votes and Declaration of Party Whips**

No declarations were made.

**3 Minutes of meeting on 30 July 2019 and 20 August 2019**

The Panel agreed the notes of the meetings on 30 July 2019 and 20 August 2019 as an accurate record of the meeting.

**4 Public Question Time**

No members of the public were present at the meeting.

## 5 Supported Living Developments for Mental Health and Learning Disability Services

Deborah Reed, Interim Head of Adult Services attended to brief the Panel on this issue and answer the Panel's questions.

Discussion points:

- Panel Members held two informal events with parents of adults with mental health issues and parents of adults with learning disabilities prior to the meeting to get their feedback on supported living arrangements.
- Biggest concern for parents in terms of re-tendering of the service was how transition was going to be handled. Need to ensure stability for service users. Department confirmed there will be continuity for the majority of service users.
- Tenancy arrangements were discussed. Panel queried whether descriptors of 'independence' were expanded upon in tenancy agreements. Informed they are not included in tenancy agreements, as they are to do with support they would be included in care support agreements.
- Co-production and role of parents in commissioning review discussed. Parents gave impression they did not have as much say over their child's life when they went into supported living. Informed parents were actively encouraged to get involved.
- At informal events, panel members got impression there did not appear to be independent advocacy services available for service users. Informed these services are available to service users with learning disabilities and mental health issues.
- Issue of waiting lists was raised by parents at informal meetings. Informed there is no formal waiting list for Learning Disability Services. There is a formal waiting list for mental health services but there are less than 20 individuals on it at a particular time. There may be supported living vacancies but they may not be appropriate for the individuals on the waiting list.
- Cabinet Member confirmed there is a lack of single bed accommodation for individuals with mental health issues to move on to and this is an issue the Authority may have to look at further.
- The Authority has contract with the provider of the service and has regular feedback from them. Authority is currently producing its own performance assurance framework.
- Authority does not prescribe that individual providers meet with parents regularly but would expect them to in order to meet their outcomes.
- Some parents at the informal meetings did not feel there was an obvious point of contact to go to in the Authority if they are having issues with the provider. Informed two changes have been introduced to improve this contact.
- Panel queried the Department's understanding of efficiencies and was informed it is a reduction in commissioning hours (cost savings).
- Department relies on care managers (social workers) to ensure care and support plans are being delivered as determined.
- In terms of staff in supported living accommodation, parents had concerns about training, experience, age of staff and use of agency workers. Panel not sure Authority can do anything about this. Informed staff turnover of providers

is looked at annually and they should provide data on this. Also, staff employed by providers can access some of social services training and access some independent training courses.

Actions:

- Cabinet Member and offices to provide comments on briefing note produced following two informal events with parents.
- Panel to see a blank copy of two documents - a tenancy agreement and a care support agreement, and the descriptors of 'independence' used.
- Presentation given at event with parents to be circulated to Panel for information.
- Panel to receive further information on the situation with waiting lists for supported living accommodation.

## **6 Procurement Practice and Assurance in Social Care**

Peter Field, Principal Officer Prevention, Well-being and Commissioning attended to brief the Panel and answer their questions.

Discussion points:

- Panel queried how well service user feedback is fed into the assurance process and was informed it is not as good as it could be but arrangements will improve as time goes on.
- There have been regular opportunities for service users to feed back on existing services in Learning Disability Services, by completing a survey and face to face. Informed for Mental Health Services this has been undertaken by Supported People Services but officers unsure how frequently this has been done.
- There is an assumption by the Department that providers provide information/welcome packs to service users when they go into supported living accommodation.
- The procurement process does not go through internal audit process.
- Consultation with carers is an area the Department needs to improve on and will be looking at this (carers plan) over next 12 to 18 months.

## **7 Work Programme Timetable 2019-20**

Work Programme received and considered by the Panel.

## **8 Letters**

Letters received and considered by the Panel.

The meeting ended at 5.30 pm.



**To:**  
**Councillor Mark Child**  
**Cabinet Member for Care, Health and**  
**Ageing Well**

*Please ask for:* Scrutiny  
*Gofynnwch am:*  
*Scrutiny Office* 01792 637314  
*Line:*  
*Llinell*  
*Uniongyrochol:*  
*e-Mail* [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)  
*e-Bost:*  
*Date* 14 October 2019  
*Dyddiad:*

**Summary:** This is a letter from the Adult Services Scrutiny Performance Panel to the Cabinet Member for Care, Health and Ageing Well following the meeting of the Panel on 24 September 2019. It covers Supported Living Developments and Procurement Practice and Assurance.

Dear Cllr Child

The Panel met on 24 September to receive a briefing on Supported Living Developments for Mental Health and Learning Disability Services and to discuss Procurement Practice and Assurance in Social Care. We would like to thank you, Deborah Reed and Peter Field for attending to present the items and answer the Panel's questions. We appreciate your engagement and input.

We are writing to you to reflect on what we learnt from the discussion, share the views of the Panel, and, where necessary, raise any issues or recommendations for your consideration and response. The main issues discussed are summarised below:

### **Supported Living Developments for Mental Health and Learning Disability Services**

Deborah Reed, Interim Head of Adult Services briefed the Panel on this issue.

We informed you that the Panel had held two informal events with parents of adults with mental health issues and parents of adults with learning disabilities prior to the meeting to get their feedback on supported living arrangements. A note was produced of the issues raised at these events and you agreed to provide comments on it, which

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GUILDHALL, SWANSEA, SA1 4PE / NEUADD Y DDINAS, ABERTAWE, SA1 4PE  
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together with this letter and your response will be shared with the parents who provided their contact details.

We discussed how the biggest concern for parents in terms of the re-tendering of the service was how transition was going to be handled. We all agreed the need to ensure stability for service users. You confirmed that there will be continuity for the majority of service users, particularly as most of the providers will remain the same.

We raised the issue of tenancy arrangements for service users in supported living, and queried whether descriptors of 'independence' were expanded upon in tenancy agreements. We were informed that they are not included in tenancy agreements, but they will be included in care support agreements, as they are to do with support. You agreed to provide us with a blank copy of a tenancy agreement and a care support agreement, and to provide us with the descriptors of independence used.

We discussed co-production and the role of parents in the commissioning review. We were given the impression at the events that parents did not have as much say over their adult child's life when they went into supported living. You told us that parents were actively encouraged to get involved, that there are regular events held with parents and also that they were involved in the tender evaluation process. Officers agreed to circulate the presentation given to parents at the events to the Panel for information.

At the informal events, panel members got the impression that there did not appear to be independent advocacy services available for service users. We were informed that these services are available to service users with learning disabilities and mental health issues.

Another issue raised by parents at the events was that of waiting lists. You told us that there is no formal waiting list for Learning Disability Services, there is a formal waiting list for mental health services but there are less than 20 individuals on it at a particular time. We heard that there may be supported living vacancies but they may not be appropriate for the individuals on the waiting list. Officers agreed to provide further information on the situation with waiting lists to the Panel.

You confirmed there is a lack of single bed accommodation for individuals with mental health issues to move on too in Swansea, and that this is an issue the Authority may have to look at further.

We heard that the Authority has a contract with the provider of the service and has regular feedback from them, although this has not been proactively sought in recent months. We also heard that the Authority is currently producing its own performance assurance framework. We were pleased to hear this.

We heard that the Authority does not prescribe that individual providers meet with parents regularly but that it would expect them to in order to meet their outcomes.

We discussed how some parents at the informal events did not feel there was an obvious point of contact to go to in the Authority if they are having issues with the provider. We were informed that two changes have been introduced to improve this contact. This is good to hear.

We queried the Department's understanding of efficiencies, and were informed it is a reduction in commissioning hours (cost savings).

We heard that the Department relies on care managers (social workers) to ensure care and support plans are being delivered as determined.

We mentioned that in terms of staff in supported living accommodation, parents had concerns about training, experience, age of staff and use of agency workers. We queried whether the Authority is able to do anything about this. We were informed that staff turnover of providers is looked at annually and that providers should provide data on this. We heard that staff employed by providers can access some of the social services training and also access some independent training courses.

### **Procurement Practice and Assurance in Social Care**

Peter Field, Principal Officer Prevention, Well-being and Commissioning attended to brief the Panel.

We queried how well service user feedback is fed into the assurance process and were informed it is not as good as it could be but arrangements will improve as time goes on.

We heard that there have been regular opportunities for service users to feed back on existing services in Learning Disability Services, by completing a survey and face to face. We also heard that for Mental Health Services this has been undertaken by Supported People Services but officers are unsure how frequently this has been done.

We were informed that there is an assumption by the Department that care providers provide information/welcome packs to service users when they go into supported living accommodation.

We were informed that the procurement process does not go through the internal audit process.

We heard that consultation with carers is an area the Department needs to improve on and you will be looking at this and the development of a carers plan over the next 12 to 18 months. We were very pleased to hear this, particularly as it was a recommendation from the recent Equalities Scrutiny Inquiry, and we will want the carers plan to come to the Panel in the future.

### **Your Response**

We hope you find this letter useful and informative. We would welcome your comments on any of the issues raised but please provide a written response by Monday 4 November 2019 to the following:

1. Comments on the issues raised in the briefing note from the informal events held with parents of service users.

2. Information on the descriptors of independence used and provide a blank tenancy agreement and care support agreement.
3. Further information on the situation with waiting lists.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Black', written in a cursive style.

**PETER BLACK**  
**CONVENER, ADULT SERVICES SCRUTINY PANEL**  
**CLLR.PETER.BLACK@SWANSEA.GOV.UK**



**To:**  
**Councillor Mark Child**  
**Cabinet Member for Care, Health and**  
**Ageing Well**

Please ask for: Scrutiny  
Gofynnwch am:  
Scrutiny Office 01792 637314  
Line:  
Llinell  
Uniongyrchol:  
e-Mail [scrutiny@swansea.gov.uk](mailto:scrutiny@swansea.gov.uk)  
e-Bost:  
Date 21 October 2019  
Dyddiad:

**Summary:** This is a follow up letter from the Adult Services Scrutiny Performance Panel to the Cabinet Member for Care, Health and Ageing Well following the meeting of the Panel on 24 September 2019. It covers Supported Living Developments.

Dear Cllr Child

The Panel met on 24 September to receive a briefing on Supported Living Developments for Mental Health and Learning Disability Services and I wrote to you following that meeting.

Since then I have received further correspondence from a parent carer, who attended one of the informal events held prior to the panel meeting, seeking some clarification. I am therefore writing to you on their behalf.

They have asked for, and I quote, "*clarification of work which has been mentioned in recent meetings with parents about the re-tendering of supported living services. This relates, as I understand it, to work being or to be carried out by Western Bay (or the West Glamorgan Regional Partnership as it may now be called). I am afraid I do not have much information about this work but I believe it involves, in some way, reviews of care plans for people in supported living arrangements (like my son) which is linked in some way to the retendering process. What I would like to know is more precisely what this work involves, what the outcomes of the work would be and how this might affect the people involved and whether this work will involve parents and the individuals themselves.*"

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## Your Response

Please provide a written response by Monday 11 November 2019 for me to pass on.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Black', written in a cursive style.

**PETER BLACK**  
**CONVENER, ADULT SERVICES SCRUTINY PANEL**  
**[CLLR.PETER.BLACK@SWANSEA.GOV.UK](mailto:CLLR.PETER.BLACK@SWANSEA.GOV.UK)**