



SCRUTINY BOARD (ADULT SOCIAL CARE)

**Meeting to be held in Civic Hall, Leeds on
Wednesday, 13th January, 2010 at 10.00 am**

(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)

MEMBERSHIP

Councillors

J Chapman (Chair) - Weetwood;
B Chastney - Weetwood;
P Ewens - Hyde Park and Woodhouse;
Mrs R Feldman - Alwoodley;
C Fox - Adel and Wharfedale;
A Gabriel - Beeston and Holbeck;
T Hanley - Bramley and Stanningley;
J McKenna - Armley;
V Morgan - Killingbeck and Seacroft;
F Robinson - Calverley and Farsley;
E Taylor - Chapel Allerton;

CO-OPTEEES

Ms Joy Fisher – Alliance Service Users and Carers
Sally Morgan – Equality Issues

Please note: Certain or all items on this agenda may be recorded on tape

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded.)</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Chief Democratic Services Officer at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p> <p>No exempt items or information have been identified on this agenda.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF INTEREST</p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 16TH DECEMBER 2009</p> <p>To confirm as a correct record the minutes of the meeting held on 16th December 2009.</p>	1 - 8
7			<p>TRANSITIONAL ARRANGEMENTS FOR DISABLED YOUNG PEOPLE INTO ADULT SOCIAL CARE</p> <p>To receive and consider a report from the Director of Adult Social Care informing the Scrutiny Board of the need for change and improvement in the Transitions Experience and how both Children and Young People Social Care (CYPSC) and Adult Social Care (ASC) have worked to improve the process.</p>	9 - 60
8			<p>SCRUTINY INQUIRY: PERSONALISATION WORKING GROUP - UPDATE REPORT</p> <p>To receive and consider a report from the Head of Scrutiny and Member Development providing the Scrutiny Board with an update on the work of the Personalisation Working Group.</p>	61 - 82

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9			<p>SCRUTINY BOARD (ADULT SOCIAL CARE) - WORK PROGRAMME</p> <p>To receive and consider a report from the Head of Scrutiny and Member Development outlining the Scrutiny Board's work programme for the current municipal year.</p>	83 - 116
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>To note that the next meeting of the Board will be held on Wednesday 10th February 2010 at 10.00am with a pre meeting for Board Members at 9.30am.</p>	

Agenda Item 6

SCRUTINY BOARD (ADULT SOCIAL CARE)

WEDNESDAY, 16TH DECEMBER, 2009

PRESENT: Councillor J Chapman in the Chair

Councillors B Chastney, P Ewens,
Mrs R Feldman, C Fox, T Hanley,
J McKenna, V Morgan, F Robinson and
E Taylor

Apologies Councillor A Gabriel

64 Councillor B Chastney

The Chair welcomed Councillor B Chastney to his first meeting of the Board as a replacement for Councillor A Taylor.

65 Late Items

In accordance with the provisions of Section 100B(4)(b) of the Local Government Act 1972, reference was made to one late item of urgent business which the Chair had consented to add to the agenda (Minute No. 75 refers). This referred to the proposed Terms of Reference for the Board's Inquiry into Transitional Arrangements for Children into Adult Social Care. The reason for urgency was that the Board was due to commence this Inquiry at its next meeting on 13th January 2010.

66 Declarations of Interest

The following declarations of personal interests were made:-

- Councillor J Chapman in view of the fact that she has a relative who works in the private homecare industry (Agenda Item 7, Minute No. 70 refers).
- Councillor B Chastney, in his capacity as a Director of West North West Homes ALMO (Agenda Item 8, Minute No. 71 refers).
- Councillor C Fox, in his capacity as a Director of West North West Homes ALMO (Agenda Item 8, Minute No. 71 refers).
- Councillor J McKenna in his capacity as a member of the West North West Homes ALMO Inner West Area Panel (Agenda Item 8, Minute No. 71 refers).
- Councillor V Morgan, in her capacity as a member of the East North East ALMO Inner East Area Panel (Agenda Item 8, Minute No. 71 refers).

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- Councillor E Taylor, in her capacity as a member of the East North East ALMO Inner North East Area Panel (Agenda Item 8, Minute No. 71 refers).
- Joy Fisher, in her capacity as a volunteer, a service user and a member of LINK (Agenda Items 7, 8 and 9, Minute Nos. 70, 71 and 72 refer).
- Sally Morgan in her capacity as a service user (Agenda Items 7 and 8, Minute Nos. 70 and 71 refer).

67 Apologies for Absence

Apologies for absence from the meeting were submitted on behalf of Councillor A Gabriel.

68 Minutes

RESOLVED – That the minutes of the meeting held on 11th November 2009 be confirmed as a correct record.

69 Matters Arising from the Minutes

a) Review of Adult Day Care Services in Leeds (Minute No. 58(a) refers)

The Chair reported that the further information requested at the last meeting under Minute No. 58(a) had been circulated to Members via email on 10th December 2009.

b) Performance of Home Care Service Providers (Minute No. 60 refers)

The Chair reported that the further information requested at the last meeting under Minute No. 60 – comparative information from other similar sized local authorities – was not yet complete but would be circulated at the earliest opportunity.

c) Dignity in Care (Minute No. 61 refers)

Further to Minute No. 61, 11th November 2009, the Chair reported that information had been received which indicated that in Leeds, there were currently 28 wholly single-sex wards in local hospitals out of a total of 127 wards.

Reference was made to an article in today's Daily Telegraph which stated that the Government was committed to achieving its target of complete single-sex wards nationally some time in 2010. The Principal Scrutiny Advisor undertook to circulate the article to Members.

70 Adult Social Services - Annual Review Report 2008/09

Draft minutes to be approved at the meeting
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The Board received and considered the report of the Director of Adult Social Services, previously submitted to the Executive Board on 9th December 2009, regarding the outcome of the annual assessment carried out by the Care Quality Commission (CQC) for 2008/09.

The overall assessment was that the Department was officially 'performing well', which was an improvement on the previous year's 'adequate' rating. In respect of the 7 core outcomes against which the Department was assessed, it had improved performance in 3 of these areas and was rated as 'performing excellently' in 1 area, 'performing well' in 4 areas and 'performing adequately' in 2 areas (see Paragraph 6 of report).

The Chair and Board Members congratulated the Director of Adult Social Services on this achievement and requested that these congratulations be conveyed by the Director to all staff in the Department.

In attendance at the meeting and responding to Members' queries and comments were:-

- Sandie Keene, Director of Adult Social Services.
- Dennis Holmes, Deputy Director (Strategic Commissioning).
- Stuart Cameron-Strickland, Head of Policy, Performance and Improvement (ASC)

In brief summary, the main points of discussion were:-

- The need to sustain the gains made and to press on with improvements across all areas, working towards the goal of an overall 'excellent' rating.

The Director stated that the expected standards changed year on year, meaning that even maintaining a particular rating from one year to the next could be regarded as an achievement and effectively an improvement in service. Nationally, 95% of authorities providing adult social services were assessed as being either 'good' or 'excellent', and the likely outcome was that the CQC would be carrying out a fundamental review and seeking to raise the bar in terms of the required standards. The challenge would be to try to meet these more exacting standards against a backdrop of local authority budget restraints. It was unlikely that the Department would face another inspection in 2010.

- Reference was made to some misreporting in the CQC assessment report of the organisational set up and funding of the Leeds Involvement Project and the Alliance of Service Users and Carers.

The Director acknowledged this, and added that one of the really pleasing aspects of the latest assessment was the improvement from 'performing well' to 'performing excellently' in the category 'Making a Positive Contribution', which was an acknowledgement of how far the Council had come in engaging local people and service users in policy making and decision taking.

- The Department was aiming to achieve a 'performing well' assessment in respect of its efforts in the 'Maintaining Personal Dignity and Respect' category. This would represent quite an achievement, to go from 'performing poorly', via 'performing adequately' to 'performing well' in the space of two assessments.
- Reference was made to a television programme shown on the BBC the previous night, relating to standards in care homes for people with dementia.

In response, the Deputy Director outlined the inspection, assessment, monitoring and education work undertaken by the Department locally, which was supplemental to the work carried out by the CQC. There were 283 care homes in the Leeds area, and whilst standards would always vary between providers, and even within the same establishment at different times, overall services commissioned by Adult Social Care in Leeds were regarded as being good.

- In terms of 'cases which slipped through the net', assurances were given that the Department had a case review sub-group of the Safeguarding Committee so that lessons learned could be put into immediate practice. Efforts were also being made locally to integrate this work with that already carried out independently by other service providers, such as the NHS and Children's Services, so that a comprehensive review mechanism was in place.

Work continued to embed a referral, investigation and response service in respect of individual complaints received from the public, Members and MPs in order that fast and appropriate action was taken at the right level in respect of such matters.

- In respect of one key area identified for improvement – the numbers of people waiting for minor and major adaptations – whilst the authority might be meeting national targets in terms of the length of time taken to install adaptations, there was always room for improvement. However, it had to be acknowledged that demand was always likely to outstrip resources in this respect and there was only ever a finite number of people whose needs could be met from a limited budget. Whilst numbers of applicants was an issue, the length of time they had to wait for an adaptation was more significant. This was a separate item on today's agenda.

RESOLVED – That, subject to the above comments, the report be received and noted.

71 Scrutiny Inquiry - Major Adaptations for Disabled People - Performance Update and Recommendation Tracking

Further to the Board's previous Inquiry into Major Adaptations for Disabled Adults, and the report published in June 2009, the Head of Scrutiny and Member Development submitted a progress report which tracked the Board's recommendations against progress made to date in respect of each of the recommendations.

In attendance at the meeting and responding to Members' queries and comments were:-

- Dennis Holmes, Deputy Director (Strategic Commissioning).
- Liz Ward, Head of Service (Support and Enablement).
- Helen Freeman, Chief Officer, Health and Environmental Action Services, Environmental and Neighbourhoods Department.
- Steve Speak, Chief Officer (Strategy and Policy), Development Department.
- Andy Beattie, Head of Service (Housing and Pollution Control), Environments and Neighbourhoods Department.

In brief summary, the main points of discussion were:-

- In recent years, the Department had managed to double the number of major adaptations it carried out per annum, and had halved the previous waiting time. However, it had to be accepted that demand was always likely to outstrip available resources in this area. The Chair stipulated that the Care Quality Commission had determined that to improve quality of life, the Council had been advised to continue to reduce waiting times for all adaptations, which confirmed Recommendation 3 made by the Scrutiny Board, and that steps should be taken to act on this advice. Members requested that they be supplied with up to date information, in an easily understood format, as determined in Recommendation 10 of the Inquiry report.
- Members also requested an explanation regarding why Aire Valley Homes ALMO appeared to be performing worse than the other two ALMOs on this particular issue.
- It was reported that the Adaptations Operations Group would be meeting in the New Year and would look at the way information was

currently presented to see if it might be simplified (agenda pages 43 and 44 refer).

- The Chair requested that in future, if Members had queries regarding any information contained in the agenda papers, if they gave notice prior to the meeting day to the Principal Scrutiny Advisor, then efforts would be made to clarify any issues or to supply additional information, and a reminder to this effect would appear on future agenda.

RESOLVED – That subject to the above comments and requests for additional information, and the alteration of the status of Recommendation 6 from a 5 to a 4 rating, the report on progress made to date be received and accepted.

72 Performance Management - Quarter 2 Report

The Head of Policy and Performance submitted a report outlining progress against a raft of both national and local performance indicators in respect of services which fell within the remit of the Board.

In attendance at the meeting and responding to Members' queries and comments were:-

- Dennis Holmes, Deputy Director (Strategic Commissioning).
- Stuart Cameron-Strickland, Head of Policy, Performance and Improvement (ASC).

In brief summary, the main points of discussion were:-

- NI135 – Carers receiving needs assessment or review and a specific carers' service. This continued to be an area of concern in terms of performance. The short-term improvements achieved last year by drafting in more staff resources had not been maintained. Performance in this area was being investigated and currently Leeds was mid-ranked amongst its comparator group.
- LKI-SS35 – Adult and older clients receiving a review as a percentage of those receiving a service. The Deputy Director was confident that the current year-end estimated performance figure of 71.4% would be exceeded. However, the staff who worked in this area had also seen a recent 33% increase in safeguarding referrals.
- NI145 – Adults with learning disabilities in settled accommodation. This was a new indicator this year. To date, 256 people out of a total of 293 had been found to be in settled accommodation. The statistics only changed when a review was undertaken following a change in accommodation.

- NI131 – Delayed transfer of care. It was explained that Adult Social Care was only responsible for one of the seven categories of possible reasons for delay in respect of this category and, in reality, it represented one or two people a week. In 2008/09, Leeds had been one of the best performing local authorities in respect of this indicator. This issue should not be confused with the homecare issue discussed at the last meeting, which related to people who were already receiving a homecare package, but who then required a hospital stay of 2 weeks or more.

RESOLVED – That, subject to the above comments, the report be received and noted.

73 Scrutiny Inquiry - Supporting Working Age Adults with Severe and Enduring Mental Health Problems - Working Group Update

The Head of Scrutiny and Member Development submitted a report updating the Board on the work of the Working Group established to undertake aspects of the Inquiry.

Another meeting of the Working Group was scheduled for 14th January 2010, at 10am, and it was suggested that receiving evidence from service users might be helpful.

RESOLVED – That, subject to the above comment, the report be received and noted.

74 Work Programme

The Head of Scrutiny and Member Development submitted a copy of the Board's work programme, updated to reflect decisions taken at previous meetings, together with a copy of a relevant extract from the Council's Forward Plan of Key Decisions for the period 1st December 2009 to 31st March 2010 and copies of the minutes of the meetings of the Executive Board held on 4th and 24th November 2009.

Two Forward Plan items due to go to the Executive Board in February (residential care strategy for older people) and March (self-directed support), were identified as matters upon which the Board would like to receive reports.

RESOLVED – That, subject to the above comments and any other amendments necessary as a result of today's meeting, the Board's work programme be received and approved.

75 Late Item - Terms of Reference - Scrutiny Inquiry - Transitional Arrangements for Children into Adult Social Care

Further to Minute No. 65, the Board considered the proposed Terms of Reference for its Inquiry into Transitional Arrangements for Children into Adult Social Care.

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It was suggested that it would be helpful for the Department to supply a flow chart to the Board to diagrammatically illustrate how the system currently worked.

RESOLVED – That the draft Terms of Reference be approved.

76 Date and Time of Next Meeting

Wednesday, 13th January 2010 at 10.00 am (Pre-Meeting 9.30 am)



Originator: Michele Tynan
Tel: 247 4225

Report of the Director of Adult Social Care

Adult Social Care Scrutiny Board

Date: Wednesday 13 January 2010

Subject: Transitional Arrangements for Disabled Young People into Adult Social Care

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

For disabled young people with long-term needs and their families the transition from Childrens Services to Adult Services is often described by them as one of the most challenging and anxious periods of their lives.

Transition is the point where young people transfer from children’s services and general education; at this point there are significant changes to their lives. They leave school, lose their Children’s social worker, have to transfer from a paediatrician if they are receiving medical care. In order to help them manage this change, transitions teams ‘reach into’ children’s services at age 14 and begin working with the young person and their family carer whilst they are still in receipt of children’s services. The transitions workers acts as a information provider to inform them of the services available in Adults services and helps them to navigate the changes that may take place. Research into the transitions process has informed us that parents often say that they don’t know what services are available in adults services and the lack of information feels for them like ‘falling off a cliff’. Transitions workers aim to bridge this gap with timely information and support in making choices around services – they act as a bridge between children’s and adults to help people manage the changes that take place at age 18 to 19.

With the separation from a general Social Services Department into Children’s and young People Social Care and Adult Social care, it was recognised that the gap between the two directorates needed to be recognised and parents and young people supported through the process. This report highlights the work that has been undertaken to deliver this in social care and the proposed developments to ensure a comprehensive system is in place for young people and their carers.

1.0 Purpose of this Report

1.1 The report aims to inform members of the Scrutiny Board of the need for change and improvement in the Transitions Experience and how both Children and Young People Social Care (CYPSC) and Adult Social Care (ASC) have worked to improve the process. The report highlights some specific issues requested by the Scrutiny Board, notably Self Directed Support, Safeguarding, Eligibility Criteria and Performance and considers the work to be developed over the next 12 months to continue to develop the service.

1.0 Background Information: Establishing the Transitions Service

1.1 The first Children's Transitions Team was formed in 2000 following recommendations made in an inspection of children services in 1999 which highlighted a lack of Future Needs Planning for young disabled people.

1.2 Since then, Adult Social Care (ASC) and Children and Young People Social Care (CYPSC) both identified a number of issues that impacted on the smooth transition of care.

- currently, the transition process ends at 18 whilst good practice recommends a process from the ages of 14-25
- there were no agreed outcomes, standard or performance targets to measure success
- different eligibility criteria and resources between CYPSC and ASC can result in different levels of funding or service in packages of care: this can result in uncertainty around future delivery of service
- Information wasn't provided to carers in a timely manner
- inadequate systems in place to collect and collate data to inform service commissioning or budget planning for adult services

1.3 As a result of these concerns the Social Care Services Board requested the establishment of a Joint CYPSC / ASC Transitions Project Board.

1.4 National guidance underpins and informs us around standards for transition of services and informs the work of the Project Board. 'Aiming High for Disabled Children' and 'Valuing People Now' highlight the importance of providing timely information to families, good multi-agency planning and practice in providing the support required by young people and their parents and carers at this time.

1.5 An audit report commissioned by ASC and published in March 2009 made a number of recommendations around the transition experience.

1.6 Audit Report Findings

1.6.1 The process whereby Children's services notified Adult services of young people in transitions didn't work well.

1.6.2 The transitions team weren't routinely invited to the year 9 (age 14) school reviews as they should have been.

1.6.3 Within the transitions team no evidence could be found of good multi-agency transitional planning for a small number of sample cases.

1.6.4 Adult Social Care weren't always notified of the young people they could expect to support and consequently, weren't able to plan for their services.

1.6.5 Some eligible children were missed out from the process altogether.

1.7 Audit Report Recommendations

- 1.7.1 That a new approach should be made to the transitions process with full engagement of both adults and children's services in transforming the process and that a Board be established to implement all the recommendations from the Adult report. The main issues are identified below.

1.8 **The Establishment of the Transitions Board**

- 1.9 The Social Care Services Board recommended the establishment of a Transitions Project Board. This Board was to oversee the development of a new joint transitions team operating with the 14 – 25 age-group and hosted in Adult Social Care (ASC). ASC was chosen as the host as it was felt it had the key role in facilitating young people to be supported into Adult services.

2.0 **Management of transitions**

- 2.1 Currently the Team manager for the Transitions Team reports to Children and Young People's Social Care. In April 2010 when the transitions team is fully established, reporting arrangements will change to reporting through Adult Learning Disability Services to the Director of Adult Services.

The reason Learning Disability Services was chosen is that people with learning disabilities made up 70% of cases currently dealt with by the Transitions Team; the Chief Officer, Learning Disabilities will liaise with the Chief Officer, Access and Inclusion who has responsibility for Mental Health and Physical Disability services. The arrangement will be reviewed once the team has been operational for 12 months.

3.0 **Developing a Multi-agency Approach**

- 3.1 The purpose of the CYPSC / ASC Transitions Project Board is to ensure that Social Care has a joint board to ensure there is a smooth transition process in place.

However, from the outset it was clear that external agencies' roles are so entwined with the social care transitions function it was essential to have those agencies engaged in this social care focussed work. Consequently the Transitions Board has been expanded to include representatives from NHS Leeds, Education Leeds and Connexions.

- 3.2 In addition to the Project Board, a multi-agency Strategic Commissioning Transitions Board has been established. The work is being led by the Deputy Director (Commissioning) ASC and the first meeting was held in December 2009.

- 3.3 With regard to inter authority sharing and benchmarking the Transitions Regional Forum has been re-established and the Leeds Transitions Team has been invited to attend.

4.0 **Policy and Practice Workstream**

- 4.1 This project workstream was set the remit to consider the policy and practice framework for the new Transitions Team. As the new team will be working across both Childrens and Adults services, it was necessary to ensure attention was paid to the processes used for transition and also the issue of personalisation and self directed support.

- 4.2 The Transitions Procedure, currently in draft, covers ten areas (see Appendix 2).

- Document control (it is particularly important to be clear about document status in multi-agency protocols)
- What is Transition
- Who does the Transitions Procedure Apply to
- How is Transitions managed
- Transitions Procedure
- Transitions Service Entry and Exit Criteria
- Procedure Flowchart
- Table of Transitions Assessments
- Self Directed Support and Resource Allocation
- Legislative Framework

5.0 Establishing the Team Workstream

- 5.1 Following the decision by the Social Care Services Board to expand the remit of the Transitions Team, it was evident that the size and function of the original team would have to change.
- 5.2 The Project Board agreed that adult services would mirror the commitment that children's services have made to the team and fund the creation of four transitions worker posts and one admin post. The new transitions team would be managed within adult services and fall under the Learning Disability line management structure.
- 5.3 Following the development of the new transitions workers job descriptions a recruitment process was undertaken and interviews are scheduled for January 8 2010.
- 5.4 A two week in depth induction for the new team is being planned to ensure familiarity for workers. This will include sessions on team building, legislation, safeguarding, Mental Capacity Act and Deprivation of Liberty, transition and assessment process, Self Directed Support and Person Centred Planning, and budget and financial procedures.

6.0 Self Directed Support and Direct Payments

- 6.1 Both Adult Social Care and Children and Young People Social Care are engaged in pilot projects exploring self directed support. Currently, the CYPSC project is in the process of identifying young people to be part of the pilot to begin early next year.
- 6.2 The Adult Social Care SDS pilot includes young people all of whom are now beginning to introduce their support packages.
- 6.3 The ASC and CYPSC pilots work closely together and agreement has been reached that the adult self assessment tool will be used for all young people aged 16 plus to ensure a smooth transition of their support packages post 18.
- 6.4 Direct payments have been provided by both ASC and CYPSC for some time. These figures give an indication of individual or families who may wish to transfer or take up individual budgets.
- 6.5 Direct Payment uptake:
- | | |
|---------|---------------------------|
| 18 – 25 | 75 disabled young people |
| 14 – 18 | 98 disabled young people. |

6.6 One of the functions of the new transitions team is to promote personalisation and to assist young people in exploring more creative care packages that will support them in adult life.

7.0 Communications and Involvement Workstream

7.1 The principles underpinning the development of transitions have been underpinned by two pieces research commissioned by the council from Leeds University. The research was carried out by disabled people and involved disabled people.

7.2 A further Consultation and Involvement programme with disabled young people and their parents and carers regarding the implementation and monitoring of the new transitions process is to start from January 2010 onwards.

7.3 The workstream has representation from a range of child and adult services and parent carers.

7.4 The Family Hub Leeds is to develop its website and other information systems to include sections on transitions. Hyperlinks will take families through the stages of transition and the key agencies that can offer help and support through the process. The Family Hub will also link into adult services information networks for example, 'Through the Maze'.

7.5 A new Transitions Team leaflet has been developed along with a generic multi-agency leaflet.

7.6 The Transition Team will continue to seek feedback from young people and their parents and carers about team performance and transitions issues. These on-going consultations help to review the service.

7.7 Young people and their parents and carers will also continue to be involved and offer their views and contributions through on-going case assessment and care planning, young people and parents forums, and the annual Buzz Convention.

7.8 Young people and their parents / Carers will also be involved in the review of the new transitions service one year after implementation.

7.9 A letter and questionnaire has recently been sent by the Transitions Service to families asking how information about transitions can be improved. This has also been presented to parent / carers through the Parent Involvement Unit and we await feedback early in the New Year.

7.10 The new Transitions Team will be launched and promoted through a series of events and road shows which will include young people and parents groups.

8.0 Eligibility Criteria

8.1 The Children Act 1989 defines a category of Child in Need for whom Children and Young People's Social Care should provide services. One of the definitions of this is a disabled child, therefore the criterion for access to the social work service for children and young people with disabilities is "a child is disabled if he is blind, deaf or dumb or suffers from mental disorder of any kind or is substantially and permanently handicapped by illness, injury or congenital deformity or such other disability as may be prescribed".

8.2 Disabled young people with an allocated social worker are able to access transitions team support, advice and guidance. All other young people with additional needs can access information, advice and guidance through Connexions Personal Advisors.

9.0 Performance Measures

9.1 There are no specific performance measures in adult social care or children's social care in relation to transitions however the transitions process is one which CQC has

included in the Self Assessment Survey for Councils and is an area where they are keen to see progress.

- 9.2 A customer satisfaction measure is complaints and compliments. Last year, 38 compliments and 2 complaints were received about the Transitions Service.
- 9.3 The National Transitions Support Team conducted a national survey of local authorities' transitions services in December this year. The feedback we have had so far is very positive about the new service developments and multi-agency working and we are awaiting feedback in order to look at the process in other areas.
- 9.4 Currently there are 154 young people between 14 – 18 known to the transitions team and in the transitions process.
- 9.5 There are approximately 700 young people who are either statemented or funded for Inclusion who will require a Year 9 review. Of these only a small percentage will have significant disabilities or complex needs that will require transitions assessment / future needs planning from the Social Care Transitions Team. The Team will be attending 60 of these reviews.
- 9.6 Other young disabled people or young people with additional needs will be supported through the Connexions Service. Connexions have a small team of specialist personal advisors that can offer information, advice and guidance to this group.

10.0 Safeguarding

- 10.1 The legal framework for providing services generally changes when a young person turns eighteen. As an adult a young person has rights to independence with the choice and control that accompanies it. In transitions work it is expected that from the age of sixteen, partners prepare young people to take on more responsibility for their own decisions in readiness for becoming an adult. Some legislation supporting services for adults, therefore, is effective for young people aged sixteen and above.
- 10.2 One such piece of legislation is the Mental Capacity Act (2005). This supports the principle that a person has the mental capacity to consent to decisions made about them, including protective measures, unless proven otherwise. It is therefore essential to include young people aged 16 or above in discussions about how to protect them from the risks they face from abusive situations. Where young people aged sixteen and above lack the mental capacity to consent to protective measures, they have rights under the Mental Capacity Act, which are not applicable for younger children.
- 10.3 It is essential to ensure that there is a clear strategic overview of both safeguarding processes to ensure they dovetail together well, and operational familiarity to ensure that safeguarding procedures are applied to best effect in the lives of individual young people and this is an area that the transitions team are actively working on to ensure robust arrangements are in place.
- 10.4 In Leeds at a strategic level, there is a reciprocal arrangement between the Leeds Safeguarding Children Board and the Leeds Safeguarding Adults Partnership Board; also The Leeds Safeguarding Adults Partnership Support Unit work with the Child Protection coordination team to ensure that interface issues can be jointly managed.
- 10.5 A corporate project led by Children's and Adult Safeguarding staff has developed joint procedures and training for Leeds City Council staff to ensure that front-line staff recognize abuse of vulnerable people and know what to do to report it when they come across it.
- 10.6 If a safeguarding allegation is made whilst the young person is going through transitions, it is good practice for Children's and adults (transitions) staff to work with

the young person to ensure protective measures are in place, if necessary, and that the investigation is planned with the involvement of both children's and adults staff. Staff from Adult Social Care can attend strategy meetings to advise about adults procedures and to contribute to the planning of the investigation and the development of protective measures however before the age of 18, the process would be undertaken under child protection procedures. Once a young person turns the age of eighteen, arrangements would be made under adults safeguarding procedures.

11.0 Implications For Council Policy And Governance

11.1 The Scheme of Delegations has been amended to make the Director of Adult Social Care responsible for Transitions.

12.0 Legal And Resource Implications

12.1 The new proposed service structure will enable both ASC and CYPSC to better meet statutory obligations.

12.2 The funding for the extended Transitions Team and accommodation has been addressed within CYPSC and ASC existing budgets.

12.3 The development of a joint service will mean that the team will work to a wider range of legislation covering both children and adults than was the case with the original transitions team based in CYPSC. This has been reflected in the job descriptions, induction and governance arrangements.

13.0 Conclusions

13.1 The importance of Transition has been recognised by CYPSC and ASC and this has led to joined-up strategy and procedures being developed.

13.2 Further work needs to be done to ensure all agencies involved in transitions are full partners to the transition process

13.3 Apart from local drivers for change existing and new national drivers are taking more prominence. Whilst at this stage there are no specific performance indicators for transitions this is not likely to remain the case.

13.4 The planned launch event for the new team for March 2010 and other events including road-shows for young people including their parents and carers will give an opportunity for consultation, involvement and generally raising the profile of Transitions and the new personalised approach.

14.0 Recommendations

14.1 To continue to develop the service with the new staff in place during 2010

14.2 To review the performance of the team in January 2011

14.3 The service to become involved in the Regional transitions forum to ensure that Leeds is embedding current practice and thinking in its transitions service.

14.4 The service continues to develop the role of the strategic commissioning board to ensure that all agencies are actively involved in the transitions process.

Background Papers

None

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Report of the Head of Scrutiny and Member Development

Adult Social Care Scrutiny Board

Date: 16th December 2009

Subject: Terms of Reference – Transitional Arrangements for Children into Adult Social Care

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

At the 17th of June 2009 Adult Social Care Scrutiny Board meeting members expressed their wish to conduct an inquiry into the transitional arrangement in place to support young people aged 14 – 25 with long terms needs who are likely to be eligible for Adult Social Care support.

In Leeds, a Childrens Transitions Team was formed in the year 2000 in response to recommendations made following an inspection in 1999 that highlighted a lack of future planning for disabled young people. More recently the Social Care Services board has agreed that a joint transitions team should be put in place in order to improve the continuity of care up to the age of 25.

The Transitions Team is seeking to establish and recruit five additional staff funded by the Social Care Reform Grant who will become operational by the 31st of March 2010.

Members of the Adult Social Care Scrutiny Board are now asked to consider the proposed terms of reference.

Guidance has been sought from the Chief Officer – Learning Disabilities in order to recommend specific areas of focus for the inquiry.

In line with Scrutiny Board Procedure Rule 12.4 the views of the relevant Director and Executive Member have been sought and views will be communicated to the board at the December 2009 meeting by the Principal Scrutiny Advisor. Full details will be available on request to the Scrutiny Support Unit.

2.0 SCOPE OF THE INQUIRY

2.1 It is recommended that the inquiry focuses on those aged 14 – 25 who have long term needs and are currently eligible/receiving children and young peoples social care, paying attention to:

- a) Differences in Children and Young Peoples Social Care and Adult Social Care eligibility criteria, the difficulties this creates, how this and service user expectations are managed.
- b) The current service provision up to the 31st of March 2010 and planned service changes (directed nationally or locally) and how this will impact on service provision.
- c) National and Local Performance indicators and targets and performance data, including comparative data to other similar authorities. (This should include case resolution, assessment and review targets and actual performance).
- d) Self Directed Support - Choice and control for the individual or their representative.
- e) Care Planning and Safeguarding arrangements during the transitional period.

3.0 TIMETABLE FOR THE INQUIRY AND SUBMISSION OF EVIDENCE

3.1 13th January 2010 – Adult Social Care Scrutiny Board.

The inquiry will be undertaken during the Adult Social Care Scrutiny Board meeting scheduled for the 13th of January 2010. The majority of the meeting will be dedicated to focus on this single item. Subject to the Scrutiny Board approval of the scope of this inquiry evidence will be submitted as detailed at 2.1 of this report.

There is a range of available approaches to evidence gathering which the Board could seek to adopt as part of the scrutiny inquiry process. Approaches include:

- Discussion with key stakeholders
- Visits to selected establishments, as appropriate, to engage with service users and staff
- Visits to and/or discussions with other organisations identified as delivering best practice, as appropriate

4.0 WITNESSES

4.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Experts from Experience
- Leeds City Council Employees

5.0 POST INQUIRY REPORT MONITORING ARRANGEMENTS

5.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored by the Adult Social Care Scrutiny Board (or its successor) or a specific working group as stipulated by the board.

5.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.

6.0 MEASURES OF SUCCESS

6.1 It is important to consider how the Scrutiny Board will deem if their inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

7.0 RECOMMENDATIONS

The Adult Social Care Scrutiny Board is recommended to:

7.1 Note the information contained within this report, make further recommendation to update the terms of reference where necessary and agree the terms of reference for the Transitional Arrangements for Children into Adult Social Care inquiry.

7.2 Note that the terms of reference may incorporate additional information during the inquiry should the Adult Social Care Scrutiny Board identify any further scope for inquiry within the area of Transitional Arrangements for Children into Adult Social Care. The work programme would be updated to reflect further work as deemed necessary.

8.0 BACKGROUND PAPERS

None

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**Draft Transition Procedure
For young disabled people in Leeds
v10.1**

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Chapter 1. DOCUMENT CONTROL

1.1. REVISION HISTORY

Version	Status	Revision Date	Summary of Changes	Author
10	Draft	17/12/09	<ul style="list-style-type: none"> • Inclusion of references to agreed FNP • Deletion of references to ICS • Amended Flowchart • Update of Outstanding Tasks • Transitions Panel Terms of Reference from Steve's report 	A Chadwick
10.1	Draft	Tuesday, 05 January 2010	<ul style="list-style-type: none"> • Tidy format for Scrutiny Board 	A Chadwick

1.2. APPROVALS

This document requires the following approvals:

Name	Signature	Title	Date of Issue
A Multi-agency Transitions management Structure			
Transitions Project Board			
DMT			

1.3. DISTRIBUTION

This document has been distributed to:

Name	Title	Date of Issue	Version
All members of the Transitions Project Board			10
Jane Shepherd			

Chapter 2. WHAT IS TRANSITION

2.1. LIFE TRANSITION

- 2.1.1. Transitions occur at various stages throughout a young person's life, from starting School, leaving Primary School and starting Secondary School, to preparing for independence and leaving home. Each transition can be fraught with uncertainty, fear, confusion, embraced with enthusiasm and excitement about what happens next. These transitions coincide with physical, emotional and psychological developments that are coupled with changes to roles and relationships with family and friends, care staff and the wider community.
- 2.1.2. What makes the difference in how these transitions are experienced is the planning, understanding and information available to those facing transition. When it goes well children, young people and their families can look to the future confident that their child will enjoy their future with whatever guidance, support and opportunity on offer. When it goes wrong families are angry, upset and afraid for their children as they prepare for change.

2.2. SERVICE TRANSITION

- 2.2.1. There has been a growing Governmental recognition of the importance of the period covering the last few years at School and the first years of adult life in determining what will happen to young people throughout their adulthood. Government guidance has highlighted the need for agencies to develop robust protocols to ensure positive outcomes for all Young People going through the transition process and in particular for protocols to address the specific needs of Children with additional support needs.
- 2.2.2. Central to achieving these positive outcomes is the need to ensure that young people are fully involved and participate in the planning process and are supported to have as much choice and control over their lives as possible.
- 2.2.3. The recent government report "Improving Life Chances for Disabled People" underlines the need to co-ordinate services and to fully involve people in planning life choices by setting the targets of:
- By 2015 all disabled young people and their families will experience continuity and coordination in the services they receive, as both children and adults.
 - By 2015 all young people will have the opportunity to be fully involved in the personalised planning of their future activities and provision.
- 2.2.4. Leeds has recognised that to maximise individualised continuity and coordination service change must be kept to an absolute

minimum; and whilst all young people who use our Children's Social Care Services and who go on to use our Adult Services are to some extent in 'transition' these services are sufficiently co-ordinated for adult and children's workers to help the young person manage their life changes. However, in some instances Adult and Children's services have developed in such an uncoordinated way that transitions between the two groups of services is organisationally complex.

- 2.2.5. Therefore, the term "Transition" in relation to this Transitions Service Procedure has a specific definition: here, "Transition" is concerned with a child's passing from one set of funders and service providers to another set of funders and service providers. The "complexity" of the transition refers to the complexity of the organisational arrangements and not the complexity of the child's life as such.

Chapter 3. WHO DOES THE TRANSITIONS PROCEDURE APPLY TO?

3.1. THE PROCEDURE

- 3.1.1. This procedure applies to those young people who are disabled and / or have Special Educational Needs (SEN); (this may include children and young people who are in receipt of School Action Plus), and who meet the eligibility criteria of Leeds City Council's Disabled Children's Service and/or The Fair Access to Care Services Framework
- 3.1.2. Indicators of eligibility include young people resident in Leeds who:
- have a Statement of Special Education Needs and have been assessed as having severe learning difficulties and/or autism or a physical or sensory disability. This may include children and young people who are in receipt of School Action Plus
 - receive a service from the Disabled Children's Team
 - are "Looked After" and have a Statement of Special Education Needs identifying them as having learning difficulties, physical disability or sensory impairments which would mean that they would be deemed to be vulnerable as young adults
 - are care leavers and whose continuing needs will require referral on to Adult Services
- 3.1.3. There may be some young people who are not assessed as having special educational needs but who may need some support in planning for and adapting to adult life because of their impairment e.g. young people with Aspergers Syndrome who may be classified as high functioning and outside the statutory responsibilities for statementing. These young people may need referring to Connexions and Education and Leisure Services to ensure that they are connected with resources in the community.

3.2. FAIR ACCESS TO CARE SERVICES

- 3.2.1. Fair Access to Care Services (FACS) provides a framework for determining eligibility for all Adult Social Care Services. Councils are required to provide or commission services to meet needs, subject to their resources, so that people with similar eligible needs receive services that deliver equivalent outcomes no matter where they live
- 3.2.2. The decision on eligibility should be person centred and made following an assessment/screening of an individuals presenting needs. The size and depth of assessment should be proportionate to the individuals presenting needs and circumstances
- 3.2.3. There are four bands of eligibility threshold to include Critical, Substantial, Moderate and Low. In (insert date) Leeds City

Council having considered funds available to the council determined that those service users identified as being in the **Critical** and **Substantial** band would be deemed eligible for social care support. In addition consideration needs to be given to promote the prevention of any needs, if not addressed that would become Critical or Substantial.

- 3.2.4. See: "Adult Assessment and Review Guidance Pack – Spring 2008" (Insert Hyperlink).

3.3. PERSON CENTRED PLANNING

- 3.3.1. Valuing People requires local agencies to facilitate person centred plans for Young People with a Learning Disability moving between children and adult services. The guidance states that these plans should be separate from Social Work assessments, which look at levels of need and eligibility for services.
- 3.3.2. The opportunity to have a Person Centred Plan can be discussed at the Year 9 Transition Review. All young people known to the Disabled Children's Team will be offered a Person Centred Plan.
- 3.3.3. Commissioning strategies in Children's and Adult services will be informed and influenced by future needs planning that will identify those young people whose planned outcomes are not easily met. The Strategic Transitions Group is responsible for supplying relevant information to Commissioning Services.

Chapter 4. HOW IS TRANSITION MANAGED?

4.1. RESPONSIBILITIES

- 4.1.1. Responsibility for Transition is shared between all agencies who are involved in the lives of children and young people who have a statement of special educational needs and/or who are disabled.
- 4.1.2. There are two transitions management structures in Leeds: the Strategic Transitions Group (which reports to the Healthy Leeds Strategic Commissioning Board) and the Social Care Transitions Panel

4.2. STRATEGIC TRANSITIONS GROUP: DRAFT TERMS OF REFERENCE

Strategic Objective

- Establish effective mechanisms to support the transition of disabled young people to adult services, in order to gain independence, choice and control over the assistance they need, and achieve their potential.

Purpose

- To give leadership and strategic direction to the work of transitions
- To ensure all partner organisations are involved in joint commissioning priorities and aligning resources, effective communication, joint training for staff, and reaching agreements on operational working at a strategic level
- To maximise the development of inclusive provision in education, training employment and leisure opportunities for disabled young people in transition
- Ensure there are clear, strategic, multi-agency, agreed policies and procedures on how local services work to meet the needs of disabled young people in their transition to adulthood services
- Ensure disabled young people and their families are involved in reviewing the effectiveness of Transitions procedures and policies
- Identify and report service gaps for children and young people in transition
- Enable disabled young people to have access to work experience and employment opportunities
- Ensure that transitions work is based on transparency, coordination, young peoples' choice, and support for parents, children and professionals
- To respond to priorities and needs identified locally and provide a strategic overview and direction with links to related local and national policies/initiatives.

Scope

- The term “transition” has a number of different meanings within different organisations. “Transition” in relation to the *Transitions Service* and the Transitions Procedure has a specific definition: here, “Transition” is concerned with a child’s passing from one set of *funders and service providers* to another set of *funders and service providers*. The “complexity” of a transition refers to the complexity of the organisational arrangements and not the complexity of the child’s life as such.

Task

- To develop and publish clear multi-agency referral pathways procedures
- Develop a joint Transitions Commissioning and Investment Plan
- To monitor and report on joint transitions work
- Tasks to be added

Frequency of meetings

- The Strategic Transitions Group will meet (to be determined)

Governance, Regulation and Control

- The Strategic Transitions Group will be jointly accountable to (to be determined)

Membership

- The Multi Agency Strategic Transitions Board will have membership from key agencies and services working with disabled young people children. Membership from each agency will be at senior level to ensure ownership of the strategic direction

Proposed Membership: the following agencies will be invited to participate on the Board

Name	Role	Organisation
		Children, Young People Services
		Disability services
		Commissioning Manager Children's Services NHS
		Assistant Director, NHS Care services Direct
		Consultant in Community Paediatrics
		CAMHS
		Assistant Divisional Director, Hospital NHS Foundation Trust

Name	Role	Organisation
		Head teacher,
		Head teacher, Mainstream School
		Executive Head Teacher,
		Executive Director – Learning Disabilities, Adult Social care services
		Lead Commissioner for Children and Young People
		Commissioning, Adult Services
		NHS Provider Services
		NHS Acute services
		Learning and Skills Council
		Supported Employment
		College
		Transport
		Leisure
		Housing
		Voluntary, Faith and Community Sector
		Parent/carer representation Disabled Young people representation

Interfaces

- The Strategic Transitions Group will have links with the following local agendas, strategies, groups and reports:
 - The Children and Young People’s Plan.
 - Family Support and Parenting Strategy
 - x strategy for children and young people with special educational needs, learning difficulties, disability and complex health needs
 - Targeted Youth Support Strategy

Administrative Support

- x will undertake clerical support for meetings such as minute taking, agendas and circulating documents.

4.3. SOCIAL CARE TRANSITIONS PANEL: TERMS OF REFERENCE

4.3.1. The panel will be made up of the following representatives.

- Steve Bardsley – SDM LD Development (chair)
- Graham Heffernan – SDM JCMT-LD

- Linda Randall – Transitions Team leader
- Kwai Mo – SDM Mental health
- Alison Griffiths – SDM Phys dis
- SDM – Children’s services
- SDM – Access and Inclusion adults

Purpose of Transitions Panel

4.3.2. The Panel’s Tasks are:

- Case-carrying arbitration within and between the CYPSC, Area Teams, Specialist Teams and the Adult Services Transitions Team
- To develop and publish procedures for the transfer of funding between services
- Introduce and monitor the indicative budget process
- introduce appropriate quality assurance reviews to ensure the Transitions Procedure is being followed and corrective action taken where appropriate
- Facilitate referrals to other service areas if more appropriate to the identified needs of the young person.
- Share information and foster good working relationships
- To report barriers to progression and gaps in provision and services.

4.3.3. The panel will be presented with Future Needs Plans (appendix 3) completed by either the Transitions team or Path Way planning team. From the information presented the panel will decide which Pathway that young person will follow ie which team the individual will receive on going active care management.

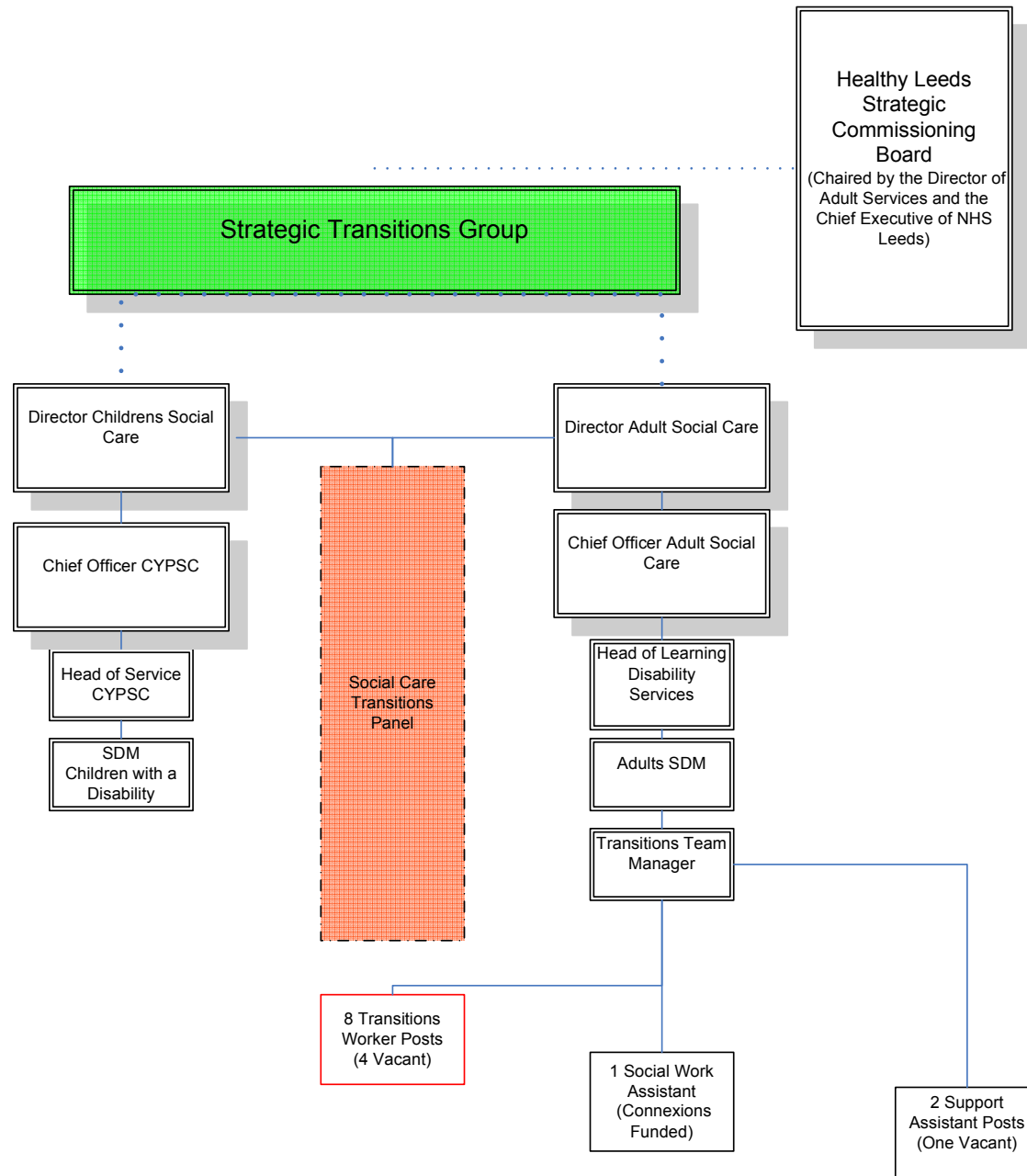
4.3.4. The Panel will meet on a monthly basis, at a central location in the city.

Administration

4.3.5. The panel will be supported by one of the Transitions administrators who will record the decision and communicate it to relevant parties including updating ESCR records.

Review and Evaluation

4.3.6. The role and function of the Transitions panel will be reviewed after 6 months of it becoming operational. The review will involve panel members, internal audit and a representative from users and carers. The outcome of the review will decided the future of the panel.



Chapter 5. TRANSITION PROCEDURE

5.1. FROM YEAR 9 TO YEAR 10

Year 9 (Age 13/14)

- 5.1.1. The Transitions Team will identify all children 14+ requiring support, and ensure that these details have been properly recorded on ESCR. **(More detail Required)**
- 5.1.2. Year 9 is the start of the formal Transition process. The annual review in Year 9 is the Transition Review.
- 5.1.3. Education Transition Plans are statutory for children with SEN statements, but may also be issued to disabled children. An Education Transition Plan could also apply to a looked after child entering aftercare.

The Education Transition Plan should cover the Young Persons aims and aspirations for the future, the options that may be available to the Young Person as they prepare to leave School and the support the Young Person may need as they prepare to leave School and when they have left School.

Plans are drawn up and monitored through the annual review process, which is arranged by Schools. Detailed guidance for this reviewing process can be found in the **Special Educational Needs Code of Practice. (DfES 2001)**

- 5.1.4. The review is called by the young persons School and must be attended by:
- The Young Person and their family or chosen representative.
 - School Staff.
 - Connexions Advisor.
 - SEN Team representative
- 5.1.5. The following should attend if involved and with the agreement of the young person and their family.
- Child's Social Worker
 - If the Young Person is not currently involved with Children's Disability Social Work team then the head teacher, SENCO or Review Officer will ascertain whether the Young Person needs any additional involvement and if necessary facilitate a CAF assessment or other referral..
 - Relevant Health Staff (school nurse plus any therapists involved)
 - Person Centred Planner if appropriate.
- 5.1.6. Health staff present at the review will give consideration to whether the young person needs any therapeutic involvement or if any further referrals need to be made.

5.1.7. A Transitions Worker will be allocated to co-work with the case holder and the child if the child is likely to be FACS eligible at 18, and is referred from any of the following:

- Children's Services
- Continuing Care Services
- Children's OT Services
- Children's Asylum / Refugee Team
- CAMHS

The Transitions worker will advise on the Transitions Procedure and provide Transitions Information to children and young people, and their parents / carers.

The Information will contain information regarding social and leisure opportunities, post school options, money matters and the roles and responsibilities of all the agencies involved in Transition Planning.

5.1.8. At this point Connexions will begin working with LDD students in Y9 which will include all those with Statements but also others. A Connexions PA will attend and record all further Education Transition Plan reviews

5.1.9. Transitions staff will indicate on ESCR the completion of the Education Transitions Plan review (and for each following year).

5.1.10. Following the Transition Review:

5.1.10.1. The Transitions Plan will be reviewed annually. Schools take responsibility for writing and holding the Education Transition Plan.

5.1.10.2. Connexions staff will begin their assessment process to contribute to their Section 139a assessment.

Year 10 (Age 14/15)

5.1.11. The the young person's School will inform everyone involved of Education Transition Plan review dates. These dates should coincide with Children's Social Care reviews and this will be discussed with the reviewing officers and, if appropriate, the two reviews should be 'joined up' and held at the same meeting.

5.1.12. If the pupil is likely to leave statutory education at the end of year 11 or is seeking specialist college provision the Connexions Service, in consultation with the school should begin the Section 139a Assessment as detailed in the Learning and Skills Act 2000.

5.2. FROM YEAR 11 TO YEAR 13

Year 11 (Age 15/16)

- 5.2.1. The relevant School will inform everyone involved of review dates. These dates may coincide with Children's Social Care reviews as in the previous year.
- 5.2.2. The Education Transition Plan will be reviewed by the school.
- 5.2.3. If the pupil is likely to leave statutory education at the end of year 12 or is seeking specialist college provision the connexions service, in consultation with the school should begin the Future Needs Support Plan (Section 139a Assessment) as detailed in the Learning and Skills Act 2000. Ensuring applications are timed to meet deadlines and using the Education Transition Plan to inform the ICS Child in Need Plan/Future Needs plan

Year 12 (Age 16/17)

- 5.2.4. The annual review for Young People who have left School will be arranged by the post 16-education provider if appropriate, otherwise Schools will arrange reviews as in previous years.
- 5.2.5. When a Young Person reaches the age of 16 their financial position may change in a number of ways depending on individual circumstances:
- Disability Living Allowance (DLA) – if this has been claimed on behalf of a Young Person they are now eligible to claim it in their own right.
 - If the Young Person receives the highest rate of DLA care component and significant input from social services they are potentially eligible to access monies from the Independent Living Fund. Any application will be the responsibility of the relevant Social Worker.
 - Some Young People may be able to access Incapacity Benefit and / or Income support. Due to the complexity of these issues, following review a referral will be made to the welfare rights team to ensure that all Young People are in receipt of the correct benefits.
- 5.2.6. At this point the workers involved with the young people need to be providing information about Self Directed Support and Individual Budgets, which is a means for the young people to take greater control over their lives and the support they receive
- 5.2.7. A draft Adult Social Care Support Plan and indicative budget will be calculated by the case carrying worker.
- 5.2.8. If it has been decided that the Transitions Team will be case carrying, then the ICS Plan will record the end date of their involvement.
- 5.2.9. For Young People who are likely to receive a service from Adult Services the following will apply prior to or on their sixteenth birthday:

- Childrens Social Worker / Transitions Worker to provide further information about Self Directed Support / Direct Payments
- Childrens Social Worker / Transitions Worker will assess likely FACS eligibility, calculate indicative ASC costs, and flag user to the relevant Adult Team

Year 13 (Age 17/18)

- 5.2.10. Where a young person is still educated within a school setting, the annual review process will take place as outlined above.
- 5.2.11. For young people that receive a service from a Children's Social Work team and who are likely to receive a service from Adult Services but are not using SDS the following will apply:
- 5.2.11.1. The social worker will complete an Adult Social Care (ASC) Care Plan / Support Plan and a referral to the relevant Adult Team
- 5.2.11.2. Once an Adult worker is allocated they will complete assessment of need/carers assessment in line with Fair Access to Care Services.
- 5.2.11.3. The relevant Children's Social Care staff will help to facilitate this assessment by providing introductions and information as necessary. Applications should be submitted to the relevant funding panel prior to The Young Person's 18th birthday even though funding responsibility will not begin until that date.
- 5.2.11.4. The case-carrier will attend the final Child in Need or LAC review which will be a handover meeting. Transfer of funding and case management responsibility will begin on the Young Person's 18th birthday. Where children are not subject to 'Looked After Child' (LAC) review a specific transition planning meeting maybe arranged as required.
- 5.2.11.5. If an Adult Services panel or relevant team manager agrees to the provision of services, then the social worker will make a referral to the FAB Team. A Fairer Charging Assessment will be completed to determine the level of financial contribution that the Young Person must make to services received once they become 18. The FAB Team will also complete or refer for a benefits check to look at any changes in income that may occur as the Young Person reaches 18.
- 5.2.12. Where a young person is using Self Directed Support their draft support plan indicative budget will need to be formalised using the Supported Self Assessment and the Resource Allocation System
- 5.2.13. The transfer on ESCR of the Primary Worker would be on the young person's 18th birthday.
- There can only be one primary worker; there is no joint management, but ASC may allocate a care manager to co-work from around 17 ½.

- 5.2.14. The whole funding package should transfer from child budget to adult budget at age 18, without sharing or each side being responsible for different elements of the budget.

5.3. YEAR 14 AND BEYOND (AGE 18 TO AGE 25)

Year 14 (Age 18/19)

- 5.3.1. The final School Review will be available to the Team Managers of the Adult Learning Disability Team and the Physical and Sensory Disability Team or the Community Care Team to inform future needs. Relevant Adult Social Services Representatives should attend all final reviews where it has been identified appropriate at the **Transitions Panel** or requested via school or Connexions.
- 5.3.2. Connexions staff will complete a S139a Assessment for Young People who are remaining in education.
- 5.3.3. Adult Care Manager or Transitions Team (where case carrying) will ensure that the actual costs of ASC Package/Support Plan is recorded on ESCR.

Age 18 – 25

- 5.3.4. Some Young People with special educational needs remain at School until they are 19.
- 5.3.5. Adults aged over 18 are entitled to an assessment of need if they meet Section 47 (1)NHS CCA 1990).Following the assessment, if Fairer Access to Care Services Eligibility Criteria are met, an application may be made to identify an appropriate support plan and individual budget..
- 5.3.6. For those young people who are being supported by the Transitions Team – a year before the end-date of the children in need plan / future needs plan, the appropriate adult team will be informed of the transfer and the individual budget / support plan costs.
- 5.3.7. Following an initial three-month review, all adults in receipt of a service will have a minimum of an annual review to determine continued eligibility for a service.
- 5.3.8. Connexions can provide advice and guidance to Young People up to the age of 25 years. A small number of Children who were “looked after” are entitled to ongoing support under the Children Leaving Care Act (2000).

5.4. HOW ARE INDICATIVE COSTS CALCULATED AND REPORTED

- 5.4.1. Dave Rosser to add

5.5. APPLICATIONS TO LEARNING AND SKILLS COUNCIL (SPECIALIST PROVISION)

- 5.5.1. Where a Young Person needs to continue with their education in specialist provision Connexions and SEN staff will facilitate a funding application to the Learning and Skills Council, this includes obtaining

supporting reports from Health and/or Children's or Adults Social Care professionals. The Learning and Skills Council will give advance notice of the dates when funding applications are to be heard.

- 5.5.2. Where the cost of specialist provision is likely to involve a contribution from Children's /Adults Social Care or Health Services, representatives from the relevant teams must be fully involved in the decision making and applications process.

5.6. NEW AND UNEXPECTED ENTRIES TO THE PROCEDURE

- 5.6.1. These may occur, for example as a result of people moving home, or as a result of a Young Person acquiring an enduring injury during the transition phase. Case carrying responsibilities for new entries to the system will be determined by [\(the Transitions Panel?\)](#).

5.7. OUT OF AREA SCHOOLS

- 5.7.1. A small number of pupils are educated in out of area Schools and Secure Units. The above procedure will still apply.
- 5.7.2. Connexions advisors in Leeds will liaise with Connexions advisors in the host authority to ensure that the APIR process and S139a assessments and LSC applications are completed.
- 5.7.3. Connexions advisors will inform the Transitional Panel of these out of area young people and referrals will be made for transitional assessment as appropriate.

Chapter 6. TRANSITIONS SERVICE: ENTRY AND EXIT CRITERIA

6.1. ENTRY AND EXIT CRITERIA

- 6.1.1. The transitions team will operate on a consultancy basis.
- 6.1.2. The team will not be involved as lead in Child Protection or Adult Safeguarding investigations.
- 6.1.3. However, there will be a number of cases for whom transition straight to an adult team at 18 will not be possible because the transition itself is complex. These complex cases will be carried within the team until the service user is ready to move on.

Entry: Non-Case Carrying Functions

- 6.1.4. The transitions team will assist CYPSC and ASC care managers and social workers develop future needs plans where:
- the person is aged between 14 and 25 years (n.b. 18 to 25 year olds will be phased in from April 2009)
 - the young person is in receipt of CYPSC services (or eligible for CYPSC services) and is likely to be eligible for ASC support
 - the young person has long term needs in relation to a disability, condition, or health related issue

Exit: Non-Case Carrying Functions

- 6.1.5. Involvement with young people aged between 14 and 25 years will finish on completion of a Future Needs Plan, although advice can still be requested.

Entry Case Carrying Functions

- 6.1.6. The Transitions team has a case carrying responsibility that will relate to the complexity of the transitions process rather than just complexity of need. For cases to be eligible to be carried by the team the following criteria have to be met:
- significant risks have been identified in relation to the transition process failing to be achieved successfully

Exit: Case Carrying Functions

- 6.1.7. Young people care managed by the Transitions team will exit the service between their 18th and 25th year when
- the complex elements of the transition have been resolved with an agreed plan

6.2. DEFINING “COMPLEX” TRANSITIONS

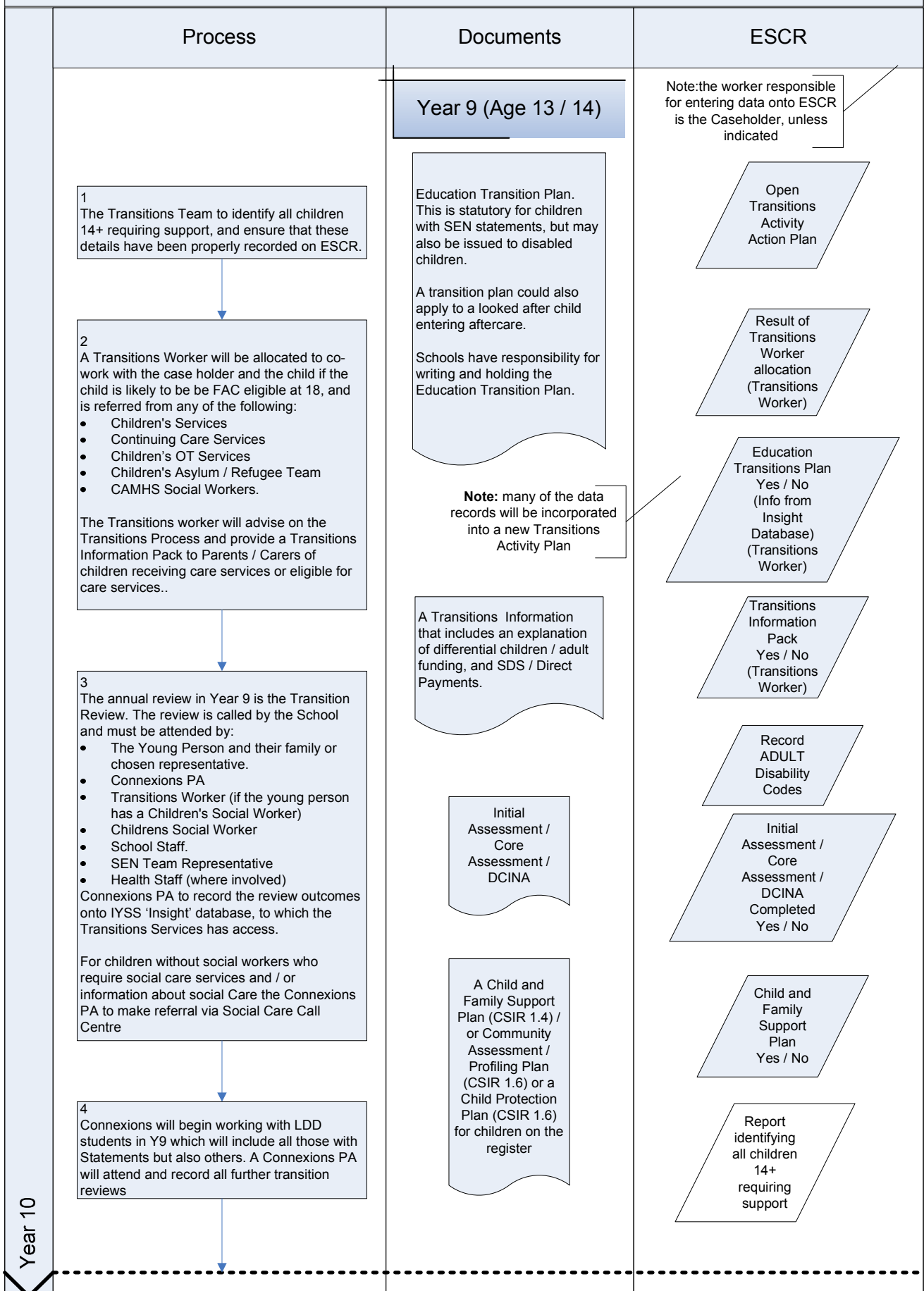
- 6.2.1. We need to define ‘Complex Transitions’ for the purposes of whether the enhanced Transitions Team will be wholly, or partially, case-holding.
- 6.2.2. The dictionary definition of transition is very broad.
transition [tran zish'n] (plural transitions)
noun
Definition:
1. process of change: a process or period in which something or someone undergoes a change and passes from one state, stage, form, or activity to another. For example, in transit from childhood to adulthood
- 6.2.3. “Transition” in relation to the *Transitions Service* has a much more specific definition: here, “Transition” is concerned with a child’s passing from one set of *funders and service providers* to another set of *funders and service providers*. The “complexity” refers to the complexity of the organisational arrangements and not the complexity of the child’s life as such.
- 6.2.4. Therefore, the decision to case hold or not **will not** be based on, for example: ‘complexity of the impairment’, complexity of the family structure, complexity of social circumstances (e.g. the unlawful discrimination faced, etc).
- 6.2.5. The decision to case hold or not **will be** based on the complexity of the transitions process itself, the change from one service to another, which *may* include:
- The discrepancy between the resources available for a previous care plan within children’s services and the resources available for a care plan to achieve similar / same outcomes within adult services
 - Whether services that are designed for children do not exist into adulthood. For example, specialist residential / educational establishments for children and young people with autism that have no parallel in adult services
 - Whether the services received by the family or the support network during the service users childhood will continue to achieve similar outcomes when the services are provided by adult services.
- 6.2.6. It must be remembered that any criteria operates within an environment which is continually subject to change in terms of organisational resources, e.g. numbers of available social work staff in either area or specialist teams.

Chapter 7. PROCEDURE FLOWCHART (V13)

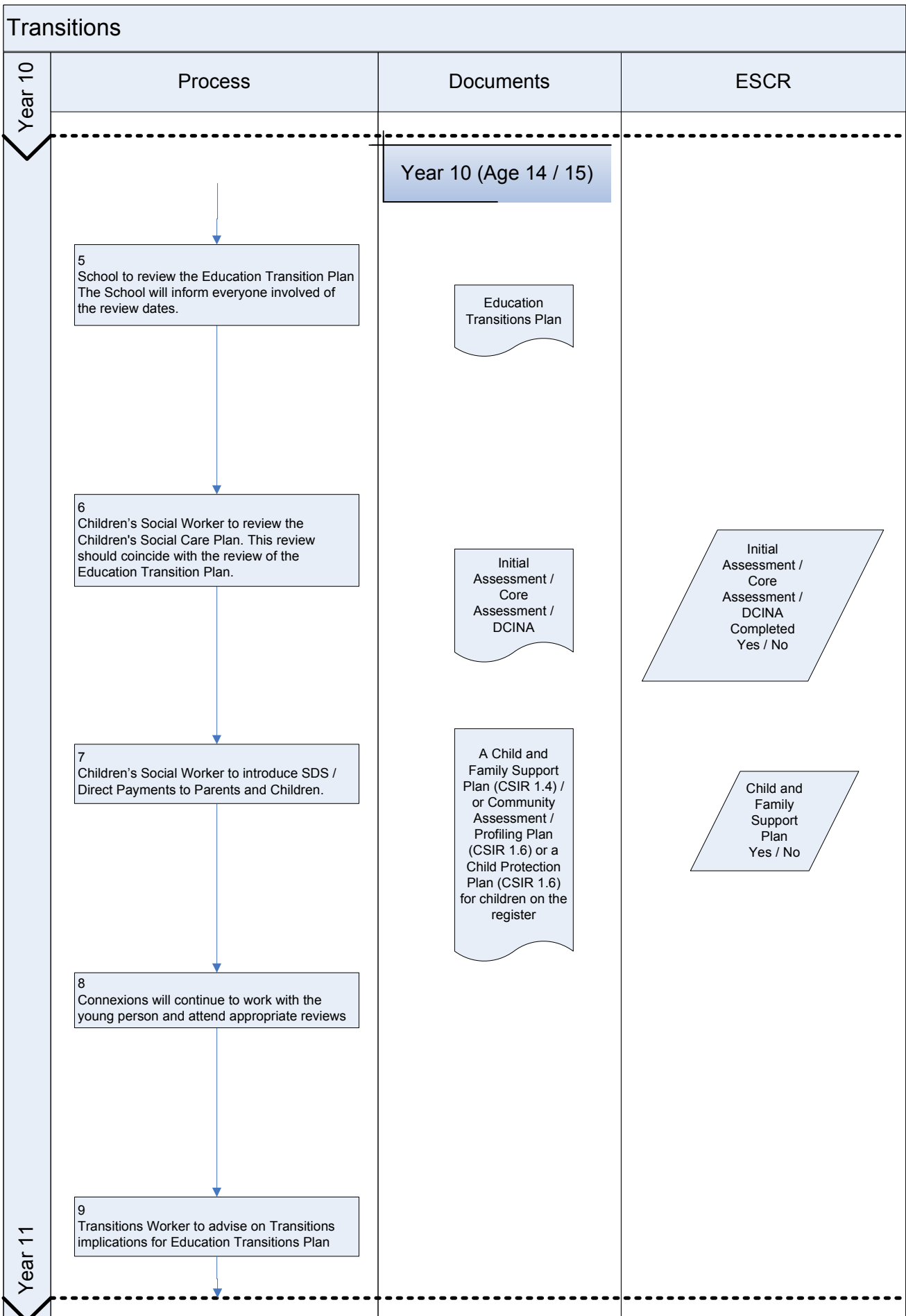
7.1. PURPOSE OF THE FLOWCHART

- 7.1.1. The flowchart provides a high-level overview of the Processes, Documents, and ESCR Recording and Reporting.
- 7.1.2. For ESCR, the responsibility for recording lies with the case holder unless otherwise indicated.

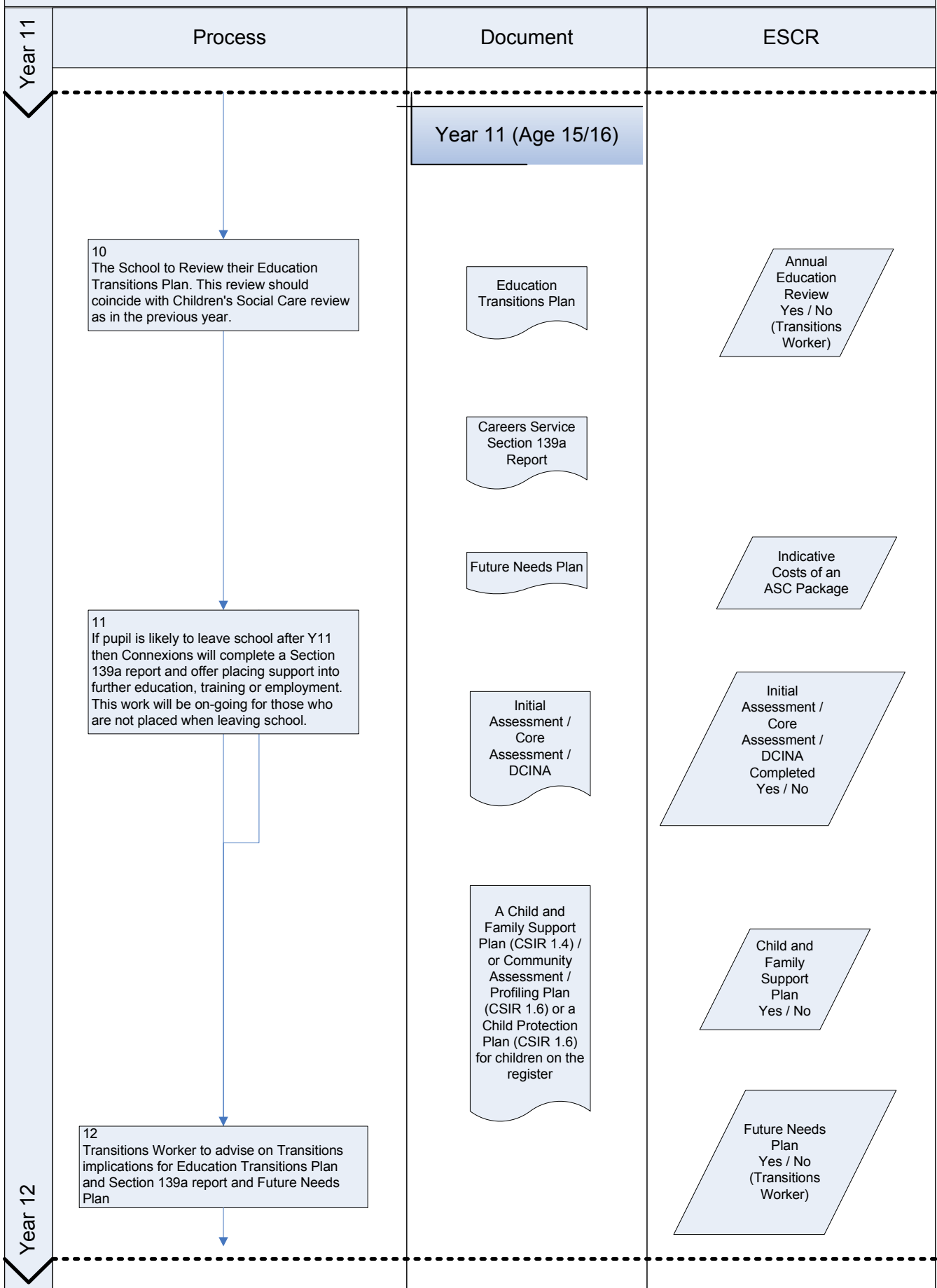
Transitions



Year 10



Transitions



Transitions

Year 12	Process	Document	ESCR
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Year 12</p>	<p>13 The annual review for Young People who have left School will be arranged by the post 16-education provider if appropriate, otherwise Schools will arrange the review.</p> <p>Transitions Worker to invite Adult Social Worker</p>	<p>Year 12 (Age 16/17)</p>	<p>Annual Education Review Yes / No (Transitions Worker)</p>
	<p>14 Childrens Social Worker to Review Financial Position:</p> <ul style="list-style-type: none"> Continuing Care Assessment Disability Living Allowance (DLA) Independent Living Fund Incapacity Benefit and / or Income support, and EMA 	<p>Parent / Carers Assessment</p>	<p>Annual Education Review Yes / No</p>
	<p>15 Transitions Worker to advise on Transitions implications for Education Transitions Plan the Section 139a report and the Future Needs Plan</p>	<p>Careers Service Section 139a Report</p>	<p>Outcomes of ICS 16+ Care Assessment</p>
	<p>16 Childrens Social Worker to determine appropriate assessments (e.g. Pathway Plan, Carers Assessment, Future Needs Plan)</p>	<p>Pathway Plan</p>	<p>Future Needs Plan completed Yes / No Sent Received Accepted</p>
	<p>17 Social Worker to involve the Pathway Planning Team where a disabled child is looked after full-time</p>	<p>Future Needs Plan</p>	<p>Initial Assessment / Core Assessment / DCINA</p>
	<p>18 For Young People who are likely to receive a service from Adult Services the following will apply prior to or on their sixteenth birthday:</p>	<p>Initial Assessment / Core Assessment / DCINA</p>	<p>Initial Assessment / Core Assessment / DCINA Completed Yes / No</p>
	<ul style="list-style-type: none"> Childrens Social Worker / Transitions Worker to provide further information about Self Directed Support / Direct Payments 	<p>A Child and Family Support Plan (CSIR 1.4) / or Community Assessment / Profiling Plan (CSIR 1.6) or a Child Protection Plan (CSIR 1.6) for children on the register</p>	<p>Child and Family Support Plan Yes / No</p>
	<ul style="list-style-type: none"> Childrens Social Worker / Transitions Worker will assess likely FACs eligibility, calculate indicative ASC costs, and flag user to the relevant Adult Team 	<p>Draft Adult Social Care / Support Plan</p>	<p>Child and Family Support Plan Yes / No</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Year 13</p>		<p>SAP / 'adult SDAQ for 16+ transitions cases adult RAS for 16+ transitions cases</p>	

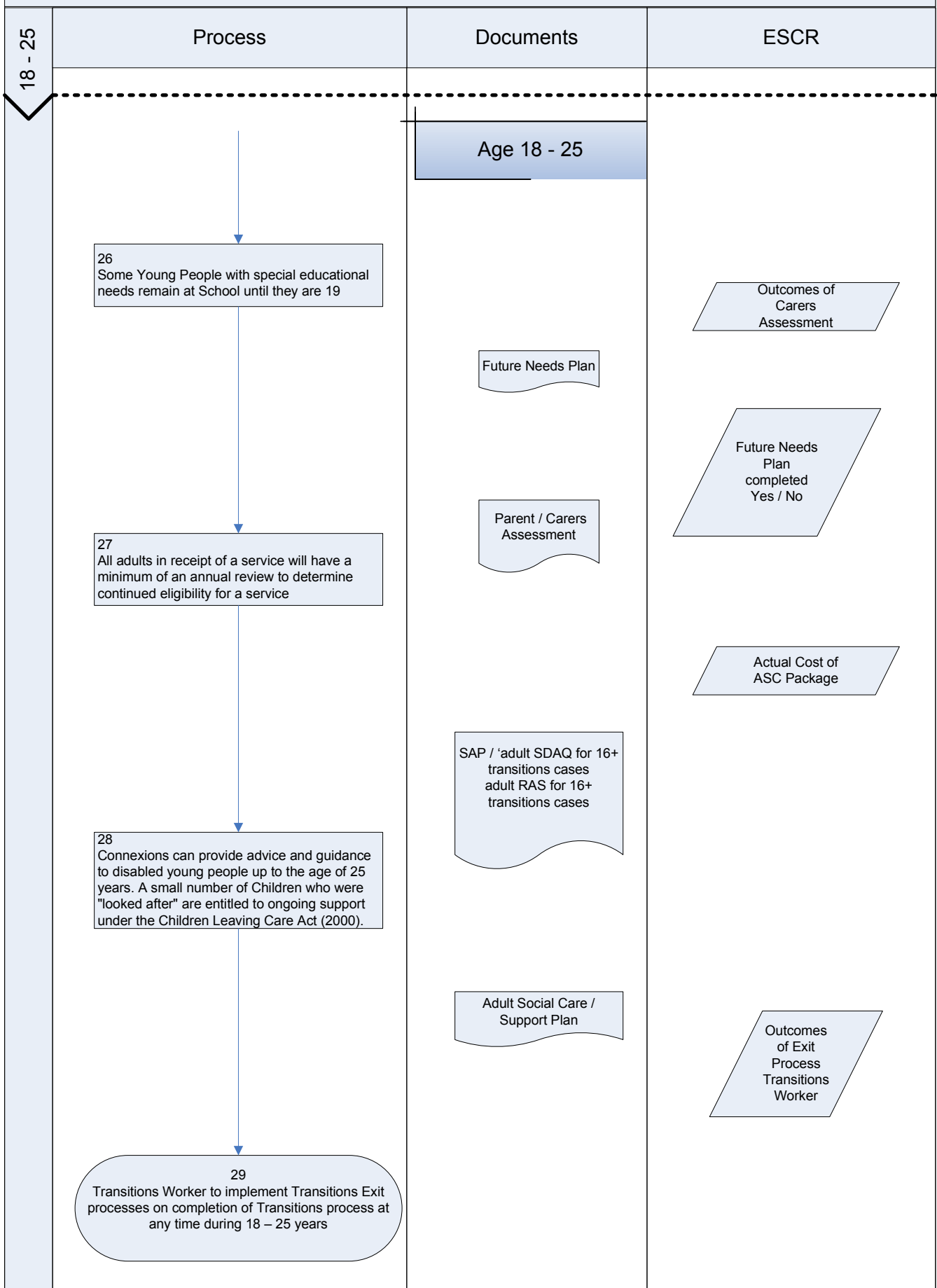
Transitions

Year 13	Process	Documents	ESCR
<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> <Year 14> </div>	<p style="text-align: center;">Year 13 (Age 17/18)</p> <p>19 The annual review for Young People who have left School will be arranged by the post-16 education provider. If the child is still at school the School will arrange the review.</p> <p>20 By a young person's 17th Birthday the Transitions Case Carrying / Entry Exit Criteria applied. The default position is the case Transfers to appropriate Area / Specialist Team. But, if agreed complex, the case will be carried by the Transitions Team. If complexity is disputed, the case will be referred to the Transitions Panel.</p> <p>21 Workers will attend the final Child in Need or LAC review which will be a handover meeting. Transfer of funding and case management responsibility will begin on the Young Person's 18th birthday. Where children are not subject to LAC review a specific transition planning meeting will be arranged.</p> <p>22 Adult Worker / Transitions Worker to refer to FAB team for:</p> <ul style="list-style-type: none"> a full benefits check a Fairer Charging Assessment to determine the level of financial contribution that the Young Person must make to services received once they become 18. 	<p style="text-align: center;">Year 13 (Age 17/18)</p> <p>Education Transitions Plan</p> <p>Careers Service Section 139a Report</p> <p>Parent / Carers Assessment</p> <p>Future Needs Plan</p> <p>SAP / 'adult SDAQ for 16+ transitions cases adult RAS for 16+ transitions cases</p> <p>Initial Assessment / Core Assessment / DCINA</p> <p>Draft Adult Social Care / Support Plan</p> <p>Notification of FAC eligibility</p>	<p>Case Carrying Outcome By 17th Birthday (Transitions Worker)</p> <p>Annual Education Review Yes / No (Transitions Worker)</p> <p>Outcomes of Carers Assessment</p> <p>Future Needs Plan completed Yes / No Sent Received Accepted</p> <p>Initial Assessment / Core Assessment / DCINA Completed Yes / No</p> <p>Indicative costs of an ASC Package</p> <p>Benefits Check Yes / No</p> <p style="background-color: yellow;">At 18 Close Childrens Record / Open Adult Record</p>

Transitions

Year 14	Process	Documents	ESCR
<div style="writing-mode: vertical-rl; transform: rotate(180deg);">18 - 25</div>	<p>23 Where a Young Person is still educated within a School setting, the annual review process will take place as outlined above. Where the young person is in post 16 education, the provider will organise the review</p> <p>24 The final ICS Core Assessment will be available to the Team Managers of the Adult Learning Disability Team, Disability Services Team or the Care Management Team to inform future needs.</p> <p>25 Connexions staff will complete a S139a Assessment for Young People who are leaving school. Note - Connexions are meant to do an S139a at other times of transition such as leaving college to go to training but this is not implemented yet.</p>	<p>Year 14 (Age 18/19)</p> <p>Education Transitions Plan</p> <p>Careers Service Section 139a Report</p> <p>Parent / Carers Assessment</p> <p>Future Needs Plan</p> <p>Notification of FACs Eligibility</p> <p>SAP / 'adult SDAQ for 16+ transitions cases adult RAS for 16+ transitions cases</p> <p>Adult Social Care / Support Plan</p>	<p>Future Needs Plan completed Yes / No</p> <p>Outcomes of Carers Assessment</p> <p>Actual Cost of ASC Package</p> <p>Indicative costs of an ASC Package</p>

Transitions



Chapter 8. TABLE OF TRANSITIONS ASSESSMENTS

Assessment	Summary	Age of young person
Common Assessment Framework	Initial, basic assessment tool for use by all services. Social care use as first point of contact. 'Gateway' to other more specialist assessments	Any age – should be used for initial contacts
Framework for the Assessment of Children in Need and their Families (The Assessment Framework)	Assess and plan support from social services including: <ul style="list-style-type: none"> • Short breaks • Equipment • Direct payments (at 16) 	Until transferred to adult services at 18 or 19.
The Children (Leaving Care) Act 2000	Multi-agency assessment and development of a Pathway Plan	15/16
Disabled Persons (services, consultation and representation) Act 1986	Assessment from social care for possible support needed on leaving school or college. Generally, this is not used as has been superseded by other practice.	14 (Year 9)
Education Act 1996 SEN Annual Review/Transition Review	Prepare Transition Plan – Review meeting every year	13/14 (Year 9) up to leaving school or college where kept up.
Learning and Skills Act 2000 - Section 139a Assessment	Assess and plan support for post-school	16 – or until the young person leaves school
NHS and Community Care Act 1990 (incorporating the Chronically sick and disabled persons Act 1970)	Formal assessment of need leading to a Care plan Assessment for support from the Independent Living Fund	18 onwards
Supported Self-Assessment	Differs from traditional assessments in that the customers themselves drive the process, with support as required	16 Onwards

Above table needs to include reference to Future Needs Assessment and Plan

8.1. *HYPERLINKS TO ASSESSMENT FORMS*

To be added:

- Transitions Service Future Needs Assessment
-
-

Chapter 9. SDS: SELF DIRECTED ASSESSMENT AND RESOURCE ALLOCATION

9.1. BACKGROUND

- 9.1.1. SDS processes are currently being piloted in Leeds through the Early Implementer project. The cohort includes four people in transition from Children's to Adult's Services; however, this sample size is insufficient to draw detailed conclusions as to how future processes should operate, so additional work is required before the below points can be agreed.
- 9.1.2. Self Directed Support is based on the principle that individuals should be able to exercise choice and control when it comes to identifying their own needs, the outcomes they want to achieve, and the services and support that will meet their requirements. The model used for assessment is the first step in achieving this, giving customers an opportunity to provide information about what they need against a range of domains, and also what support is already available to them from carers, family and friends. It differs from traditional assessments in that the customers themselves drive the process, with support as required.
- 9.1.3. Once the initial assessment is complete, and has been validated by a Care Manager, the information is then input into the Resource Allocation System (RAS), which determines their indicative budget. This allows customers to start the process of support planning, where they identify the outcomes they want to achieve, and the types of services and support they can buy to meet them. Again, it should be noted that customers are encouraged to lead this process, with support as needed, and so are able to exercise greater choice and control. In addition, evidence shows that in many cases, they are able to identify much more innovative and cost effective ways of achieving their outcomes with SDS.
- 9.1.4. In order to secure reliable future budget management in Adult Social Care an indicative budget has to be produced on or around a young persons 16th birthday. Where SDS is in operation the young person's indicative budget should be based upon a self directed assessment leading to a resource allocation.
- 9.1.5. To avoid repeated assessments it is suggested that the initial self directed assessment and RAS (used to produce an indicative budget) is based upon the ICS 16+ Core Assessment and ICS Children and Young Peoples Plan / Future Needs Plan (ICS N1).

Chapter 10. LEGISLATIVE FRAMEWORK

10.1. INTRODUCTION

- 10.1.1. The following listing covers the main legislation, guidance and policy from Government which has an impact on the transition to adulthood for disabled young people.
- 10.1.2. At the time of writing, a number of new bills, reviews and consultations were in place which may have a significant impact on the transition process for disabled young people. For up to date information on consultations and proposed legislation see www.dcsf.gov.uk/consultations and www.dwp.gov.uk. The Transition Information Network website also has details. Details on further guidance and effective practice from government is available from

www.transitioninfonet.org.uk.

10.2. UN CONVENTION ON THE RIGHTS OF THE CHILD 1989

- The UNCRC is an international treaty which was ratified in the UK in 1991. Articles 12 and 13 of the Convention enshrine the right of all children to express their views and for these to be taken into account in decisions that affect them. Further to this, Article 23 focuses specifically on disabled children and young people, recognising their right to dignity, independence and participation within their community.

www.unicef.org.uk/youthvoice/pdfs/uncrc.pdf
www.everychildmatters.gov.uk/uncrc

10.3. UN CONVENTION ON THE RIGHTS OF PERSONS WITH DISABILITIES, 2006

- *Adopted by the UN General Assembly, December 2006, UN signature ceremony 30 March 2007. Then individual countries will ratify.* Embodies the rights of disabled people to equal participation in public, political (Article 29), cultural life (Article 30) and within their community (Article 19). The convention also states that disabled children and young people should have access to the same rights and freedoms as all children, with particular reference to ensuring they have the right to express their views on all issues which affect them and to be provided with the appropriate support to enable them to do so (Article 7). This is supported by Article 21 which states that to enable disabled people to exercise their right to freedom of expression, states parties should take steps to ensure that they are able to receive and impart information using a range of formats, including assistive and augmentative communication, and that information provided to the general public should be made available to disabled people in a range of accessible formats.

www.un.org/esa/socdev/enable/index.html

10.4. CHILDREN ACT 2004

- Makes various amendments to existing legislation including the **Children Act 1989**.
- Sets the legislative foundation for the actions agreed as a result of Every Child Matters. Includes provision for the establishment of a Children's Commissioner and for each children's service authority in England to make arrangements to promote co-operation between the authority, its partners and other appropriate bodies to improve the well-being of children in the authority's area relating to areas which include physical health, emotional well being and education and training.
- Sets out a mechanism for establishing a database and sharing information, (Integrated Children's System).
- Brings in roles of Key worker and lead professional
- States that the views and wishes of children and young people should be ascertained and given due regard in determining the provision of services to them.

www.everychildmatters.

10.5. CHILDREN ACT 1989

- Provides the framework for social care services for children and young people. Includes the need for the views and interests of children to be taken into account.
- The Act has been amended by numerous statutes.

www.dfes.gov.uk/publications/childrenactreport

10.6. EDUCATION ACT 1996

- The transition review process which forms the main monitoring and planning tool for most disabled young people is built on this Act and the code of practice issued under it, the **SEN Code of Practice 2001**.
- The SEN Code of Practice outlines the statutory assessment process to identify special educational needs for young people who will probably require more support than is given at School Action and School Action Plus.
- **School Action** aims to help young people get additional learning support from their teacher. If the young person does not make adequate progress, the school will offer further support at **School Action Plus** which means involving specialist help from outside. If the young person still does not progress, the school or parent may ask the local education authority to make a Statutory Assessment under sections 329A or 329 of the Education Act 1996.

- If the authority agrees to carry out a **Statutory Assessment**, the young person will be seen by an Educational Psychologist and a doctor or medical officer, who will advise the local authority on the type of learning support they require. The child's school, any other professional such as a speech and language therapist, and the parents will be asked for advice on the young person's learning difficulties and the provision they need.
- If the local education authority believes the support needed is greater than generally provided by mainstream schools at School Action Plus they will draw up a **Statement of Special Educational Needs**. This is a document that sets out that young person's needs and states the special educational provision they require. Appeals against the local education authority's decisions on whether to assess and whether to draw up a statement may be made to the Special Educational Needs and Disability Tribunal.
- Subsequent legislation relating to pupils with SEN builds on this legislation.

www.opsi.gov.uk/acts/acts1996/1996056.htm.

10.7. THE LEARNING AND SKILLS ACT 2000

- Places a duty on the Secretary of State, through Section 140 of the Act, to make arrangements for the assessment of disabled young people when they are undertaking or likely to undertake post-16 education or training or higher education.
- Requires the LSC to have regard to the needs of persons with LDD and to any report of an assessment carried out under Section 140.
- Sets out the reasons for seeking a specialist residential placement.

www.opsi.gov.uk/acts/acts2000/20000021.htm

10.8. HEALTH AND SOCIAL CARE ACT 2001

- S57 covers direct payments and extended their use to disabled young people aged 16 and 17.
- S58 added S17A to the Children Act 1989 which made provision about direct payments in respect of children.

www.opsi.gov.uk/acts/acts2001/20010015.htm

10.9. NHS ACT 2006

- Section 242 of this Act places a duty on Strategic Health Authorities, Primary Care Trusts, NHS trusts and NHS Foundation trusts to make arrangements to involve and consult with persons receiving health services for which these bodies are responsible, or their representatives, in relation to the planning and provision of such services, developments and changes in such services and decisions affecting the operation of those services.

www.opsi.gov.uk/acts/acts2006/20060041.htm

10.10. DISABLED PERSONS (SERVICES, CONSULTATION AND REPRESENTATION) ACT 1986

- The Act was designed to improve the coordination and effectiveness of resources and services for disabled people and those with mental illness. *Its use is now limited as it has been superseded by other legislation and guidance.*
- Note that the duty on local authorities under section 8 of this Act to take into account the abilities of the carer is overridden where the Carers (Recognition and Services) Act 1995 applies. The 1995 Act has been amended several times (by the Carers and Disabled Children Act 2000 and the Carers (Equal Opportunities) Act 2004) but is still an important part of the picture.

www.opsi.gov.uk/si/si1987/uksi_19870564_en_1.htm

10.11. NHS AND COMMUNITY CARE ACT 1990

- Local authorities are required to publish and keep under review a plan for the provision of Community Care services in their area. The Act also places a duty on local authorities to assess individuals' need for services, where they appear to be needed.

www.dh.gov.uk

10.12. COMMUNITY CARE (DIRECT PAYMENTS) ACT 1996

- The relevant provisions from this Act were repealed by S67 of the Health and Social Care Act 2001.

www.dh.gov.uk/en/Publicationsandstatistics/Publications/

10.13. CARERS AND DISABLED CHILDREN ACT 2000

- The Act requires local authorities who receive a request for a carer's assessment to assess the carer's needs and provide services which they think are appropriate and will support the carer to continue in their caring role. The services provided may be physical help or other forms of support. No such provision was made in relation to children's services because local authorities can provide services to the family under section 17A of the Children Act 1989. There is some overlap between the Carers (Recognition and Services) Act 1995 and the 2000 Act.

www.everychildmatters.gov.uk

10.14. CARERS (EQUAL OPPORTUNITIES) ACT 2004

- This introduced a legal obligation on social services to inform carers of their rights. It ensures that work, lifelong learning and leisure are considered when a carer is assessed. It also allows social services to ask housing, health, and education authorities as well as other local authorities for help to support carers.

www.opsi.gov.uk/acts/acts2004/2004015.htm

10.15. CHILDREN (LEAVING CARE) ACT 2000

- The Act amends the previous provision for care leavers set out in the Children Act 1989 and is designed to improve the life chances of young people living in and leaving local authority care. Provides an entitlement to an assessment and a Pathway Plan and a personal adviser for each looked after and former looked after young person to improve the:
 - preparation and planning for leaving care
 - financial arrangements for care leavers
- and to:
 - ensure that young people continue to receive the support they need to make an effective transition to adult life.

www.everychildmatters.gov.uk/socialcare/lookedafterchildren/leavingcare/

10.16. DISABILITY DISCRIMINATION ACT 1995

- Legislation which set a new definition of disability, places duties on all providers of services to the public, including education, to make services accessible, making reasonable adjustments to do so. Associated codes of practice also available.

www.opsi.gov.uk/acts/acts1995/1995050.htm

www.tso.co.uk

10.17. DISABILITY DISCRIMINATION ACT 2005

- Widens the definition of disability, places a new duty on public bodies, including maintained schools, to positively promote disability equality and not discriminate in carrying out their functions. Local authorities and others are required to draw up a Disability Equality Scheme to illustrate how they are meeting the duty locally. Associated codes of practice also available.

www.opsi.gov.uk/acts/acts2005/2005013.htm

www.tso.co.uk

10.18. SPECIAL EDUCATIONAL NEEDS AND DISABILITY ACT 2001

- amends both the Education Act 1996 and the Disability Discrimination Act 1995
- applies to pre- and post-16 education
- makes it illegal to treat a disabled person less favourably than a non disabled person for reasons related to his/her disability, without justification
- requires institutions to make reasonable adjustments to ensure that a

- disabled student is not placed at a substantial disadvantage.
- Associated codes of practice also available.

www.opsi.gov.uk/acts/acts2001

www.tso.co.uk

10.19. EDUCATION AND INSPECTION ACT 2006

- Contains tools to implement Youth Matters, as well as the White Paper, *Higher Standards, better Schools For All*, and the 14–19 Education and Skills White Paper. Section 6 amends the Education Act 1996 and places a duty on local authorities to improve the well-being of young people aged 13–19 (and up to 25 for those with learning difficulties) by providing access to sufficient educational and recreational leisure-time activities and facilities. Authorities will be expected to meet these requirements by:
 - providing activities and facilities;
 - commissioning others to provide activities and facilities; or,
 - making other arrangements to facilitate access, including providing information, financial assistance and transportation.
- Authorities must consult with young people on existing provision and take their views into account when providing local information on these activities.

www.dfes.gov.uk/publications/educationandinspectionsact/

10.20. CHILDCARE ACT 2006

- Measures in the act formalise the important strategic role local authorities' play through a set of new duties. These duties will require authorities to:
 - Improve the five Every Child Matters outcomes for all pre-school children and reduce inequalities in these outcomes
 - Secure sufficient childcare for working parents
 - Provide a better parental information service

www.everychildmatters.gov.uk/earlyyears

10.21. HEALTH SERVICES LEGISLATION AND GUIDANCE

- Health services have an essential role to play in disabled young people's transition to adulthood both across health services and in the wider transition process. Whilst there is not statutory 'health transition' requirement, the following legislation and guidance requires health services involvements in the transition process:
 - Health and Social Care Act 2001
 - Education Act 1996

- Special Educational Needs Code of Practice and SEN Toolkit (S12) 2001, DfES
- Valuing People: A new strategy for learning disability for the 21st century, 2001 DH
- National Service Framework for Children, Young People and Maternity Services, 2004 DH and DfES
- Transition: getting it right for young people. Improving the transition of young people with long term conditions from children's to adult health services, 2006, DH
- Our health, our care, our say: a new direction for community services, Health White Paper, 2006 DH
- Health Action Plans and Health Facilitation: Good Practice Guidance for Learning Disability Partnership Boards, 2002 DH
- Action for health, health action plans and health facilitation detailed good practice guidance on implementation for learning disability partnership boards, 2002, DH.

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Originator: Sandra Newbould

Tel: 247 4792

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 13th January 2010

Subject: Scrutiny Inquiry: Personalisation Working Group – Update Report

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 At its meeting on 8 October 2008, the Executive Board received an update on the work undertaken in Leeds to prepare for the personalisation agenda, since the publication of the concordat “Putting People First” in December 2007. One of the outcomes from that meeting was that the Scrutiny Board (Adult Social Care) be requested to monitor progress of the personalisation agenda.
- 1.2 To assist the Scrutiny Board in monitoring progress of the personalisation agenda, in line with the Executive Board request, the Scrutiny Board requested a scoping paper be presented for discussion. As such, an initial scoping discussion was held with the Proposals Working Group at its meeting on 12 December 2008.
- 1.3 The Board also established a working group to undertake aspects of the inquiry. The first meeting of the working group took place on the 16 March 2009. Since that date seven subsequent meetings have taken place.

2.0 Scope of the Inquiry

- 2.1 The agreed terms of reference which fully define the scope of the inquiry are attached at Appendix 1.

3.0 Progress to date

- 3.1 Minutes of the meetings up to and including August 2009 were presented to the board at the 7th of October meeting.
- 3.2 Minutes of the meetings from September to December 2009 are attached at Appendix 2 which defines further progress with the inquiry to date.

4.0 Recommendations

4.1 The Scrutiny Board is requested to :

- 4.1.1 Consider the contents of this report, terms of reference and agreed minutes of the personalisation working group.
- 4.1.2 Comment on any specific aspects of the examinations undertaken by the Personalisation Working Group and on the progress to date.
- 4.1.3 Determine if there are any specific / further areas that require additional scrutiny, including the nature and frequency of any future reports

5.0 Background Papers

5.1 None



Report of the Head of Scrutiny and Member Development

Adult Social Care Scrutiny Board

Date: 29th July 2009

Subject: Personalisation – Update to Terms of Reference and Appointment of co-opted member to the Personalisation Working Group

Electoral Wards Affected:

Specific Implications For:
Equality and Diversity <input type="checkbox"/>
Community Cohesion <input type="checkbox"/>
Narrowing the Gap <input type="checkbox"/>

1.0 INTRODUCTION

1.1 At its meeting on 8 October 2008, the Executive Board received an update on the work undertaken in Leeds to prepare for the personalisation agenda, since the publication of the concordat “Putting People First” in December 2007. At that meeting, the Executive Board resolved:

- (a) That progress made in Leeds towards the development of a more personalised system of social care through the Self Directed Support project and other initiatives be noted.
- (b) That, acknowledging the scale and scope of the transformation agenda and the challenge it presents, the approach taken in Leeds to deliver successful change be endorsed.
- (c) That the direct engagement of elected members in these developments be continued by the submission of further reports to this Board, involvement in workshops, seminars, conferences and in the recently established members’ forum.
- (d) That the Board notes the impact Self Directed Support will have on existing service provision including directly provided services and commissioned services in Leeds and the need to accelerate the transformation of these services to meet the challenges and impact of personalisation and customer choice.
- (e) That it be noted that progress and the pace of change regarding the delivery of Personalisation in Leeds will be the subject of some detailed feedback from the recent inspection of Older People’s Services.

(f) That the Scrutiny Board (Health and Adult Social Care) be requested to monitor progress of the personalisation agenda.

1.2 The report presented to the Executive Board on 8 October 2008 is appended to this report for information.

1.3 To assist the Board in monitoring progress of the personalisation agenda, in line with the Executive Board request, the Board requested a scoping paper be presented for discussion. As such, an initial scoping discussion was held with the Proposals Working Group at its meeting on 12 December 2008.

2.0 THE PERSONALISATION AGENDA

2.1 As a result, subject to the agreement of the full Scrutiny Board, the working group agreed to focus on the following areas:

- The common assessment framework;
- Resource allocation system (linked to the Council's stock of directly provided care);
- Progress of the early implementer project.

2.3 At the Adult Social Care Scrutiny Board meeting in June 2009, it was recommended that further areas of inquiry were added to the scope of the inquiry as part of the work programme discussions. These have been incorporated under section 3. Included in section 3 are additional elements of inquiry identified by the Personalisation Working Group.

3.0 SUBMISSION OF EVIDENCE

3.1 The following formal evidence gathering sessions have been undertaken:

Session one – 16th March 2009

During the first session of the inquiry the working group examined:

- A presentation of information relating to Personalisation in order to promote understanding
- The work of the Self Directed Support Members Forum and progress made to date.

Session two – 22nd April 2009

During the second session of the inquiry the working group examined:

- A Personalisation Update Report
- The Resource Allocation System.

Towards the end of both sessions, consideration was given to further and/or specific information required as part of the inquiry.

3.2 The following formal evidence gathering sessions are scheduled:

Session three – 30th July 2009.

During the third session of the inquiry the working group will examine:

- Self Assessment Questionnaire
- The Process of assessment and review.
- Early Implementer Trial progress update

Individuals receiving SDS will be asked to attend the working group to provide an account of their experiences of managing an individual budget.

Session four - August 2009.

During the fourth session of the inquiry the working group will examine:

- Customer and stakeholder engagement and involvement.
- Peer Group Support
- Consultation
- Changing Perceptions and Promotion of Individual Budgets – plans and progress to encourage customers and providers to think differently about care provision. Publicity and the provision of information and advice.

Customers involved in the development of SDS will be asked to attend the working group to provide details of the projects they are involved with.

Session five – September 2009

During the fifth session of the inquiry the working group will examine:

- The Single Assessment Process - so people 'only need to tell their story once'.
- Brokerage Services and the pathways to establishing and managing support.
- Partnership Working

Session six – October 2009

During the six session of the inquiry the working group will examine:

- Commissioned Services and Social Enterprise – The requirement to adapt and change.
- Financial Budgets and Value for Money.
- Early Implementer evaluation update

Session seven – Nov 2009

During the seventh session of the inquiry the working group will examine:

- Performance management and reporting mechanisms.
- How the challenge of meeting Government SDS targets will be met.
- Workforce Transformation and Development update and experiences of Care managers and support officers.

Session eight – December 2009

During the eighth session of the inquiry the working group will examine:

- Risk Enablement Framework and Safeguarding.

Towards the end of each session, consideration will be given to any further and/or specific information required as part of the inquiry and if any further sessions are to be scheduled into the work programme.

3.3 To ensure that a full and detailed inquiry is undertaken input from service users, representatives, carers, and service providers will be sought.

4.0 Personalisation Working Group

The Personalisation Task Group was established in September 2008 as a mechanism for elected members to:

- receive information
- be consulted on the discharge of relevant delegated authority relating to the modernisation of Adult Social care and Self Directed Support services
- be advised and consulted on local implementation of legislation, regulation, national guidance or Best practice
- disseminate and cascade information from the Director of Adult Social Services to their respective political groups and provide feedback.

The group has now been disbanded following the establishment of the Scrutiny Board inquiry and the Personalisation Working Group. Cllr Valerie Kendall has requested that she be co-opted onto the Personalisation Working Group as a former member of the Task Group adding value to the inquiry due to the accumulated knowledge gained since September 2008.

5.0 RECOMMENDATIONS

- 5.1 The Adult Social Care Scrutiny Board is recommended to
- note updated information relating to the submission of evidence contained within this report.
 - note the terms of reference may incorporate additional information should the working group or the Adult Social Care Scrutiny Board identify any further scope for inquiry within the area of Personalisation.
 - Agree Cllr Valerie Kendall be co-opted to the Personalisation Working Group until such time as the inquiry is concluded.

6.0 BACKGROUND PAPERS

None

7.0 FURTHER RECOMMENDED READING

- Executive Board report – Putting People First – Vision and Commitment to the Transformation of Adult Social Care (23 January 2008).
- Executive Board report – Putting People First – Vision and Commitment to the Transformation of Adult Social Care (08 October 2008).
- Putting People First – Working to Make it Happen (23 June 2008)

Scrutiny Board (Adult Social Care)

Scrutiny Board Inquiry: Personalisation

Working Group Meeting: 18th September 2009

Present Members

- Cllr Judith Chapman – Chair (JC)
- Cllr James McKenna (JM)
- Cllr Vonnie Morgan (VM)
- Cllr Valerie Kendall (co-opted member) (VK)
- Joy Fisher (co-opted member) (JF)
- Sally Morgan (co-opted member) (SM)

Officers

- John Lennon – Chief Officer, Access and Inclusion (JL)
- Emma Lewis – Business Change Manager (EL)
- Jemima Sparks – Service Delivery Manager (JS)
- Claire Matson – Business Change Leader (CM)
- Susan Morrell – Leeds Centre for Integrated Living (SMo)
- Sandra Newbould – Principal Scrutiny Advisor (SN)

Apologies Cllr Penny Ewens (PE)

Cllr Alan Taylor (AT)

No.	Item	Action
1	<p>Attendance</p> <p>The attendance and apologies as above were noted.</p> <p>The Chair welcomed everyone to the meeting.</p>	
2	<p>Notes of Previous Meeting</p> <p>The draft notes of the meeting were presented and agreed.</p> <p>With regard to the written answers to questions issued after the August meeting SM and JC commented on the following:</p> <ul style="list-style-type: none"> • Peer Support for PA's • Language and interpretation support • Resource Allocation System – SN to forward details for 1st Personalisation meeting to SM for information. 	SN
3	<p>Partnership Working</p> <p>The Self Directed Support – Partnership Working paper was introduced by JS who explained that the principal was to approach the whole area of SDS as one council to ensure collaborative working. This also involved working closely with service users. Particular focus is being undertaken to streamline the 1st point of contact by working closely with Customer Services to improve the resolution of enquires to the contact centre.</p> <p>Beneficial aspects of the project board were highlighted including the opportunity to learn from others. The Group were advised that all partners were well represented and meetings take place approx every 6 weeks.</p>	

	<p>The working group were advised of ongoing discussions relating to the provision of adaptations however it has been decided that this would not be included as part of the SDS project.</p> <p>The following points were raised:</p> <p>JM – Referring to the report most of the discussions seem to have taken place with professionals not users. This could create a large information gap. In response the group was advised that a large amount of discussion has taken place aspects of which were not referred to in the report as it is specifically relating to work with partners rather than stakeholders. The group was reassured that the neighbourhood networks of voluntary organisations would be/are involved.</p> <p>JC – The council needs to be fully aware of the types of services available. The group was advised that further information regarding this would be presented to the working group in November when the commissioning evidence is due to be presented.</p> <p>VK – raised concerns regarding duplication within the NHS and their own agenda for personalisation. It was explained to the group that this does not impact on ASC as expenditure relates purely to health matters. The area of personalisation within the health service is very much in its infancy, 8 pilot schemes have been set up across the country (Leeds is not one). The working group requested further information relating to this area for circulation.</p> <p>Members of the working group also requested further information relating to the current situation with Extra Care Housing.</p> <p>VM – Raised a query relating to an individual case and asked if people are required to have an personal budget. The group were advised that everyone has to be offered the choice of a personal budget but people can choose to stay as they are with a more traditional support package.</p>	<p>JL</p> <p>JL</p>
4	<p>Brokerage</p> <p>SMo introduced the Brokerage update report to the working group.</p> <p>The Brokerage Service is still in a stage of early development however a progress report on the first phase of the programme was presented.</p> <p>JF commented on the USP service, saying that service users are confident knowing that the Brokerage service is run by those who benefit from the service themselves. SMo added that reference groups need to be broadened and more inclusive so that other</p>	

	<p>service user groups get the most out of it.</p> <p>VM expressed concerns about the creation of the post for an Independent Living Guide, asking if just one post was enough to cover the needs of all service users. SMO assured the group that funding has been sought for two posts if two are needed . The initial post will be used as a learning point for the future.</p>	
5	<p>Single Assessment Process – So people ‘ only need to tell their story once’ .</p> <p>JS presented a paper on the Single Assessment Process, a challenge that faces all organisations. The process involves a two-phased solution.</p> <p>JMcK expressed grave concerns about the security of personal details and requested further information about what action would be taken to ensure that said information did not fall into the wrong hands.</p> <p>The Chair concurred with this statement and requested regular updates on this issue and further information on how other local authorities will tackle this.</p>	SN/JL
6	<p>Further Action</p> <p>With reference to Session 6, the Commissioned Services and Social Enterprise inquiry will be removed from the agenda due to an absence of staff. This item will be rescheduled for the November meeting.</p> <p>SM gave her apologies in advance prior to the next meeting.</p> <p>Session 6 - 15th October</p> <p>During this session of the inquiry the working group scheduled to examine:</p> <ul style="list-style-type: none"> • Financial Budgets and Value for Money. • Early Implementer evaluation update and experiences of care managers and support officers. 	
6	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • 15 October - 10am Committee Room 2 • 11 November – 2pm Committee Room 3 • 10 December – 10am Committee Room 3 	SN

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Scrutiny Board (Adult Social Care)

Scrutiny Board Inquiry: Personalisation

Working Group Meeting: 15th October 2009

Present Members

Cllr Judith Chapman – Chair (JC)
 Cllr James McKenna (JM)
 Cllr Valerie Kendall (co-opted member) (VK)
 Cllr Mark Dobson (Health Board item 3 only) (MD)

Officers

Ann – Marie Simms – Care Manager (AMS)
 John Lennon – Chief Officer, Access and Inclusion (JL)
 Emma Lewis – Business Change Manager (EL)
 Robert Russell – Principal Financial Manager (RR)
 Sandra Newbould – Principal Scrutiny Advisor (SN)

Apologies

Cllr Penny Ewens
 Cllr Vonnie Morgan
 Joy Fisher (co-opted member)
 Sally Morgan (co-opted member)

No.	Item	Action
1	<p>Attendance</p> <p>The attendance and apologies as above were noted.</p> <p>The Chair welcomed everyone to the meeting.</p>	
2	<p>Notes of Previous Meeting</p> <p>The draft notes of the meeting were presented and agreed.</p>	
3	<p>NHS Approach to Personalisation – for information only</p> <p>Mick Ward presented some peripheral information relating to the development of self directed support within the NHS. The provision of this was at the request of the working group and falls outside the scope of the inquiry.</p> <p>The working group were advised that SDS within the NHS is currently being piloted by a number of sites across the country. Leeds is not a pilot site. The themes relating to choice and control and the focus on outcomes for the individual are very similar with regard to care planning. NHS SDS will not be utilised for the provision of GP or emergency services.</p> <p>Questions arising: JC – On discharge from hospital or where an integrated service is required who would take the lead in supporting the individual. NHS or ASC? MD – The NHS are trying to streamline services, doesn't this add another layer of bureaucracy?</p>	

	<p>JM – This aspiration is not new. NHS discussing 10 years ago and we are still no further on.</p> <p>In response the working group were advised that in essence where services are integrated SDS could be overseen by a combined team of care co-ordination professionals, however this is an ambition, but it would ensure effective partnership working and the potential for further joint commissioning.</p>	
4	<p>Early Implementer Update, Evaluation and Experiences of Care Managers and Support Officers.</p> <p>Emma Lewis advised the working group of the audit led team involved in the evaluation of the SDS Early Implementer. Phase one of the evaluation has been completed which involved customer feedback, care manager feedback and an internal audit review of key operating systems and processes. The team also looked at the following areas</p> <ul style="list-style-type: none"> • Self Directed Assessment Questionnaire • Resource Allocation System • Support Planning – A Toolkit already exists but more work is required to introduce policy which will assist in the production of support plans by defining what needs to be considered, the definitions of needs, wants ,outcomes, risk and safeguarding issues, financial issues and approval processes. A copy of the support planning toolkit was requested by the working group. • Accessing Budget • Organising Support • Review <p>Initial comment and feedback suggested that customers prefer SDS to traditional care methods.</p> <p>Phase 2 will be completed later in the year. The working group requested a copy of the phase 1 report.</p> <p>60 customers have now agreed to take part in the Early Implementer project. 52 customers have completed the SAQ. 21 support plans have now been agreed and 11 of those have begun to use their personal budgets. The group were advised that there is still an under representation of older people and mental health service users, it is hoped that a secondment of a temporary specialist mental health worker to the EI team will partly resolve this.</p> <p>There are still some outstanding issues relating to the RAS, particularly relating to assessing those with complex needs. Work is currently being undertaken to resolve these issues.</p> <p>The project team is currently working to develop risk management arrangements. The working group expressed concerns regarding the</p>	<p>EL</p> <p>EL</p>

	<p>potential for individuals to be at greater risk whilst receiving SDS and therefore stated that this work should be a priority. The working group will receive an update in December 2009.</p> <p>AMS advised the working group that care managers minimise risk and maximising value for money by going through all support plan options, looking at which registered agencies can provide the service or if it can be provided in house.</p> <p>Questions arising:</p> <p>JM – Raised concerns about support with legal aspects such as employment rights and also the risk of financial abuse.</p> <p>JC – Most will have never employed anyone in their lifetime. Who can seek assistance and where from?</p> <p>JM – Queried the membership of the evaluation team and if examples given to working group were ‘cherry picked’.</p> <p>JC – Asked AMS if she felt the Council should be doing anything that it isn’t and if she thought the current processes are efficient. AMS was also asked if she felt that she was engaged in developing the system or if she was just directed by it.</p> <p>VK – Was aware of some reluctance by Social Workers to talk to users about Direct Payments what about personal budgets.</p> <p>In response the group was advised that individuals are directed to ASIST who give support and advice with the recruitment process. There is an element of risk now even with traditional care, however work is being undertaken to minimise this. (Item for a future working group meeting.) As referred to in the report the evaluation team comprises of Audit, and Expert by Experience and a Consultant. AMS advised the group that she felt engaged, the four care managers involved in the pilot regularly consult with each other on a weekly basis providing feedback when issues and problems arise and raise examples when things have not worked or conversely worked really well. The processes of filling in SAQ’s with customers is working efficiently as it is process undertaken with the care manager, individuals would struggle otherwise. There is no question that Social Workers are unhappy about discussing personal budgets and providing advice.</p> <p>Members of the EI pilot are not ‘cherry picked’ some are volunteers, some are cases that came up for review or people who wanted something different.</p>	JL
5	<p>Financial Budgets and Value for Money</p> <p>Robert Russell advised the working group that there are significant challenges ahead to generate funding for personal budgets. It is necessary to release funds from existing services, however whilst this is being achieved there is financial risk that expenditure will be incurred twice for personal budgets and in house services. To reduce risk some authorities are restricting the numbers of personal budgets, this is not being considered in Leeds however a contingency plan is</p>	

	<p>being developed to manage risk and sustainability.</p> <p>The make up of representatives in the EI project is not representative of the general population and a few involved have particularly high cost packages (3). There is therefore a £55,449 overspend on the agreed support plans when compared to current cost of packages (£501,219).</p> <p>The current RAS system in Leeds does not generate sufficient budget in high cost packages. The common RAS framework is being tested in Leeds to ascertain if it can resolve this problem.</p> <p>Questions arising: JC – Would like to see financial plan which demonstrates forward planning. How effective is LCC being where it comes to joint services in obtaining adequate funding from NHS Leeds .</p> <p>The working group was advised that all organisations are managing their budgets closely in this financial climate and LCC are working closely with NHS Leeds to ensure those with continuing health care needs are funded by the NHS.</p>	RR/JL
6	<p>Further Action</p> <p>Session 7 - During the seventh session of the inquiry the working group will examine:</p> <ul style="list-style-type: none"> • Commissioned Services and Social Enterprise – The requirement to adapt and change. • Performance management and reporting mechanisms and meeting the challenge of Government SDS targets. • Workforce Transformation and Development update. 	
6	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • 11 November – 2pm Committee Room 3 • 10 December – 10am Committee Room 3 	SN

Scrutiny Board (Adult Social Care)

Scrutiny Board Inquiry: Personalisation

Working Group Meeting: 11th November 2009

Present

Members

Cllr Judith Chapman – Chair (JC)
 Cllr Penny Ewens
 Cllr Vonnie Morgan
 Joy Fisher (co-opted member)
 Cllr Valerie Kendall (co-opted member) (VK)
 Sally Morgan (co-opted member) (SM)

Officers

John Lennon – Chief Officer, Access and Inclusion (JL)
 Jemima Sparks – Service Delivery Manager (JS)
 Tony Callaghan – Commissioning Officer
 Graham Sephton – Deputy Head of HR
 Sandra Newbould – Principal Scrutiny Advisor (SN)

Apologies

Cllr James McKenna
 Cllr Alan Taylor

No.	Item	Action
1	<p>Attendance</p> <p>The attendance and apologies as above were noted.</p> <p>The Chair welcomed everyone to the meeting.</p>	
2	<p>Notes of Previous Meeting</p> <p>The draft notes of the meeting were presented and agreed.</p> <p>VK clarified the statement made regarding Social Worker reluctance to discuss direct payments was a historical occurrence that had been resolved some time ago.</p> <p>PE questioned how the wider public will be advised of SDS and was advised that individuals will be alerted to the option on review. In addition progress has been made with publicity. The DVD (discussed in previous meetings) will be circulated at the December meeting.</p>	
3	<p>Questions arising from circulated additional information</p> <ul style="list-style-type: none"> • Self Directed Support – The issues surrounding the Green Paper, shaping the future of care together. Concerns were raised at the rumours surrounding the abolition of attendance allowance and DLA. (Not a matter for this inquiry) • Guidance Notes for Support Planning. Comment was made that the booklet is excellent and the team should be congratulated. Working group suggested that pictorial instructions may assist. 	

4	<p>Performance management and reporting mechanisms and meeting the challenge of Government SDS targets.</p> <p>JL provided the working group with an explanation of current performance measures in place for monitoring SDS take up. NI130 measures the number of adults, older people and carers receiving self-directed support in the year to 31st March as a percentage of clients receiving community based services and carers receiving carer's specific services aged 18 and over. This indicator includes those who receive either a personal budget or a direct payment.</p> <p>The Department of Health have stated that local authorities should aim to have a minimum of 30% of potential users on SDS by the 31st of March 2011 to ensure a good performance rating. LCC are aiming to achieve 15% by 31st March 2010, initially and 30% by 2011.</p> <p>Para 3.11 in the report stipulates that 12% is likely to be achieved but more recent data obtained in preparation for this meeting demonstrates that the 15% target is now likely to be achieved.</p> <p>From April 2010 SDS will be rolled out and offered to all new individual requiring a serviced.</p>	
5	<p>Commissioned Services and Social Enterprise – The requirement to adapt and change.</p> <p>When introducing the paper to the working group TC explained that Personalisation will fundamentally change the councils approach to commissioning services. Moving away from block contracts to more flexible framework agreements.</p> <p>It was explained that the potential increase of relatively small contacts will be more intensive to monitor for quality and value for money compared to a lower number of large scale contacts. However small service providers can provide a more focused and localised service. The group was advised that LCC is working with providers to help them adapt their services to meet the needs of those with individual budgets.</p> <p>Individual Service Funds- This service is currently being trialled with approx 50 people. It was explained to the working group that ISF's involve an agency or company arranging care packages on behalf of those on personal budgets, including the employment of staff and organisation of services. For this service approx 10% of the funds to be utilised is charged. This service suits those who find arranging their own services a burden.</p> <p>LCC has undergone a process of costing in house provision to enable those on personal budgets to buy services.</p>	

	<p>(for clarity JL explained the difference between direct payments and individual budgets and what service planning support was available for each.)</p> <p>Questions raised: JC – On average what does 10% equate to, how much is an ISF likely to cost the service user. Are LCC prepared to take the risk of commissioning newly established companies to provide services? Are we going to conduct an operational review for efficiencies in order to try and bring the in house prices down? (Cost of transport given as an example.) VM – Will there be enough providers to supply the services required.</p> <p>In response JL stated that the figure would be provided at the next meeting. LCC is currently identifying provision of services in the city and where there are gaps will aim to support social enterprise or stimulate the market to create provision. A Social Enterprise Development Officer is now situated in procurement whose role it is to promote social enterprise. All companies will be required to undergo assessment by the CQC which should create reassurance of their viability and capabilities. The service as a whole is being modernised which requires full operational review this includes looking at the cost of services. It was acknowledged that there is a need to support small social enterprises and the procurement process should reflect this.</p>	JL
6	<p>Workforce Transformation and Development update.</p> <p>The workforce development update was presented to the working group by Graham Sephton who explained that a suite of training had been put together to meet the requirements of a range of staff. Delivery of the Leadership and Culture change training to service delivery managers and team managers has aimed to promote a change in approach. It invoked frank discussion around cases and cases and promoted communication.</p> <p>The working group were also reassured that customer service staff at West Gate and the One Stop Shops would also be offered a tailored version of SDS training so that they are prepared to respond to the wider public from April 2010.</p> <p>Questions raised: JF – Requested an update on the Disability Equality training. JC – How much training will have been delivered before April 2010 and is there a training project plan with key delivery dates?</p> <p>GS advised that the disability equality training is being delivered corporately. The formulation of the training programme will involve service users. A training project plan is in existence with delivery dates. A copy of this will be provided to the working group.</p>	GS
7	Further Action	

	<p>Session 8 - During the eighth session of the inquiry the working group will examine:</p> <ul style="list-style-type: none"> • Risk Enablement Framework and Safeguarding. 	
6	<p>Future Meeting Dates</p> <ul style="list-style-type: none"> • 10 December – 10am Committee Room 3 • Working Group only – potentially 5th or 6th of January. 	SN

Scrutiny Board (Adult Social Care)

Scrutiny Board Inquiry: Personalisation

Working Group Meeting: 10th December 2009

Present Members

Cllr Judith Chapman – Chair (JC)
 Cllr Vonnie Morgan (VM)
 Joy Fisher (co-opted member) (JF)
 Sally Morgan (co-opted member) (SM)

Officers

John Lennon – Chief Officer, Access and Inclusion (JL)
 Richard Graham – Senior Quality Assurance Officer (RG)
 Emma Lewis – Business Change Manager (EL)
 Alex Firth – Principal Audit Manager (AF)
 Jason Brook – Audit Manager (JB)
 Sandra Newbould – Principal Scrutiny Advisor (SN)

Apologies Cllr Penny Ewens

No.	Item	Action
1	<p>Attendance</p> <p>The attendance and apologies as above were noted. The Chair welcomed everyone to the meeting.</p>	
2	<p>Notes of Previous Meeting</p> <p>The draft notes of the meeting were presented and agreed.</p>	
3	<p>Risk Management Framework and Safeguarding</p> <p>A report and the draft copy of the Risk Policy 2009 were presented to the meeting by RG who explained that an element of risk is inevitable but this has to be reduced to an acceptable level. The risk policy is a working document which is being updated. The most up to date version will be circulated to members of the working group.</p> <p>Questions arising:</p> <p>JC – If risk occurs what is the contingency to deal with it and how will it be resolved? When will the risk policy be communicated to staff and what is the timescale for training? What steps are taken where it becomes apparent that there is a safeguarding issue or that the individual is taking unacceptable risk outside the agreed plan? VM – Problems must be being identified now from the pilot, are we learning from these? JF – Stated that institutionalised care should be seen as a failure to provide a service that meets the needs of the individual and also asked if companies are risk averse due to insurance liabilities. SM – How do we deal with commissioned services whose risk policies are different, would we try and standardise these to mirror Leeds City Council's?</p>	SN

	<p>The group was advised that a full risk assessment is undertaken when the individual's needs are assessed. This can then be monitored to ensure that everything is operating within the known boundaries of risk and to ensure that the correct decisions have been made. If problems are identified then an assessment review is undertaken. A common sense approach is undertaken when judging risk in every day arrangements. What needs to be managed is accountability for risk management to ensure that front line staff feel confident to make judgements and remain accountable for decisions made without the need for escalation to management.</p> <p>Where any disagreements arise between service user and service provider the matter is escalated through various tiers of management to head of service and eventually the Ombudsman. The working group felt that this process should be better dealt with in a formal and time constrained manner by the Council to avoid escalation to the Ombudsman and that a time specified process similar to the complaints procedure should be introduced so that progress can be monitored and that service users have an idea of how long resolution is expected to take. JF advised that she felt the public would welcome a standardised process.</p> <p>Formal training will be delivered after April, JC added that risk assessment training for elected members and co-optees would also be useful. SN to liaise with Member Development.</p> <p>With regard to the risk policies of other companies, the legal position is that we have to respect others risk management policies, however if we are commissioning the organisation then there is leverage. If a risk assessment is not done then the company would be negligent.</p> <p>If an assessment is done thoroughly and risks are picked up then potential safeguarding issues should also be identified. There is very little risk data available from other authorities to assist but there is a regional forum where agreement has been reached to assist each other with personalisation information.</p>	SN
4	<p>Early Implementer Evaluation and Action Plan</p> <p>A copy of the phase 1 early implementer evaluation report was presented to the working group. The evaluation team providing input the report consisted of Audit, Sandra O'Donovan (customer of pilot and consultant) and Viv Slater (In Control and consultant).</p> <p>Five significant high priority areas caused concern to the group particularly around budgets and financial management (recommendations 5,6,7,8 and 11). As phase 2 of the evaluation due to be completed in January and considering concerns of the group regarding reported concerns the group requested that a further update be brought before the full Scrutiny Board in March 2010.</p>	SN/EL

	<p>Questions arising:</p> <p>JC – Stated that the department should consider the fact that those with complex needs may show a preference for SDS and the sample in the pilot may be more reflective than anticipated. The group expressed overall concern at the £50k overspend when only 21 support plans are in place although it was explained that this was due to 3 particularly complex cases. Was there any indication of affordability for SDS when the pilot started? Will budget problems delay going live? Are we still due to meet government targets? SM – What happens if funding runs out? Does this mean everyone will get less or will SDS stop? SM stated that a good cross section chosen for the pilot and added her concern that budget pressures may cause quality and quantity issues. VM – Have budget implications been reported back to Government Office?</p> <p>The working group were advised that an action plan has been put in place to rectify and remove some of the concerns raised from the evaluation, including the budget and financial planning concerns. At the commencement of the project there was very little information and guidance relating to the financial impact of SDS so forecasting was mainly a desktop exercise with an extra 20% contingency. If it is apparent that there is an affordability gap choice at any price is not an option. With regard to Government Office, the local authority has targets which have to be met and is being held accountable, if problems are encountered then local solutions have to be found. Feedback however is reported regularly to the CQC. Any anticipated budget problems will not delay the go live date and government targets are on track to be met.</p>	
5	<p>Further Action Scheduled session of the working group are now concluded, further sessions could be scheduled subject to the resolution of the Adult Social Care Scrutiny Board. Scheduled session for the Adult Social Care Scrutiny Board 13th January 2010 is the 'Transitional Arrangements for Children into Adult Social Care' inquiry part of which will cover SDS arrangements and may present further evidence for this inquiry.</p>	
6	<p>Future Meeting Dates Working Group only to discuss potential recommendations – potentially 5th of January am.</p>	SN

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Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 13th January 2010

Subject: Scrutiny Board (Adult Social Care) – Work Programme

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 INTRODUCTION

- 1.1 Attached at Appendix 1 is the current work programme for the Scrutiny Board (Adult Social Care) for the remainder of the current municipal year.
- 1.2 Also attached for Members consideration is an extract from the Forward Plan of Key Decisions for the period 1 January 2010 to 30th April 2010 as Appendix 2.
- 1.3 The Executive Board Minutes for the meeting held on the 9th of December 2009 are presented at Appendix 3.

2.0 WORK PROGRAMME MATTERS

- 2.1 The current work programme (Appendix 1) provides an indicative schedule of items/issues to be considered at future meetings of the Board. The work programme should be considered as a live document that will evolve over time to reflect any changing and/or emerging issues that the Board wishes to consider.
- 2.2 The work programme also provides an outline of other activity being undertaken on behalf of the Board outside of the formal meetings cycle.

3.0 RECOMMENDATIONS

- 3.1 From the content of this report, its associated appendices and discussion at the meeting, Members are asked to:
- 3.1.1 Note the general progress reported at the meeting;
 - 3.1.2 Receive and make any changes to the attached work programme; and,
 - 3.1.3 Agree an updated work programme.

4.0 BACKGROUND PAPERS

None.

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Meeting date – 17th June 2009			
Legislation and Constitutional Changes	To receive and consider a report of the Head of Scrutiny and Member Development on proposed changes to the Council's Constitution in relation to Scrutiny.		B
Co-opted Members	To receive and consider a report of the Head of Scrutiny and Member Development on Co-opted Members.		B
KPMG Audit Report	To receive and consider a report of the Head of Scrutiny and Member Development on a scrutiny review by KPMG as at May 2009.		PM/B
2009/10 Work Programme	Input to the Boards Work Programme 2009/10 - Sources of Work and Establishing the Boards Priorities and Determining the Work Programme 2009/10		B
Draft Adaptation Inquiry Report	Scrutiny Board (Adult Social Care) has now completed its inquiry on Major Adaptations for Disabled Adults . The draft report is brought before the board for consideration and where the content is agreed, its approval.		PM/D

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
VCFS Report	Executive Board resolved that the Scrutiny Board (City and Regional Partnerships) inquiry report into the role of the voluntary, community and faith sectors in Council led community engagement be referred to Scrutiny Board (Children's Services) and Scrutiny Board (Adult Social Care) for consideration.	Lead Officer – Sue Wynne	RFS
Meeting date – 29th July 2009			
Performance Management	Quarter 4 information for 2008/09 (Jan-March)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Independence, Well-being and Choice – action plan update	To consider progress against the action plan arising from the inspection report	Outcome of the ASC Proposals Working Group meeting (20 July 2009) to feed into this item.	RFS/PM
Personalisation Working Group updated Terms of Reference.	To consider the revised terms of reference for the 2009/10 municipal year for the Personalisation Working Group.		PM/DP

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
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DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
LINK Annual Report	To consider the content of the LINK Annual Report and the potential impact on the 2009/10 Scrutiny Work Programme	Copies of LINK annual reports must be made available to the public and sent to the Secretary of State and the Care Quality Commission. Copies must also be sent to relevant Local Authorities, Primary Care Trusts, Strategic Health Authorities and Overview and Scrutiny Committees.	PM
Safeguarding Board – Annual Report	The board is requested to consider the Annual report and make recommendation as necessary.	The report is scheduled to be presented at the July's Executive Board.	PM
Meeting date – 20th August 2009 – Special Meeting			
Day Services	The board has requested a specific meeting to look at the future plans for Day services across the city.	Lead officer - Dennis Holmes	RP
Meeting date – 9th September 2009			
Performance Management	Quarter 1 information for 2009/10 (April-June)	All Scrutiny Boards receive performance information on a quarterly basis	PM
The Mental Capacity Act Update since implementation	To consider a further report on progress made implementing the requirements of the MCA.	Further update from May 2009 Lead Officer – Dennis Holmes.	B

Key:			
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PM	Performance management	B	Briefings (Including potential areas for scrutiny)
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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Inquiry into Adaptations – Response from Director and Executive Board	To receive and update on the formal response to the inquiry by the Director(s) identified in the recommendations and the views of the Executive Board	This report is due to go to Executive Board in August 2009	PM
Terms of Reference - Inquiry into ‘Supporting Working Age Adults with Severe and Enduring Mental Health Problems.	To receive and approve the draft terms of reference.	The Adult Social Care Scrutiny Board expressed interest in holding a major inquiry in relation to Mental Health Services for working aged adults at its meeting on the 17 th of June 2009.	PM
Care Quality Commission – self assessment report	To receive an update on the self assessment report due to be submitted to the Care Quality Commission which will determine the annual rating for the service.	Lead Officer – Sandie Keene	PM
Meeting date – 7th October 2009			
Independence, Well-being and Choice – action plan update	To consider progress against the action plan arising from the inspection report	Outcome of the ASC Proposals Working Group meeting September 2009 to feed into this item.	RFS/PM
Personalisation Working Group Update	To consider the progress of the working group.	Outcome of the ASC Personalisation Working Group meetings up to August 2009 to feed into this item	PM/DP

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Commissioning in Adult Social Care	To consider an update report on commissioning within Adult Social Services.	6-monthly report. – Previous March 09 Additional focus on IWC Action Plan. Procurement timetable to be included in this report. Lead Officer – Dennis Holmes/ Tim O’Shea	PM
Day Services	The board has requested an update following the meeting in August 2009 to further consider at the future plans for Day services across the city and the actions taken since the meeting.	Lead officer - Sandie Keene	RP
Meeting date – 11th November 2009			
Income Review – Impact of price increases on Service users.	To receive an update on the impact of price increases on services users.	Report requested from April 2009 Scrutiny Board Meeting	RP
Dignity in Care - delivery	To receive an update on the current work and developments across the City highlighting how dignity is being delivered, what improvements are being made and the challenges ahead.		B

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Homecare provision	Performance report on homecare provision across the City, including independent sector providers.	Further update from May 2009 Lead Officer – Dennis Holmes	PM
Meeting date – 16th December 2009			
Adult Social Services- Annual Review Report (2008/09)	To consider the outcome of the annual rating review undertaken by the Care Quality Commission (formerly the Commission for Social Care Inspection (CSCI)) for 2008/09	Report will be scheduled for Executive Board meeting on 9 th December 2009.	PM
Inquiry into Adaptations – Performance Updates and Recommendation Tracking	To receive a performance update and consider progress made from recommendations made by ASC Board 17 th June 09	Considered by Executive Board August 2009.	PM MSR
Performance Management	Quarter 2 information for 2009/10 (July - Sept)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Working Group Update	To consider the progress of the working group.	Outcome of the ASC Mental Healthy Working Group meetings October and November 2009 to feed into this item	PM/DP

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Meeting date – 13th January 2010			
Personalisation Working Group Update	To consider the progress of the working group.	Outcome of the ASC Personalisation Working Group meetings September - December to feed into this item	PM/DP
Transitional arrangements for Children (up to 25 years of age) with learning disabilities into Adult Social Care Services.	Following the establishment of the transitions team the board are to consider the policies, procedures and practices in place or in development to ensure a smooth transition from Child Social Care to Adult Social Care	Representative from Childrens Scrutiny Board to be requested to join the board for this item. Lead Officer – Michelle Tynan	RP/DP
Meeting date – 10th February 2010			
Safeguarding Update	To consider an update report since the implementation of performance measures to improve Adult Safeguarding.	Update since the Annual Report submitted to the Board at the July 2009 meeting. Lead Officer – Dennis Holmes	PM
Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Working Group Update	To consider the progress of the working group.	Outcome of the ASC Mental Healthy Working Group meetings December 2009 and January 2010 to feed into this item.	PM/DP
Independence, Well-being and Choice – action plan update	To consider progress against the action plan arising from 2007/8 inspection report	Update following the October 2009 Scrutiny Board Meeting.	RFS/PM

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Meeting date – 17th March 2010			
Commissioning in Adult Social Care	To consider an update report on commissioning within Adult Social Services.	6-monthly report. – Previous September 09. Lead Officer – Dennis Holmes/ Tim O’Shea	PM
Performance Management	Quarter 3 information for 2009/10 (April - June)	All Scrutiny Boards receive performance information on a quarterly basis	PM
Personalisation Evaluation Update	Update requested at Decembers Personalisation Working group on progress made against key objectives, particularly 5,6,7,8,11. Feedback on phase 2 of the evaluation should also be available for reporting to the Scrutiny Board	Lead Officer – John Lennon	PM/DP
Personalisation Inquiry Report	Board to agree a statement/report on progress so far.	Response to Executive Board	PM/DP
Meeting date – 14th April 2010			

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Item	Description	Notes	Type of item
Transitional Arrangements Statement/Inquiry Report	Board to agree a statement/report.	Response to Executive Board	PM/DP
Annual Report	To agree the Board's contribution to the annual scrutiny report		
Mental Health Needs Assessment	At the request of the Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Working Group	Assessment due for completion March 2010.	DP
Independence Wellbeing and Choice Statement	Board to agree a statement	Response to Executive Board	PM
Supporting Working Age Adults with Severe and Enduring Mental Health Problems – Inquiry Report	Board to agree a statement/report.	Response to Executive Board	PM/DP

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
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**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Working Groups			
Working group	Membership	Progress update	Dates
<i>Personalisation Working Group</i>	<i>Cllr. Judith Chapman Cllr Alan Taylor (stood down) Cllr James McKenna Cllr Veronica Morgan Joy Fisher (co-optee) Sally Morgan (co-optee)</i>	<i>Terms of reference agreed. All meetings scheduled.</i>	Confirmed dates 1) 11 th Nov 2:00pm – 4:00pm Committee Room 3 2) 10 th Dec 10:00am – 12:00 Committee Room 3
<i>Proposals working group</i>	<i>Cllr. Judith Chapman Cllr. Penny Ewens Cllr. Clive Fox Joy Fisher (co-optee) Sally Morgan (co-optee)</i>	<i>Meetings scheduled.</i>	17 th December 2009 - 2:00 – 4:00pm
<i>Supporting Working Age Adults with Severe and Enduring Mental Health Problems</i>	<i>Cllr Judith Chapman Cllr Clive Fox Cllr James McKenna Cllr Eileen Taylor Joy Fisher (co-optee) Sally Morgan John Illingworth Sue Bentley Eddie Mack</i>	<i>Draft Terms of Reference presented to Scrutiny 9th September 2009.</i>	Confirmed Dates 1) 25 th November 10:00 – 12:00 2) 15 th December 14:00 – 16:00 3) January - tbc

Key:

RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

**Draft Scrutiny Board (Adult Social Care)
Work Programme 2009/10**

Unscheduled / Potential Items from 2009/10		
Item	Description	Notes
Annual complaints report	To consider the annual report and any emerging issues.	Report published on 20 August 2008
Continuing Care Implementation	To consider the local impact and future activity associated with implementing the national framework for continuing NHS care.	Lead Officer – Dennis Holmes. Report presented to the Executive Board in October 2007.
Valuing People Now	To consider progress against the implications outlined in the report presented to the Executive Board in February 2008, alongside any future proposed actions.	Lead Officer – Linda Bowen Executive Board scheduled to receive an update in 4 th November 2009. Scrutiny Ongoing
No Secrets Review	To consider the outcome and implications of the No Secrets Review the outcome of which will be announced by the Government.	Lead Officer – Dennis Holmes

Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
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APPENDIX 2



FORWARD PLAN OF KEY DECISIONS

1 January 2010 – 30 April 2010

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
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LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 January 2010 to 30 April 2010

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Extra staffing in residential care homes To agree additional staffing for seven residential care homes for older people to ensure compliance with Care Quality Commission requirements, and West Yorkshire Fire Safety Requirements	Director of Adult Social Services	2/1/10	CQC and West Yorkshire Fire Service	Report to the DASS	Director of Adult Social Services lynda.bowen@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
St Anne's alcohol residential rehabilitation To extend the existing contract from 1 April 2010 for up to 12 months to allow for a full tender exercise to be undertaken	Director of Adult Social Services	7/1/10	Pre tender consultation with service users and stakeholders	Report to the Director, contract monitoring information	Director of Adult Social Services sinead.cregan@leeds.gov.uk
Adult Social Care Home Care Contracts To extend the Adult Social Care cost/volume contracts and the independent living contracts to 31 st August 2010 to allow the directorate to procure a new type of domiciliary care contract from this date.	Director of Adult Social Services	7/1/10	Children's and Adults Commissioning Board.	None.	Director of Adult Social Services mark.phillott@leeds.gov.uk
Terry Yorath House To extend the contract for 12 months to allow for a tendering exercise to be undertaken	Director of Adult Social Services	7/1/10	Service Users, Stakeholders and Carers	None.	Director of Adult Social Services sinead.cregan@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Extension of the contracts for the provision of thirteen voluntary sector mental health service To approve a 12 month extension to the thirteen contracts	Director of Adult Social Services	7/1/10	Service Users and Stakeholders	Service Review Reports	Director of Adult Social Services sinead.gregan@leeds.gov.uk
Alzheimer's disease society Request to extend the Alzheimer's Disease contract for a 12 month period from 1 st April 2010 to March 31 st 2011 in accordance with Contract Procedure Rule 25.1	Director of Adult Social Services	7/1/10	Adult Commissioning Board	The report requesting an extension to the contract for a 12 month period as from April 2010 to March 31 st 2011	Director of Adult Social Services susan.gamblen@leeds.gov.uk
Extension of Neighbourhood Network Service Contracts Approval to extend existing contracts for the Neighbourhood Network Service Providers for six months to 1 st October 2010	Director of Adult Social Services	7/1/10	The issue has already been discussed at the Executive Board Meeting in July 2009	Waiver Report	Director of Adult Social Services carol.mcgrath@leeds.gov.uk

Key Decisions	Decision Maker	Expected Date of Decision	Proposed Consultation	Documents to be Considered by Decision Maker	Lead Officer (To whom representations should be made and email address to send representations to)
Residential Care Strategy for Older People in Leeds Approval to consult on options for future provision of long term residential care services.	Executive Board (Portfolio:Adult Health and Social Care)	12/2/10	All stakeholders.	The report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Services dennis.holmes@leeds.gov.uk
Tender for Neighbourhood Network Services Approval to award contract to Neighbourhood Network Service Providers	Director of Adult Social Services	18/2/10	Neighbourhood Network Project Board	Procurement evaluation recommendations for contract award	Director of Adult Social Services carol.mcgrath@leeds.gov.uk
Self Directed Support Recent progress report on SDS implementation and agree start date for SDS and all new customers	Executive Board (Portfolio: Adult Social Care)	10/3/10		The report to be issued to the decision maker with the agenda for the meeting	Director of Adult Social Services john.lennon@leeds.gov.uk

EXECUTIVE BOARD

WEDNESDAY, 9TH DECEMBER, 2009

PRESENT: Councillor A Carter in the Chair

Councillors R Brett, J L Carter, R Finnigan,
S Golton, R Harker, P Harrand,
J Monaghan, J Procter and K Wakefield

Councillor R Lewis – Non-Voting Advisory Member

126 Retirement of Deputy Chief Executive - Dave Page

On behalf of the Board, the Chair paid tribute to and thanked the Deputy Chief Executive, Dave Page for his services to the Council, as this would be the final Board meeting in which he would be in attendance prior to his retirement.

127 Technoprint Court Case

The Board was advised that following the recently announced verdict, the High Court had ruled in the Council's favour with respect to the Court Case regarding the company Technoprint. The Chair thanked all of those officers involved for their efforts throughout the case.

128 Exempt Information - Possible Exclusion of the Press and Public

The substantive reports and assessment documents referred to in Minute Nos. 135 and 136 had been designated as exempt until 3rd December and 9th December 2009 respectively. This designation had arisen from embargoes on the documents which had substantially been the source of the contents of those items and all information had been published on the lifting of those embargoes.

RESOLVED – That the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt on the grounds that 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 there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report referred to in Minute No. 133 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix contains information which if disclosed to the public would, or would be likely to prejudice the commercial interests of the Council.
- (b) Appendix 1 to the report referred to in Minute No. 150 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the appendix contains information relating to the financial or business affairs of a particular person and of the Council, and is not

publicly available from the statutory registers of information kept in respect of certain companies and charities.

It is considered that since the information was obtained through one to one negotiations for the disposal of the property/land then it is not in the public interest to disclose the information at this point in time. Also, it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties could obtain information about the nature and level of consideration which may prove acceptable to the Council.

It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of the transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing the information at this point in time.

129 Late Items

The Chair admitted the following late item to the agenda:-

Key Decision Taken Under Special Urgency Provisions (Minute No. 157 refers)

Following a Key Decision being taken under the Special Urgency provisions, a report providing details of the decision and recommending that it be forwarded to Council as the quarterly report of the Leader on such decisions was submitted to Executive Board in accordance with Access to Information Procedure Rules. Due to the urgent nature of the Key Decision, it was considered appropriate for this report to be submitted to the next scheduled meeting of the Board.

130 Declaration of Interests

Councillor Wakefield declared personal interests in the items referred to in Minute Nos. 152, 153, 155 and 156, due to his position as a school and college governor.

Councillor Brett declared a personal interest in the item referred to in Minute No. 136 due to being a Board Member of Leeds Ahead.

Councillor J Procter declared a personal interest in the item referred to in Minute No. 133, due to his position as Chair of the Leeds Grand Theatre and Opera House Board of Management, and a personal and prejudicial interest in the item referred to in Minute No. 144 due to having a commercial interest in a biomass company.

Councillor Harrand declared a personal interest in the item referred to in Minute No. 133, due to his position on the Leeds Grand Theatre and Opera House Board of Management.

Councillor Finnigan declared personal interests in the items referred to in Minute Nos. 153 and 154, due to his position as a school governor.

Councillor R Lewis declared personal interests in the items referred to in Minute Nos. 153 and 154, due to his position as a school governor.

Councillor A Carter declared personal interests in the items referred to in Minute Nos. 153 and 154, due to his position as a school governor.

131 Minutes

RESOLVED –

- (a) That subject to the figure £1,000,500 being deleted from minute 112(b) and being replaced with the sum of £1,500,000, the minutes of the meeting held on 4th November 2009 be approved as a correct record.
- (b) That the minutes of the meeting held on 24th November 2009 be approved as a correct record.

LEISURE

132 Design and Cost Report for the Redevelopment of Middleton Park Through a Heritage Lottery Fund Parks for People Grant

The Director of City Development submitted a report providing an update on the development of the Stage 2 Parks for People Heritage Lottery Fund bid for Middleton Park, detailing proposals to progress the scheme and which sought approval for the submission of the bid on or before the 31st December 2009.

RESOLVED –

- (a) That the injection of £1,797,929 into the 2010/11 Capital Programme be approved.
- (b) That the submission of the Stage 2 bid on or before the 31st December 2009 be approved.
- (c) That the use of the Parks Renaissance funding scheme number 12523 to address the £68,500 shortfall in the scheme be approved.
- (d) That the current position in relation to the surrender of the lease and the sale of 218 and 220 Middleton Town Street, which is providing part of the Council's match funding for the project, be noted.
- (e) That the Heads of Terms for the contribution agreement between Leeds City Council and Wades Charity be agreed, and that delegated authority to the Council's Chief Recreation Officer to complete the agreement be approved.

133 City Varieties Music Hall Refurbishment: Project Update

Further to minute 222, 4th March 2009, the Director of City Development submitted a report providing an update on the refurbishment of the City

Varieties Music Hall with reference to a revised timetable for completion. The report also sought authority to spend additional funding on the project.

Following consideration of Appendix 1 to the report, designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting it was

RESOLVED – That the contents of the report, including the update on the scheme be noted, and that the recommendation contained within exempt Appendix 1 be approved.

ADULT HEALTH AND SOCIAL CARE

134 KPMG Health Inequalities Report

The Director of Adult Social Services submitted a report presenting the recommendations arising from a review of health inequalities undertaken by KPMG, detailing the responses to the recommendations and outlining proposed further actions to raise awareness of health inequalities across the City.

RESOLVED –

- (a) That the findings of the KPMG audit on health inequalities be welcomed, and that the action plan appended to the submitted report which has been prepared in response to the recommendations be endorsed.
- (b) That the implications for Council policy and governance, as set out in section 5 of the submitted report, be noted.
- (c) That the Director of Adult Social Services be requested to prepare further reports as appropriate on the development of partnership working with NHS Leeds.

135 Annual Performance Assessment for Adult Social Services

The Director of Adult Social Services submitted a report providing the outcome of the Care Quality Commission Annual Performance Assessment of Adult Social Services for 2008/09.

The Board extended its thanks to all staff within Adult Social Care who had helped to ensure that Adult Social Care provision in the city had been judged to be 'Performing Well'.

Due to the outcome of the Annual Performance Assessment being embargoed until 3rd December 2009, a substantive report providing full details of the outcome was circulated to Members for consideration once the embargo had been lifted.

RESOLVED –

- (a) That the contents of the submitted report, the final assessment letter and the performance review report from the Care Quality Commission for adult social care services in 2008/09 be noted.
- (b) That the areas for improvement, as set out in the annual performance rating report, be referred to the Scrutiny Board (Adult Social Care) for the Scrutiny Board's oversight of performance.

CENTRAL AND CORPORATE

136 Comprehensive Area Assessment 2009

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting the outcomes from the 2009 Comprehensive Area Assessment for Leeds.

Members noted that a further report specifically in relation to Children's Services would be submitted to the next meeting of the Board.

Due to the outcomes of the Comprehensive Area Assessment being embargoed until 9th December 2009, the Area Assessment report, Organisational Assessment report and the Ofsted letter with respect to the Children's Services Annual Rating were tabled at the meeting for Members' consideration once the embargo had been lifted.

RESOLVED – That the covering report and the published reports which provide details of the outcomes from the Comprehensive Area Assessment 2009 be received.

137 Corporate Performance Report 2009/10 Quarter 2

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report presenting an overview of performance against the Council's priority outcomes for the first 6 months of the 2009/10.

RESOLVED – That the overall performance position at Quarter 2 with respect to the strategic priorities, and the action planned to further improve or address performance concerns, be noted.

138 Design and Cost Report: Business Transformation in Leeds City Council and the Introduction of Employee and Manager Self Service

The Director of Resources submitted a report regarding the development and deployment of SAP's Manager and Employee Self Service module as part of the Council's wider transformation agenda.

RESOLVED – That authority be given to spend £1,465,500 over the next 2 year period (plus an additional £117,500 in year 5), to be funded from the Business Transformation allocation and the ICT Development and equipment funds, in order to enable the implementation of the Manager and Employee Self Service initiative to contribute towards the delivery of Business Transformation within Leeds City Council.

139 Progress Report on the PPP/PFI Programme In Leeds

A report was submitted by the Deputy Chief Executive providing an update on the Council's current portfolio of PPP/PFI projects and programmes, highlighting the planned key activities earmarked for the investment programme, identifying the employment opportunities which have been created and detailing information on the recent review of governance arrangements for such projects.

RESOLVED –

- (a) That the current status of the PPP/PFI projects and programme be noted.
- (b) That the winding up of the Coordination Board and the transfer of responsibilities to Directors, with effect from the date of approval of the amendments to Director delegations by the Leader, as outlined at section 6 of the submitted report, be approved.
- (c) That the proposed revised Terms of Reference for the Strategic Investment Board (SIB) be noted.
- (d) That the Deputy Chief Executive, and subsequently the Director of Resources and Deputy Chief Executive be authorised to implement any necessary Project Board changes, in terms of structure, Chair and composition, as detailed within paragraph 7.1.1 of the submitted report.
- (e) That the proposal detailed at paragraph 7.2 of the submitted report in relation to Final Business Case approvals be noted.

140 Consultation Response - Transitional Arrangements for Regulation of Lap Dancing Clubs

The Assistant Chief Executive (Corporate Governance) submitted a report on the reclassification of lap dancing establishments, and on the proposed response to the public consultation exercise undertaken on the transitional arrangements for the regulation of such establishments.

RESOLVED – That the proposed responses to the consultation be noted and endorsed as the Council's response.

DEVELOPMENT AND REGENERATION

141 A65 Quality Bus Initiative

The Director of City Development submitted a report providing an update on the progress made in relation to the A65 Quality Bus Initiative and outlining the necessary approvals required to continue the development of the Initiative.

RESOLVED –

- (a) That the contents of the submitted report be noted, and prior to the Full Approval being granted by the Department for Transport, the following be approved:
- i) the additional fee expenditure of £126,000.
 - ii) the remaining ECI Contract costs of £175,000.
 - iii) the mobilisation and start up costs of £180,000.
 - iv) further advance payments to statutory undertakers at a cost of £455,000.
- (b) That following Full Approval being granted by the Department for Transport, approval be given to:
- i) rescind all previous approvals.
 - ii) the implementation of the A65 Quality Bus Initiative scheme at a total cost of £21,580,000.
 - iii) incur expenditure of £14,880,000 works, £2,000,000 land, £2,300,000 statutory undertakers and £2,400,000 fees, all of which is included within the approved capital programme.

- 142 Leeds Local Development Framework - Annual Monitoring Report 2009**
The Director of City Development submitted a report presenting the proposed Local Development Framework Annual Monitoring Report 2009 for submission to the Secretary of State for Communities and Local Government.

The Board noted that an amendment to the Annual Monitoring Report 2009 document had been proposed, namely the replacement of paragraph 7.1.5 with the following:

‘Overall waste arisings continue to decrease. Moreover, management methods of recycling and composting are increasing their share of total management. This is also encouraging as it means less waste is being diverted to landfill’.

RESOLVED – That, subject to the incorporation of the above amendment, the Leeds Local Development Framework Annual Monitoring Report 2009 be approved for submission to the Secretary of State, pursuant to Regulation 48 of the Town and Country Planning (Local Development) (England) Regulations 2004.

- 143 Business Support Scheme for the Council's Small Business Tenants and Investment in Kirkgate Markets**

The Director of City Development submitted a report regarding the proposed establishment of a Business Support Scheme to support the Council’s commercial tenants in the markets, estate shops, miscellaneous small shops

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and small industrial units, whilst also outlining the financial implications of establishing such a scheme.

RESOLVED –

- (a) That the establishment of a Business Support Scheme for the Council's small independent business tenants be agreed.
- (b) That £250,000 revenue be earmarked to establish the scheme, with £50,000 released from Contingency Fund in 2009/10.
- (c) That further decision making on the details of the scheme and the terms and conditions for giving support be delegated to the Director City Development in consultation with the Executive Member for Development and Regeneration.
- (d) That officers be requested to monitor the scheme and its effectiveness, and to report back to Executive Board in six months time.
- (e) That £125,000 be injected in 2010/11 and £125,000 be injected in 2011/12, when the Capital Programme is reviewed in February 2010, in order to improve facilities at Kirkgate Market.
- (f) That the proposed Lower Kirkgate Townscape Heritage Initiative (THI) bid to the Heritage Lottery Fund be the subject of a separate report.

ENVIRONMENTAL SERVICES

144 Climate Change Action Plan (and Eurocities Declaration on Climate Change)

The Director of City Development submitted a report regarding the proposed adoption and publication of the Leeds Climate Change Action Plan, in addition to the approval and signing of the Leeds Climate Change Charter and the Eurocities Declaration on Climate Change.

RESOLVED –

- (a) That the Leeds Climate Change Action Plan be adopted and made public.
- (b) That the Leeds Climate Change Charter and the Eurocities Declaration on Climate Change be signed on behalf of the Council.
- (c) That the current target to reduce corporate CO₂ emissions by 33.4% by 2020/21 be amended, and a stretch target to reduce corporate CO₂ emissions by at least 40% by 2020/21 be adopted, as referred to in paragraph 4.6 of the submitted report.

(Having earlier declared a personal and prejudicial interest in relation to this item, Councillor J Procter left the room during the consideration of this matter)

145 Recycling Improvement Plan

The Director of Environment and Neighbourhoods submitted a report providing an update on recycling performance, outlining the progress made with respect to the provision of kerbside recycling and which proposed the initiation of a Recycling Improvement Plan.

RESOLVED –

- (a) That the initiation of the Recycling Improvement Plan be approved.
- (b) That the aims, guiding principles and programmed approach to giving equality of access, but not necessarily uniform methods of recycling, across the city, be endorsed.
- (c) That the additional costs of extending the garden waste collection service and how these costs can be met in the future by driving through the agreed efficiency improvements in the Waste Collection Service be noted.

NEIGHBOURHOODS AND HOUSING

146 Deputation Response - Residents Concerned at Levels of Local Authority Provision for the Travelling Community

The Director of Environment and Neighbourhoods submitted a report in response to the deputation to Council on 15th July 2009 submitted by local residents concerned at levels of local authority provision for the travelling community.

A revised version of the verbatim record of the deputation, which was appended to the submitted report, had been circulated for Members' information prior to the meeting.

RESOLVED – That the response to the deputation, as contained within the submitted report, be noted.

147 Regional Housing Board Programme 2008-11 - Update on schemes within the overall programme

The Director of Environment and Neighbourhoods submitted a report outlining the changes to the funding position and proposing a revised resource programme for the Regional Housing Board 2008/11 which was within the reduced funding available.

RESOLVED –

- (a) That due to the reduced funding position and the resource allocations, the revised investment programme be agreed.
- (b) That an additional £307,367 energy efficiency grant funding be injected into the 2009/10 capital programme.
- (c) That additional private sector contributions of £151,100 be injected into the programme and that expenditure be authorised as detailed at

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Appendix B to the submitted report, which is earmarked for Cross Green Phase 3 A&D scheme.

- (d) That authority to spend on the schemes as detailed in Appendix B to the submitted report be rescinded.
- (e) That all remaining individual authority to spend requests be brought forward to Executive Board or the appropriate Director as per the Financial Procedure Rules.

148 Leeds Housing Strategy 2009 - 2012/Leeds Private Rented Housing Strategy

The Director of Environment and Neighbourhoods submitted a report presenting for approval the updated Leeds Housing Strategy 2009 - 2012 and the updated Leeds Private Rented Housing Strategy.

RESOLVED – That the updated Leeds Housing Strategy 2009 – 2012 and the updated Private Rented Housing Strategy be approved.

149 Little London and Beeston Hill and Holbeck PFI Project - Demolition of Empty Properties Prior to the Start of the PFI Contract

Further to minute 214, 4th March 2009, the Director of Environment and Neighbourhoods submitted a report proposing the demolition of a number of tower blocks and maisonette properties which have been emptied in readiness for the Little London and Beeston Hill and Holbeck PFI project, in advance of the start of the PFI contract.

RESOLVED –

- (a) That the demolition of the identified empty properties in Little London and Holbeck be approved.
- (b) That the injection of £1,700,000 into the Capital Programme, from the use of Unsupported Borrowing be approved.
- (c) That scheme expenditure of £1,700,000 be authorised.

150 Council House Building - 25 Properties for the Over 55s

The Director of Environment and Neighbourhoods submitted a report outlining a proposal to release monies, dispose of land at nil consideration and appoint builders for the provision of 25 two bed properties for the over 55s.

The report detailed the following options available to progress the development of the sites involved, with option 3 being recommended as the preferred option:

Option 1 - Sell the land at Waterloo on the open market for £500,000 which would deliver 20 open market units and 9 affordable units. The land at Silver Royd and Evelyn Place could be sold on the open market for £210,000 which would deliver 17 units and no affordable units as the size of the sites would be below the threshold for affordable housing. This option would result in a

capital receipt of £710,000 and 9 units of affordable housing. However this would rely on an open market sale which would not be likely due to present market conditions, and so would instead, leave all three sites undeveloped for the foreseeable future and no new council properties.

Option 2 - As the Waterloo Site was already in the remit of the Strategic Affordable Housing Partnership Board this could be sold to a Registered Social Landlord (RSL) for a capital receipt of £ £145,000. Subject to receiving a grant from the Homes and Community Agency (HCA) this could result in 29 affordable units being delivered by an RSL. The sites at Silver Royd and Evelyn Place being sold on the open market for £210,000 and no affordable housing on those two sites. This option would result in a capital receipt of £355,000 and 29 units of affordable housing would be delivered via an RSL on the Waterloo Road site. This would be dependant on a grant being secured from the HCA and would leave the other two sites undeveloped for the foreseeable future and would result in no new council properties.

Option 3 - Sell the land at Waterloo Road for nil consideration to Keepmoat PLC and issue a licence to allow Keepmoat PLC to build on the Councils behalf, at Evelyn Place and Silver Royd. Use £1,516,424, Section 106 monies to purchase 25 completed units across the 3 sites. This option would result in no capital receipt for the Council but retained ownership of land at Silver Royd and Evelyn Place and 25 new council properties to be owned by the Council and managed by West North West Homes. This option would also ensure that all three sites were developed, bringing additional work and confidence to these areas. Across the three sites this would equate to 55% new council housing.

Following consideration of Appendix 1 to the report designated as exempt under Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting it was

RESOLVED –

- (a) That the appointment of Keepmoat PLC to build the new properties on behalf of the Council be authorised.
- (b) That £1,516,424 of Section 106 funding be injected into the Capital Programme.
- (c) That expenditure of £1,516,424 be authorised to acquire 25 x 2 bed properties for the over 55s funded through Section 106 resources.
- (d) That land at Waterloo Road, as detailed within the submitted report, be disposed of at nil consideration.

CHILDREN'S SERVICES

151 Proposed Variations to the BSF Capital Programme

The Deputy Chief Executive and the Director of Children's Services submitted a joint report outlining proposed budgetary variations to the BSF Capital

Programme and providing information on the outcome of the Compensation Event Claims arising from the Phase 1 Design and Build contract.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That £683,000 be injected into the Education Capital Programme to reflect the additional funding notified by the Partnerships for Schools.
- (c) That £800,000 be injected into the Education Capital Programme to reflect the current asset valuation of Wortley High School.
- (d) That the proposed changes to the profile of spend against the proposed Programme Contingency, including the incorporation of the two sums injected at (b) and (c) be agreed, and that authority to spend against this budget in line with the profile detailed within the submitted report and Appendix 1 be approved.
- (e) That an injection of £300,000 into the Education Capital Programme to reflect the current asset valuation of Pudsey Grangefield School be approved.

152 Transfer of Responsibilities from the LSC to the Local Authority

The Director of Children's Services and the Chief Executive of Education Leeds submitted a joint report providing an update on the progress made with respect to the transfer of responsibilities from the Learning and Skills Council to the Local Authority and in relation to the future arrangements for the planning and funding of 14-19(25) provision at local authority and sub-regional level.

RESOLVED –

- (a) That the progress made with respect to the transfer of responsibilities from the Learning and Skills Council to the Local Authority be noted, and that the approach to the preparation for the transfer of such responsibilities be approved.
- (b) That support for Elected Member representation on the reconstituted 14-19 Strategic Partnership, as indicated at paragraph 3.1.3 of the submitted report be confirmed.
- (c) That the Memorandum of Understanding, as detailed at appendix 3 to the submitted report, be approved.

153 Proposal for Statutory Consultation for the Expansion of Primary Provision for September 2011

The Chief Executive of Education Leeds submitted a report outlining proposals to undertake a statutory formal consultation exercise with respect to the proposed permanent expansion of those primary schools detailed within the report.

The Board was advised that the proposed capacity in relation to West End Primary should have read 315, rather than the 420 as detailed within appendix 1 to the report.

RESOLVED –

- (a) That subject to the above amendment, the statutory formal consultation on the prescribed alterations to permanently expand the primary schools identified within Appendix 1 to the submitted report, be approved.
- (b) That a report detailing the outcome of the consultations be submitted to Executive Board in Spring 2010.
- (c) That the proposals for further primary school expansions from 2012 onwards, which will be the subject of further reports to the Board, be noted.

154 Proposal to Relocate the West SILC from the Farnley Park Site under Building Schools for the Future

The Chief Executive of Education Leeds submitted a report outlining proposals to undertake formal consultation on the relocation of the West Specialist Inclusive Learning Centre (SILC) (Victoria Park) modular building at Farnley Park Maths and Computing college to Bruntcliffe High School.

RESOLVED –

- (a) That a formal consultation process be undertaken on the relocation of the provision currently made in the West SILC (Victoria Park) modular building at Farnley Park Maths and Computing College, as planned under the Building Schools for the Future initiative.
- (b) That a further report be submitted to the Board in March 2010 reporting on the outcome of the consultation commencing in January 2010.

155 Outcomes for Looked After Children in Leeds

To consider the report of the Director of Children's Services summarising the progress made against the Every Child Matters outcomes with respect to Looked After Children in Leeds, and which identifies the strategies for improving such outcomes.

RESOLVED – That the main findings detailed within the submitted report, and its conclusions, be noted.

156 Children's Trust Arrangements - Area and Locality Governance Arrangements

The Director of Children's Services submitted a report outlining proposals with respect to formal arrangements for the area and locality aspects of the children's trust arrangements in Leeds. In addition, the report set out the context for such proposed developments and provided supporting background information and analysis.

RESOLVED –

- (a) That the need to establish formal procedures for the area and local working of children's trust arrangements in Leeds be noted.
- (b) That the proposed approach to the development of area and locality Children Leeds Partnerships, as set out in Section 5 of the submitted report and appendices, be approved.
- (c) That the children's trust arrangements in Leeds be updated in accordance with the proposals detailed within the submitted report.

157 Key Decision Taken Under Special Urgency Provisions - Buslingthorpe Conservation Area

The Assistant Chief Executive (Corporate Governance) submitted a report informing of a Key Decision taken under the 'Special Urgency' provisions contained within the Constitution with respect to Buslingthorpe Conservation Area. The report recommended that it was forwarded to Council as the quarterly report on such decisions in accordance with paragraph 16.3 of the Access to Information Procedure Rules.

The report relating to this matter had been circulated to Members for their consideration prior to the meeting.

RESOLVED –

- (a) That the report be approved as the report of the Leader for submission to Council as the quarterly report in accordance with Access to Information Procedure Rule 16.3.
- (b) That this decision be exempt from Call In due to being concerned with matters which are reserved to Council.

DATE FOR PUBLICATION: 11TH DECEMBER 2009
LAST DATE FOR CALL-IN: 18TH DECEMBER 2009

(Scrutiny Support will notify Directors of any items called in by 12:00 noon on 21st December 2009)