



SCRUTINY BOARD (ADULT SOCIAL CARE)

Meeting to be held in Civic Hall, Leeds on
Tuesday, 11th May, 2010 at 10.00 am

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

MEMBERSHIP

Councillors

S Andrew - Guiseley & Rawdon
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;
E Taylor - Chapel Allerton;

CO-OPTees

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>	

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</p> <p>To confirm as a correct record the minutes of the meeting held on 17 March 2010</p>	1 - 10
7			<p>INQUIRY INTO TRANSITIONAL ARRANGEMENTS FOR DISABLED YOUNG PEOPLE INTO ADULT SOCIAL CARE</p> <p>To receive and consider the report of the Head of Scrutiny and Member Development which recommends the Adult Social Care Scrutiny Board agrees its inquiry report on the Transitional Arrangements for Disabled Young People into Adult Social Care, or make recommendation for change as appropriate.</p>	11 - 26

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p>STATEMENT ON THE INDEPENDENCE WELLBEING AND CHOICE ACTION PLAN</p> <p>To receive and consider the report of the Head of Scrutiny and Member Development which recommends the Adult Social Care Scrutiny Board agrees its statement on the monitoring of the Independence Wellbeing and Choice Action Plan, or make recommendation for change as appropriate.</p>	27 - 56
9			<p>ANNUAL REPORT</p> <p>To receive and consider the report of the Head of Scrutiny and Member Development which recommends the Adult Social Care Scrutiny Board agrees its contribution to the composite Annual Report.</p>	57 - 68
10			<p>WORK PROGRAMME</p> <p>To receive and consider the report of the Head of Scrutiny and Member Development which outlines the Scrutiny Boards Work programme for the 2009/10 municipal year.</p>	69 - 88

Agenda Item 6

SCRUTINY BOARD (ADULT SOCIAL CARE)

WEDNESDAY, 17TH MARCH, 2010

PRESENT: Councillor C Fox in the Chair

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

CO-OPTEEES : Ms Joy Fisher – Alliance Service Users and Carers
Sally Morgan – Equality Issues

95 Election of Chair

The Principal Scrutiny Advisor informed the meeting that the Chair, Councillor J Chapman was currently unwell. It was therefore necessary to elect a Chair for the meeting.

Following a vote of those Board Members present, Councillor C Fox was elected to chair the meeting.

The Board wished to convey their very best wishes to Councillor Chapman for a speedy recovery.

96 Declarations of Interest

The following personal declarations of interest were made at the meeting:-

- Councillor P Ewens in her capacity as a Member on the Cardigan Centre Board (Agenda Item 7) (Minute 100 refers)
- Councillor T Hanley in his capacity as a Director of Elderly Action, Hayleys Yard, Bramley (Agenda Item 7) (Minute 100 refers)
- Councillor B Chastney in his capacity as a Director of West North West Homes ALMO (Agenda Item 8) (Minute 101 refers)
- Councillor J McKenna in his capacity as Part-time Care Worker at Armley Helping Hands; Transport Co-ordinator at Strawberry Lane Community Centre (Agenda Item 7) (Minute 100 refers) and as a Member on the ALMO Inner West Area Panel (Agenda Item 8) (Minute 101 refers)
- Councillor C Fox in his capacity as a Director of West North West Homes ALMO and as an Area Panel Member for the North West Outer area ((Agenda Item 8) (Minute 101 refers)
- Sally Morgan in her capacity as a Service User (Agenda Item 9) (Minute 102 refers)
- Joy Fisher as a Service User and in her capacity as having an involvement with the proposed changes to the personalisation agenda (Agenda Item 9) (Minute 102 refers)

97 Apologies for Absence

Apologies for absence were received on behalf of Councillors S Andrew, J Chapman and A Gabriel.

98 Minutes of the Previous Meeting

RESOLVED- That the minutes of the previous meeting held on 10th February 2010 be approved as a correct record, subject to noting that Joy Fisher Co-optee was present at the meeting.

99 Matters Arising from the Minutes

Minute No 71 – Recommendation Tracking – Major Adaptations for Disabled Adults - Councillor V Morgan referred to the above issue and enquired if a date had been finalised for a meeting with Aire Valley Homes regarding adaptations delivery performance.

The Board's Principal Scrutiny Advisor responded and it was noted that this meeting was held on 15th February 2010.

Minute No 82 – Transitional Arrangements for Foster Children - It was further noted that a report on transitional arrangements for foster children would be circulated to the Board once the report had been completed.

100 Adult Social Care Commissioning Services Update

The Director of Adult Social Services submitted a report which provided Members of the Scrutiny Board with an update on progress made with the review of the Neighbourhood Network Schemes (NNS), and the Inspection conducted in 2008 by the Commission for Social Care Inspection (CSCI) of Adult Social Care services with specific reference to older people and safeguarding.

The following representatives were in attendance and responded to Members' queries and comments:-

Sandie Keene, Director of Adult Social Services
Dennis Holmes, Deputy Director Strategic Commissioning
Tim O'Shea, Head of Adult Social Care Commissioning
Susan Gamblen, Commissioning Manager for Older Peoples Services

In summary, specific reference was made to the following issues:-

- the concerns expressed about Commissioning of the Local Neighbourhood Network Service
- the need to act quickly around long term provision and match funding
- clarification as to why the commissioning process on this occasion had created disquiet amongst the Neighbourhood Networks and Elected Members, and how much engagement had taken place with stakeholders at grass routes level

(The Director of Adult Social Services advised the Board at the outset that an independent review of the process would be commissioned in

the near future to look at the methodology employed. She added that the commissioning process so far had involved much effort. She commented on the engagement and methodology process undertaken with people in the Local Neighbourhood Network. It also noted that it was the department's wish to be open and transparent and that the outcome of the review would be made available to the Board)

- the reasons why an in-correct letter was sent out by the department with regard to the extension of the contract period
(The Deputy Director (Strategic Commissioning) responded and apologised for the distress caused to individual Networks by the content of the incorrect letter, which had subsequently been rectified by the issue of a further letter. He outlined the terms of contract period extension in accordance with the terms of existing contracts)
- clarification of how Adult Social Care would support those organisations who were not successful in the procurement process.
(The Director of Adult Social Services responded and confirmed that such issues were now premature following the recent withdrawal of the delegated decision and the intention to conduct an independent review)
- clarification of how Adult Social Care users could access resources in their communities
(The Director of Adult Social Services referred to the difficult issues around building social capital , while at the same time trying to provide that meets the needs of communities and individuals)
- the need to engage and consult with Members within adequate timescales

RESOLVED-

- a) That the contents of the report be noted.
- b) That upon completion of the independent review, the report be provided at a future meeting of the Board.

101 Performance Report - Quarter 3 2009/10 and Major Adaptations for Disabled Adults

The Head of Policy and Performance submitted a report presenting the key performance information against the Leeds Strategic Plan improvement priorities relevant to the Adult Social Care Scrutiny Board for Quarter 3 2009/10,

In addition to the above report, the Board also received a report of the Chief Officer for Health and Environmental Action Services which presented quarter 3's performance information on the delivery of adaptation schemes to tenants and owner occupiers and information on concluded Ombudsman inquiries.

(a) Performance Report Quarter 3 2009/10

The following representatives were in attendance and responded to Members comments and queries:-

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

In summary, specific reference was made to the following issues:-

- PI Ref No NI 123A/123b - Current smoking rate prevalence – the downward arrow represents an improvement.
- PI Ref No NI 142 – Percentage of vulnerable people who are supported to maintain independent living – clarification of the figures and the reasons why it was on a downward trend
- PI Ref No LKI –SS35 – Adult and older clients receiving a review as a percentage of those receiving a service – the need for more progress in this important area
(The Director of Adult Social Services responded and confirmed that the department were falling short in this key area, however a commitment had been given to improve the statistics over the next 12 months)
- PI Ref No NI 133 – Acceptable (DH) waiting times for care packages – the concerns expressed that waiting times would continue to increase and that this target may soon go into red
(The Director of Adult Social Services responded and also shared the Board's concerns in this area which was impacted by the speed of availability. The Board noted that this was subject to serious budget challenges in the coming months ahead)
- PI Ref No NI 135 – Carers receiving needs assessment or review and a specific cares service – the concern expressed that the funds for this target had not been ring-fenced.
(The Director of Adult Social Services responded and informed the meeting that this target had no relevance to the available budget. She confirmed that the department were providing a high level of support for carers)
- PI Ref No LI COM 6A/ 6B/ 8 – The ratio of total safeguarding referrals to total cases completed – clarification of what was happening to these indicators
(The Head of Policy, Performance and Improvement responded and confirmed that the department were continuing to monitor these targets. He informed the Board that the predicted figure had already been achieved this year and that the department were dealing with a proportion of referrals through the Safe guarding process. The Board noted that these were local indicators and not national ones and that there was an impact on other areas in relation to care assessment)
- PI Ref No NI 145 – Adults with learning disabilities in settled accommodation – clarification as to whether or not the process had been completed around PFI provision of new accommodation for people with learning disabilities and whether this has had an impact on data
(The Director of Adult Social Services responded and informed the meeting that PFI is a small part of the settled accommodation provision and that this indicator was based on all those with Learning Disabilities)

gaining settled accommodation from a number of sources. Accessing the data in this area was quite complex as the scheme had not finished. She outlined the breakdown of the figures reported)

(b) Major Adaptations for Disabled Adults – Performance on completion time of adaptations schemes – Quarter 3 2009/10

The following representatives were in attendance and responded to Members' comments and queries:-

Sandie Keene, Director of Adult Social Services
Dennis Holmes, Deputy Director Strategic Commissioning
Helen Freeman, Chief Officer, Health and Environmental Action Services
John Clark, Chief Executive, Aire Valley Homes

In summary, specific reference was made to the following issues:-

- clarification of what the eight cases for Aire Valley Homes represent and the number of homes that Aire Valley Homes were responsible for. *(The Chief Executive, Aire Valley Homes responded and informed the Board that they were responsible for 15,500 homes. He outlined the history of how adaptations were delivered during 2008/9 and confirmed that 2 million pounds this year would be put into adaptations for 2010/11. The 8 cases referred to represented completed high priority cases in quarter 3)*
- clarification was sought as to whether the statistics represented all cases of just those outside the timescale
- *(The Chief Officer, Health and Environmental Action Services responded and provided the meeting with an explanation of the figures outlined in the Adaptations Performance document (Appendix 1 refers)*
- the need for the department to present the figures in a clear and concise way for the benefit of Board Members and the general public and to raise concerns about the lack of progress within the last three months
(The Board's Principal Scrutiny Adviser responded and advised that the figures should have been provided in colour and could be produced in colour for future Board meetings. The Chief Officer, Health and Environmental Action Services advised the Board that work had already commenced to formulate a better way of presenting the information)
- the concerns raised that as result of funding difficulties, the delivery of adaptations cannot be met on time
(The Chief Officer, Health and Environmental Action Services responded and confirmed that the process was complex and very difficult to achieve with regards to provisions of adaptations within the city. The Board noted that a review was being undertaken with ongoing discussions with all adaptation providers for both ALMO and private sector properties)
- clarification as to whether the trend for adaptations was on the increase

(Chief Officer, Health and Environmental Action Services responded and confirmed that there had been a rising trend in adaptations and the issue was now focused on managing demand and resources)

- clarification of the turnover of properties and the proportion of those which are re-used

(The Chief Executive, Aire Valley Homes responded and informed the meeting that a piece of work was ongoing. He stated that there was a 5% turnover of adapted properties per annum and the ALMO were also looking into recycling measures. It was agreed to take on board the suggestions of the Adult Social Care Board when reviewing reporting mechanisms to potentially include additional detail in future reports.)

- clarification of the protocol regarding new builds and whether or not there was provision for wet rooms etc

(The Chief Executive, Aire Valley Homes responded and outlined the work on Council involved housing schemes and around life time homes)

- the need for new builds to be up to the standard of life time homes
- the need for a list of adapted properties and for disabled groups to be supplied with this information within the letting scheme
- clarification of the process in relation to high, medium and low priority and the need for the Board to be supplied with a number of examples according to need

- clarification of the average time to complete cases/adaptations
(Chief Officer, Health and Environmental Action Services responded and referred to the figures outlined in Appendix 1 of the report.)

- the concerns expressed that the targets were unacceptable for the city as a whole

- clarification if Adult Social Care looked at alternative provisions to provide bathing and washing support prior to adaptations being installed

(The Director of Adult Social Services responded and made reference to the Social Care Assessment which would address such issues)

- clarification of the types of adaptations which create lengthy waiting times

(Chief Officer, Health and Environmental Action Services responded and outlined the current process and speed of delivery for adaptations. The Board noted that the Adaptations Steering Group were currently working on a city wide Adaptations Strategy)

RESOLVED-

- a) That the contents of the report of the Head of Policy and Performance in relation to Quarter 3 2009/10 performance reports be noted.
- b) That the contents of the report of the Chief Officer for Health and Environmental Action Services on performance on completion time of adaptations schemes for Quarter 3 2009/10 be noted.

102 Self Directed Support: Evaluation Update

The Director of Adult Social Services submitted a report which responded to the request of The Personalisation Working Group who stipulated that

progress made against five key objectives causing concern, and feedback on phase 2 of the personalisation evaluation be reported the Scrutiny Board.

This report focused on the actions taken in response to the five high level recommendations from Phase One and the report from Phase Two. The report also provided information as to overall progress in terms of performance and implementation plans.

Appended to the report was a copy of a document entitled 'Early Implementer Evaluation – Final Report Phase 2 January 2010 – Evaluation report' for the information/comment of the Board.

The following representatives were in attendance and responded to Member's comments and queries:-

Dennis Holmes, Deputy Director, Strategic Commissioning
John Lennon, Chief Officer – Access and Inclusion

In summary, specific reference was made to the following issues:-

- clarification as to whether or not Adult Social Care would meet targets set by Government Office, that by March 2010, 15% of service users currently in receipt of community based adult social care would be on Self Directed Support
(The Chief Officer – Access and Inclusion responded and informed the meeting that the target had already been reached in month eleven)
- the Board sought clarification regarding to the statement 'when people were given the freedom to choose their own services through a personal budget, changes in the demand were likely'
(The Chief Officer - Access and Inclusion responded and referred to a number customer and carer perspective examples outlined in the report. He also referred to the availability of a dvd which provided more examples in relation to this issue and agreed to forward a copy to the Board's Principal Scrutiny Advisor for dissemination to the Board)
- the need for the Board to be supplied with the economic facts and the cost of the care around the examples given
(The Chief Officer – Access and Inclusion responded and agreed to forward the details to the Board's Principal Scrutiny Advisor for dissemination to the Board)
- clarification of how the implementation process was being progressed
(The Chief Officer – Access and Inclusion responded and informed the Board that implementation was being phased from April through to July at which time all new services users will have the option of a personal budget. Currently a dialogue was been undertaken with other neighbouring authorities such Barnsley who have already successfully managed personal budgets for approx 2 years)
- clarification of the Social Care staff results (Leeds Evaluation) outlined in Section 2.19

(The Chief Officer – Access and Inclusion responded and informed the Board that the cohort was four which was the reason for the difference in figures)

- clarification of the spending associated with Day Care, and how the department would address the issue of how the marginal cost to remove a person was close to zero, as the overheads remain the same *(The Chief Officer – Access and Inclusion responded and informed the Board that all services cost money. The Board noted that the department were moving towards costed care plans)*
- clarification of how people may use their personal budgets to purchase services from Neighbourhood Networks *(The Chief Officer – Access and Inclusion stated that an individual would purchase a Neighbourhood Networks service just like any other service. The Board noted that the department would like to encourage self directed support with the aim to increasing access for the individual to a range of facilities)*

RESOLVED-

- a) That the contents of the report and appendices be noted in respect of the Early Implementer evaluation.
- b) That approval be given to the steps taken to address the risks and issues highlighted in the evaluation reports.
- c) That approval be given to the progress made in Leeds in delivering the necessary business transformation to make the delivery of Self Directed Support possible and in doing so to meet the performance target set and agreed with Government Office.

(Councillor B Chastney and Councillor R Feldman left the meeting at 11.40 am and 11.45am respectively during discussions of the above item)

103 Inquiry into Self Directed Support and Personal Budgets - Draft Report

The Head of Scrutiny and Member Development submitted a report which recommended the Adult Social Care Scrutiny Board approve its inquiry report on Self Directed Support and Personal Budgets or makes recommendation for change as appropriate.

Appended to the report was a copy of a document entitled 'Draft Scrutiny Inquiry Final report Self Directed Support and Personal Budget'.

The following representatives were in attendance and responded to Board Members comments and questions:-

Dennis Holmes, Deputy Director, Strategic Commissioning
John Lennon, The Chief Officer – Access and Inclusion

For the benefit of Members, the Chair went through each Recommendation inviting Board Members comments which were duly noted by the Board's Principal Scrutiny Advisor.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the Board's Inquiry report on Self Directed Support and Personal Budgets.

104 Scrutiny Board (Adult Social Care) - Work Programme

The Head of Scrutiny and Member Development submitted a report providing Members with a copy of the Board's current Work Programme. The Forward Plan of Key Decisions for the period 1st March 2010 to 30th June 2010 and the Executive Board Minutes of 12th February 2010 were also attached to the report.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the Executive Board minutes of 12th February 2010 and the Forward Plan of Key Decisions for the period 1st March 2010 to 30th June 2010 be noted.
- c) That approval be given to the work programme, as now outlined, subject to those revisions now reported at the meeting.

105 Date and Time of Next Meeting

*Wednesday 14th April 2010 at 10.00am (pre-meeting for Board Members at 9.30am)

* Please note that this meeting has now been deferred to 11th May 2010

(The meeting concluded at 12 noon)

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Originator: Sandra Newbould
Tel: 2474792

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 11th May 2010

Subject: Inquiry into Transitional Arrangements for Disabled Young People into Adult Social Care – Draft Report

Electoral Wards Affected: All

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 At the 17th of June 2009 meeting the Scrutiny Board (Adult Social Care) agreed to carry out an inquiry into the transitional arrangement in place to support disabled young people aged 14 – 25, with long term needs who are likely to be eligible for Adult Social Care support.
- 1.2 This Inquiry has now concluded and the Board is in a position to report on its findings and recommendations resulting from the evidence gathered.
- 1.3 Scrutiny Board Procedure Rule 14.3 states that "where a Scrutiny Board is considering making specific recommendations it shall invite advice from the appropriate Director(s) prior to finalising its recommendations. The Director shall consult with the appropriate Executive Member before providing any such advice. The detail of that advice shall be reported to the Scrutiny Board and considered before the report is finalised".
- 1.4 The Director of Adult Social Services and the Executive Board Member for Health and Social Care have been consulted. It has been confirmed that they do not need to add further comment or provide advice prior to the meeting of the Scrutiny Board.
- 1.5 Once the Scrutiny Board publishes its final report, the appropriate Director(s) will be asked to respond to the recommendations directly to the Executive Board within three months.

2.0 Recommendations

- 2.1 The Board is asked to agree its inquiry report on Transitional Arrangements for Disabled Young People into Adult Social Care.

3.0 Background Papers

- 3.1 None

Scrutiny Inquiry Report

Transitional Arrangements for Disabled Young People into Adult Social Care

Scrutiny Board – Adult Social Care
14th April 2010

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**Draft - Scrutiny Inquiry Report
Transitional Arrangements for
Disabled Young People into Adult
Social Care
11th May 2010**



Introduction and Scope

Introduction

1. At the 17th of June 2009 meeting we expressed our wish to conduct an inquiry into the transitional arrangement in place to support young people aged 14 – 25, with long term needs who are likely to be eligible for Adult Social Care support.
2. We wanted to determine if a sufficient transitional service is being provided and if structures, policies and procedures are in place to facilitate effective multi agency service delivery.
3. We considered the best approach for carrying out this inquiry and concluded that it should be scheduled into the Adult Social Care Scrutiny Board work programme for full discussion at a dedicated meeting.
4. The inquiry was undertaken during the Adult Social Care Scrutiny Board meeting on 13th of January 2010 where we considered a report which outlined the current arrangements and the Draft Transitional Procedure for Young Disabled People in Leeds.
5. We determined that it was important to conduct a joint inquiry with representation from the Children's Scrutiny Board therefore participation from that board was invited. Cllr Brenda Lancaster attended as the nominated representative.
6. We feel it is important to recognise the roles and responsibilities which Adult Social Services and Children's Services have for ensuring that young people and their families are prepared for the time when new support regimes come into

effect. We also feel it is important to state how encouraged we are that the Transitions Service has been recognised as an important support function and by the investment made to prepare for the delivery of a much enhanced transitions service.

7. We are very grateful to everyone who gave their time to participate in this inquiry.

Scope of the Inquiry

8. Terms of reference for this inquiry were agreed at our Board meeting on 16th December 2009 when we decided to focus on the following areas:
 - 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.
 - 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.
 - National and Local Performance indicators and targets and performance data, including comparative data to other similar authorities.
 - Self Directed Support - Choice and control for the individual or their representative.
 - Care Planning and Safeguarding arrangements during the transitional period.
9. We received evidence both in written and verbal form from the following:



Introduction and Scope

- Officers from Adult Social Services
- Officers from Children's Services

10. To promote our level of understanding we were clearly advised that the Transitions Service provided does not replace the usual service delivered to individuals by Children's or Adults Social Services or any other supporting organisation, but is being developed to provide extra support for those who have particularly complex care packages. The inquiry was conducted in the knowledge of this assertion.



Conclusions and Recommendations

Introduction

11. To promote understanding we were provided with a history of how the service had developed over recent years. A Children's Transitions Team was initially formed in response to recommendations made following an inspection in 1999. The inspection highlighted a lack of future planning for disabled young people.
12. The Transitions Service was established in 2001. Originally based in Children's Services, it had a staffing complement of three full time workers and a manager. When Social Services divided into Adult Social Services and Children's Services functions, effort was made to minimise any loss of co-operative working and the assistance of internal audit was requested. Their findings were reported in July 2008.
13. Changes implemented since the audit report include situating the Transitions Service in Adult Social Services. The Social Care Services Board 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. To support this 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.
14. We were advised that the Transitions Service acts as a bridge, pulling young people from Children's Services into Adult Services whilst working alongside the mainstream services. The service specifically works with young people who would meet the eligibility criteria for Adult Social Services as well as Children's Services and require complex care packages. It was clarified to us that this does not necessarily mean those with complex needs as it is often more straight forward to progress individuals with very complex needs into Adult Social Services because the level of service is clearly identifiable. The focus of the transitions service will be to assist those who require support which requires a more bespoke support plan within Adult Social Services and requires significant planning and organisation.
15. We felt reassured when we were advised that the transitional period for young people is now between the ages of 14 to 25. This enables continuity of care and support throughout the particularly difficult age threshold of 18 when potentially children lose a number of support functions. We welcome the early involvement of the Transitions Service at the age of 14 and feel that this is crucial to preparing young people and their families to cope with the changes ahead.
16. We acknowledge that the Transitional Service is in a developmental phase and that the service will evolve considerably over the next twelve months. The inquiry highlighted that a significant amount of work is still required in order to deliver a transitions service which takes a holistic view of all services whilst working in partnership with stakeholders in order to deliver successful outcomes to the young people who receive support.



Conclusions and Recommendations

The Differences in Eligibility Criteria, Providing Support and Managing Expectations

17. We were advised that the statutory framework in Adult Social Services is essentially governed by the fair access to care criteria. This sets eligibility for statutory adult social care services around the risk to the individual's independence which is judged to be either low, moderate, substantial or critical. Within Leeds the threshold for eligibility is set at substantial or critical.
18. A different set of criteria is applied in Children's Services, which are defined in the Children Acts 1989 and 2004. A framework is used for assessment to establish need. Eligibility is set from moderate to severe needs. It is apparent to us that there is some dislocation between the eligibility criteria that applies in Children's Services, which is related to the needs of the individual child and eligibility in Adult Social Services where it is the risk to the independence of the individual which is judged. We believe that one of the main advantages of the Transitions Service will be to bridge and manage this dislocation without emphasising differences in service at the age of 18 when a different set of legislation comes into effect.
19. We were concerned about the difficulties and anxieties that would be presented to families and young people once the individual attained the age of 18, and found that they were no longer eligible to the support from their usual and established network which may

have been a children's social worker, school or paediatrician.

20. It was explained to us that often the experience and support that people have received whilst in Children's Services isn't replicated once a person moves into Adult Social Care. To help manage expectations work commences when a young person attains the age of 14 when information of what the adult world can offer can be communicated. Efforts are made to explain what can be expected in the future, whilst exploring aspirations as well as needs. In addition the advantage of having a team that spans 14-25 is that there is continuity and a point of contact for families.
21. We were reassured that a number of initiatives are in place to alleviate the anxieties raised by a change in service. For example, people are invited to look at particular adult services such as respite services, or invited to meet individuals who are living in supported accommodation. We consider that the opportunity for individuals to meet with those who have been through the transitions process is a positive step forward in order to share experiences. We consider that this step could be further developed to provide a more permanent source of support via a Peer Support Group who could be contacted direct and will be able to discuss the experience of transition, gaining employment, training or independent living.

Recommendation 1 – That the Directors of Adult Social Services and Children's Services establish and publicise the provision of a Transitions Peer Support Group before the 31st March 2011.



Conclusions and Recommendations

22. The Draft Transitions Procedure for Young Disabled People in Transition provided us with a broad overview of the criteria to be applied when assessing which individuals would benefit from the support of the Transitions Team and we appreciate that some cases will be identified by social workers in the normal process of their work.

23. We feel it is essential for Young People and Families to be fully aware of the support potentially available to them and we welcome the developments so far to communicate the service by leaflet, via the Family Hub website and through events and road shows. However we feel that further promotion could be undertaken to raise awareness by utilising other media such as the Council website, DVD or by producing multi agency information packs.

Recommendation 2 – That the Directors of Adult Social Services and Children’s Services before July 2010, investigate additional methods of promoting the Transitions Service to raise the awareness of those young people and families may benefit from the service.

Development of the Transitions Service and Performance Management

24. Throughout the inquiry we were advised about the aspirations of the Transitions Team over the next 12 – 18 months. This included the development of partnership working, the aim to become

more involved with the regional forum in order to compare progress and share best practice and the intention to deliver comprehensive and informative induction programmes in both Children’s and Adult Services. In order to clearly map out aspiration and monitor progress we consider that the Transitions Service should have a clear Action Plan which determines key objectives for achievement and target dates against which progress can be monitored.

Recommendation 3 – That the Director of Adult Social Services establishes a Transitions Service Action Plan before July 2010, to enable progress against key development objectives to be monitored.

25. With regard to demand on resources we were advised that the Transitions Team currently has a caseload of approximately 125 cases. A further 60 individuals have been put forward, who it is felt will benefit from a transitions service. It is anticipated that further cases will be received once the service is established and fully performing. We appreciate that the number of cases will need to be carefully managed to ensure that the service is not over stretched and remains effective. However we consider that no one who meets the criteria for support should be denied access to the service due to resource restrictions.

26. We were reassured to hear that early involvement with young adults from the age of 14 should assist in forecasting an element of the future budgetary position for Adult Social Services as financial planning can be undertaken at an earlier stage, whether that be within self-directed support or traditional services.



Conclusions and Recommendations

In addition the team will be able to provide commissioners with information in order to plan services for the future so that they are in place when people need them.

27. We were interested to identify how the Transitions Service currently measures its level of success. We were informed that at this time there are no national or local performance indicators against which the Transitions Service can be measured. The Regional Forum is however undertaking a piece of work to gather information on performance. We were further advised that the service is collecting base line information relating to issues arising, timescales for service delivery and periods of assessment. We note that from February 2010 Leeds will work with the Regional Forum to define its position in comparison to other authorities.
28. In the absence of national performance indicators specific to this service area we would like to see the introduction of challenging but realistic local performance targets. We believe that these will create aspirational goals and objectives for the service to meet before 31st of March 2011 which will support the action plan and overall development of the Transitions Service.

Recommendation 4 – That the Director of Adult Social Services introduces a mechanism for measuring, monitoring and reporting the performance of Transitional Services in Leeds before July 2010.

29. We understand that increasingly Local Authorities are requested to focus on measuring successful outcomes, which

is much more difficult to quantify when compared to measuring service delivery. We are satisfied with the team's intention to obtain feedback from those who have utilised the service and consider that this data will be valuable in measuring success and also to identify where improvements can be made.

30. We were advised that there is an intention to have a full review of the transitions process in March/April 2011. Internal audit will participate fully in the review. We welcome the intention to involve young people, carers and partners in the review in order to obtain their views and experience regarding the service.
31. In accordance with the Scrutiny Boards minutes of January 2010 the Director of Adult Social Services has been requested to provide the Social Care Scrutiny Board or its successor board with a progress report in July 2010. We look forward to receiving this report to identify what has been achieved since this inquiry was undertaken.

Self Directed Support

32. In order to facilitate an individual's option to exercise choice and control over the services they receive we were advised that Self Directed Support will be an option for those who are supported by the Transitions Service. The management of this process will be part of the support provided utilising learning gained from the Early Implementer Project. The Transitions Team will begin to explore the option of a self-directed support package with every individual.



Conclusions and Recommendations

Care Planning and Safeguarding Arrangements

33. We were determined to identify who is responsible overall for care planning when many different agencies are involved. We were advised that most young people are already known to Children's Social Care Services, may already have a social worker allocated and have a care plan. Once the referral comes into the Transitions Service, a future needs plan is undertaken to explore a number of areas including training, employment and accommodation. The aspirations of the young person and the family is discussed. This information is shared with Adult Social Services before the young person's 18th birthday who can then commission appropriate forms of support and service provision.
34. We were reassured that safeguarding issues up to the age of 18 will be dealt with under children's safeguarding procedures and with a children's worker overseeing this process. When individuals are 18 or over adult procedures come into force.
35. It was explained to us that some young people are subject to safeguarding plans in Children's Services and they may need ongoing safeguarding arrangements. Work is already in progress to look at the difference in thresholds and risk areas, which will inform the development of more robust protocols to provide individuals with the support that they require.
36. The importance of following a risk assessment process was stressed to us
- when assessing the circumstances of the individual and the formulating the appropriate care package. We were also advised of the emphasis that is placed on getting a risk framework that actually works, that can be used by social workers and that accurately predicts the kind of circumstantial or individual risks that are faced by young people.
37. Understanding that the wishes of the young person and the parents do not always concur we asked how conflicts of interest are resolved between parties particularly where there are opposing views about future support needs. We were informed that the Mental Capacity Act 2005, which is effective once a young person is 16, reinforces the premise that everyone has the ability to take their own decisions, unless it is proved otherwise and that the wishes of the individual must be considered unless there is any very valid reason not to.
38. Young people may not always agree with the recommendations regarding levels of support so there is a whole process around determining whether they have the skills, ability and knowledge to make decisions that are right for them. If they are able to do that, then their decisions are respected.
39. We were advised that where there is a conflict between a young person and their parents the team would aim to work with both parties, looking at alternative measures of service provision. If an individual was requesting a service which was not within acceptable levels of risk then this could be refused. Social Workers have been fully trained to undertake the risk assessment process to create care plan which minimises risk.



Conclusions and Recommendations

40. In view of the significance of safeguarding, risk assessment and the assessment of mental capacity during the transitions process we consider that these aspects are not adequately reflected in the Transitions Procedure for Young Disabled People in Leeds. It is clear that the ability to recognise and potentially resolve problems is a fundamental skill each social worker/care manager/front line worker must possess, particularly around key stages when legislation becomes, or ceases to be, effective. It should be clear and apparent how the assessment of risk, safeguarding and mental capacity fits into the overall procedure.

Recommendation 5 – That the Director of Adult Social Services reviews the Draft Transitions Procedure before July 2010 to adequately reflect Safeguarding, Risk Managements and Mental Capacity requirements for young people in transition.

Strategic Roles and Responsibilities

41. We were advised of the intention to establish a multi agency strategic transitions board, the purpose of which would be to provide leadership, a strategic direction to the transitions work and to ensure full participation of all partner organisations.
42. We sought assurances regarding the effectiveness of the board particularly the consistent attendance of partners and the authority to make effective decisions. We were advised of the aim to invite representation at the right level

of authority to facilitate the decision making process however, the Leeds City Council has no power to compel partners to attend. Optimistically partners have expressed their enthusiasm to become fully involved as it is viewed as a priority in their areas of responsibility. Transitional operations will be an area of interest for the Care Quality Commission and Ofsted who will consider the robustness of transitions arrangements in place across the country.

43. We were advised that part of the board's remit from April 2010 will be to inform the production of a Transitions Strategy for the city with the Joint Strategic Commissioning Body for Adults and the Integrated Strategic Commissioning Board for Children. Consequently there is an emphasis on organisations to provide committed individuals to populate the group. It is anticipated that the draft Transitions Strategy for the city will be prepared before the end of December 2010.

44. We would welcome the involvement of service users in formulating the strategy utilising their experiences and lessons learned from the transitions process so far.

45. It is our firm opinion that the process of transition for a young person should incorporate their aspirations with regard to housing, health, employment and training. This should be reflected in the Transitions Strategy which should formally bring together those key partners who deliver services outside the remit of Social Services. We have been assured that work has already been undertaken in scoping out the services that would need to be



Conclusions and Recommendations

incorporated with a view to formulating and publishing a strategy which incorporates all key areas.

To aid the nominated Champion we feel that a specification of their intended role should be produced in order to clarify the extent of their duties and responsibilities.

46. We acknowledge the service provided by Connexions (information and advice service for 13 – 19 year olds) currently being utilised by the Transitions Service, particularly relating to training and employment. In addition we were advised that processes have been put into place to speed to delivery of accommodation at a time when it is needed by individuals. The Independent Living Project has also enabled young people in transition to obtain accommodation at a time to suit their individual requirements.

47. We would like to see a Transitions Strategy which represents the foundation of a city wide sustainable and comprehensive support network for young people in transition and their families.

48. We further consider that a Transitions Champion with a strategic overview would be beneficial to:

- communicate the value of transitional services across stakeholder groups, partners and local authority services
- to enhance political awareness of the service and provide feedback to Elected Members
- to influence and inform colleagues/elected members, stakeholders and partners.

Recommendation 6 – That the Executive Board Member for Adult Health and Social Care identifies an Elected Member to undertake the role of Transitions Champion before August 2010.



Monitoring arrangements

Standard arrangements for monitoring the outcome of the Board's recommendations will apply.

The decision-makers to whom the recommendations are addressed will be asked to submit a formal response to the recommendations, including an action plan and timetable, normally within two months.

Following this the Scrutiny Board will determine any further detailed monitoring, over and above the standard quarterly monitoring of all scrutiny recommendations.

Reports and Publications Submitted

- Report of the Head of Scrutiny and Member Development, Terms of Reference Transitional Arrangements for Children into Adult Social Care – 16th December 2009
- Report of the Director of Adult Social Services, Transitional Arrangements for Disabled Young People into Adult Social Care – 13th January 2010

Action Plans and Guidance Documents

- Draft Transition Procedure for Young Disabled People in Leeds

Witnesses Heard

Dennis Holmes – Deputy Director (Strategic Commissioning), Adult Social Care

Michele Tynan – Chief Officer, Learning disabilities, Adult Social Care

David Rosser – Head of Service, Learning Disability Services, Adult Social Care

Stephen Bardsley – Service Delivery Manager, Learning Disability Services, Adult Social Care

Barbara Shaw – Interim Head of Disability Services, Children's Services

Linda Randall - Transitions Team Manager, Children's Services

Dates of Scrutiny

16th December 2009 – Adult Social Care Scrutiny Board

13th January 2010 – Adult Social Care Scrutiny Board

Scrutiny Board (Adult Social Care)
Transitional Arrangements for Disabled Young People into Adult Social Care
11th May 2010
Report author: Sandra Newbould



www.scrutiny.unit@leeds.gov.uk



Originator: Sandra Newbould
Tel: 2474792

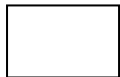
Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 11th May 2010

Subject: Independence Wellbeing and Choice Action Plan - Draft Scrutiny Board (Adult Social Care) Statement

Electoral Wards Affected: All



Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 On 3rd of December 2008 the Executive Board received the Independence, Wellbeing and Choice report. Associated with the reports was an action plan defining targets for improvement by Adult Social Services in order to resolve the problems raised by the Commission for Social Care (CSCI) inspector. In response the Executive Board resolved that the report and associated plan be referred to Scrutiny Board (Adult Social Care) for its oversight of performance against the targets set out.
- 1.2 This matter was brought to the Adult Social Care Scrutiny Board on 10th of December 2008 for discussion. The Board recommended that the Proposals Working Group meet on a monthly basis to monitor overall progress.
- 1.3 The review has now concluded and the Board is in a position to report on its findings and recommendations.
- 1.4 Scrutiny Board Procedure Rule 14.3 states that "where a Scrutiny Board is considering making specific recommendations it shall invite advice from the appropriate Director(s) prior to finalising its recommendations. The Director shall consult with the appropriate Executive Member before providing any such advice. The detail of that advice shall be reported to the Scrutiny Board and considered before the report is finalised".
- 1.5 The Director of Adult Social Services and the Executive Board Member for Health and Social Care have been consulted. Should they wish to make further comment on the report this will be provided at the Scrutiny Board meeting.

1.6 Once the Scrutiny Board publishes its final statement, the appropriate Director(s) will be asked to respond to the recommendations directly to the Executive Board within three months.

2.0 Recommendations

2.1 The Board is asked to agree its statement on the monitoring of the Independence Wellbeing and Choice Action Plan.

3.0 Background Papers

3.1 None

Draft Scrutiny Statement

Independence Wellbeing and Choice Action Plan

Scrutiny Board (Adult Social Care)
11th May 2010

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Introduction and Scope

Introduction

1. On 3rd of December 2008 the Executive Board received the Independence, Wellbeing and Choice report. Associated with the reports was an action plan defining targets for improvement by Adult Social Services in order to resolve the problems raised by the Commission for Social Care (CSCI) inspector. In response the Executive Board resolved that the report and associated plan be referred to Scrutiny Board (Adult Social Care) for its oversight of performance against the targets set out.
2. This matter was brought to the Adult Social Care Scrutiny Board on 10th of December 2008 for discussion. The Board recommended that the Proposals Working Group meet on a monthly basis to monitor overall progress. One representative from the Health Scrutiny Board was invited to sit on the Proposals Working Group.
3. The members of the working group were:
 - Cllr. Judith Chapman - Chair
 - Cllr. Penny Ewens
 - Cllr. Clive Fox
 - Joy Fisher (co-optee)
 - Sally Morgan (co-optee)
 - Cllr Suzie Armitage- until 21/05/2009
 - Cllr Anne Blackburn (Health) – until 21/05/2009
 - Cllr Debra Coupar – until 21/05/2009
4. The Proposals Working Group has reviewed the Independence Wellbeing and Choice Action plan at seven meetings between January 2009 and December 2009. Further investigation has also been conducted by the Adult Social Care Scrutiny Board at a number of meetings between February 2009 and February 2010.
5. The modernisation and improvement of Adult Social Care is a multi faceted long term change programme. Due consideration of evidence has taken place over a thirteen month period during which we have witnessed the development of the service resulting in the improved performance rating awarded by the Care Quality Commission for 2008/9.
6. Throughout this review we have gained an insight into the significant level of change in a number of service areas, particularly safeguarding. We have also assessed how these services should be delivered by the council and our partners.
7. We feel it is important to acknowledge the efforts made and the improvements generated by the Adult Social Services Department since the Independence Wellbeing and Choice inspection. A significant amount of financial investment has been made by Leeds City Council to support this process. We do not expect immediate results in all identified areas of improvement and recognise that some aims are long term with service transformation being undertaken over the next twelve months to two years.
8. We are very grateful to everyone who gave their time to present information to the Scrutiny Board and the Proposals Working Group.



Conclusions and Recommendations

Introduction

9. The Independence Wellbeing and Choice Action Plan which specified twenty five areas of improvement, was first presented to the Proposals Working Group in January 2009. We decided to focus on actions relevant at the time of each meeting, those in progress, those due to start in the near future and more importantly those actions that were overdue. An example of the Independent Wellbeing and Choice action plan is detailed as Appendix 1.
10. Throughout the review we have maintained a watching brief of the overall improvement in performance of Adult Social Services, measured against the action plan. Our objective was to ensure clear accountability for all target areas was maintained, to question areas where we considered insufficient progress had been made and to ensure any identifiable problems would be resolved. We considered the area of Safeguarding of particular importance and therefore determined that both the Working Group and the Adult Social Care Scrutiny Board investigated this area in greater detail.
11. Other functions contained within the action plan, under close scrutiny included the recruitment of support staff, multi agency partnership working, quality assurance measures and the process for developing a more skilled workforce.

Strengthening Strategic Partnerships

12. We were advised of the Multi agency partnership arrangements put into place in the form of the Safeguarding Adults Partnership Board and various sub groups tasked to cover the following specific areas:
 - Training and Workforce Development
 - Performance, Audit and Quality Assurance
 - Professional Practice and Development (incorporating Serious Case Review)
 - Policy, Procedures and Protocol
 - User and Carer Reference Group
 - Third Sector
13. Safeguarding vulnerable adults is a responsibility which spans wider than the remit of Adult Social Services. The main objective of the Safeguarding Adults Partnership Board is for all citizens of Leeds, irrespective of age, race, gender, culture, religion, disability or sexual orientation to live in safety and be free from abuse or fear of abuse. To achieve this the Safeguarding Board aims to develop an overarching picture of the needs of those in the community who are, or may be, vulnerable to abuse, and to use this picture to allow the Safeguarding Board to address abuse where it does occur, and prevent abuse where it is likely to occur.
14. We focused on recommendations 3 and 25 within the Independence Wellbeing and Choice action plan which specifically related to the strengthening of strategic partnerships.

Recommendation 3: The Council and its Partners should agree and implement



Conclusions and Recommendations

improved procedures ensuring that these:

- Set out specific and monitorable expectations on staff from all agencies.
- Implement a system of compliance monitoring processes that ensure consistent practice.

Recommendation 25: The Council and its partners should strengthen governance arrangements so that elected members and relevant officers in partner organizations have a clear understanding of the performance of adult safeguarding.

15. We were advised that multi agency procedures produced by the Safeguarding Board were fully implemented in April 2009 and are subject to regular review by the sub groups. We were further reassured by the early involvement of the Corporate Governance and Audit Committee who had the opportunity to analyse the multi-agency arrangements implemented and provided feedback specifically to the governance arrangements proposed.
16. We were also keen to identify what progress had been made with regard to recommendation 8 of the Independence Wellbeing and Choice action plan (that the Safeguarding Board should strengthen its leadership role and processes for informing and reporting practice issues to elected members). The Safeguarding Board has undertaken to produce an annual report which will be presented each year to the Adult Social Care Scrutiny Board or its successor board. We also commissioned a mid year report as we were keen to identify what progress had been made since receiving the annual report in July 2009. We consider that a significant amount of progress had been

achieved in the six month period and therefore we recommend that a half yearly report is brought to the Scrutiny Board during 2010/11 and 2011/12 as significant transformational progress is still anticipated.

Recommendation 1 – That the Chairperson of the Safeguarding Adults Partnership Board provides a half yearly update to the Adult Social Care Scrutiny Board or its successor Board during 2010/11 and 2011/12

17. The first meeting of the revised Safeguarding Adults Partnership Board took place in February 2009. We expressed our disappointment that two very important partners were unable to attend the first meeting of the Safeguarding Board. We are therefore pleased to note the information provided at the Scrutiny Board meeting in February 2010 which reported subsequent attendance as good, with the appropriate level of seniority at the meetings.
18. We sought clarification regarding the recruitment of an Independent Chair for the Safeguarding Board. We were advised that the Deputy Director (Strategic Commissioning), of Leeds City Council would chair the board until fully galvanised and operational and until a chairperson with sufficient experience could be found to continue the process successfully. We were advised in February 2010 that the process of recruiting a high calibre independent chair was still ongoing.
19. We welcome the significant increase in available staffing to support the work of the Safeguarding Adults Partnership



Conclusions and Recommendations

Board and consider that the recruitment of a Head of Safeguarding and three Independent Safeguarding and Risk managers a prudent step to co-ordinating and regulating practice across the partnerships.

20. Progress in the area of Safeguarding was fully recognised in the more recent Care Quality Commission report which stated that “progress in relation to the Independence, Wellbeing and Choice Inspection action plan has been monitored at routine business meetings held during the year. It has made considerable progress in developing safeguarding arrangements and has undertaken both internal and external audits on the quality of safeguarding referrals and subsequent action taken. Embedding those arrangements is a key area for 2009/10.” The performance rating for the area of maintaining personal dignity and respect for 2008/9 is adequate compared to the poor rating received in 2007/8.

Quality Assurance and Minimum Standards of Practice.

21. We wanted to identify what measures are being put into place to strengthen frontline quality assurance measures and ensure minimum standards of practice. With a particular focus on the following recommendations resulting from the Independence Wellbeing and Choice Inspection:

Recommendation 2: The Council should strengthen frontline quality assurance arrangements to ensure that minimum standards of practice and recording are

implemented routinely in responding to adults safeguarding alerts.

Recommendation 6: The Adult Safeguarding Board should prioritise the development of a quality assurance sub-group.

Recommendation 7: The Adult Safeguarding Board should agree an adult safeguarding serious case review process and mechanisms for sharing performance issues and learning with partner agencies.

Recommendation 11: The Council should ensure that Departmental standards in relation to the timeliness and quality of reviews are met.

22. We have established that a Performance, Audit and Quality Assurance sub group has been created who will oversee the development and establishment of good practice and quality assurances processes. We welcome investment in the recruitment of a Senior Quality Assurance Officer for Safeguarding and Risk which is a new post to fully support this process.

23. One of our main concerns over the period of this review was the progress of the Professional Practice and Development in conducting its second serious case review. We were advised initially that two cases would be completed by May 2009. We were advised in July 2009 of the difficulties being experienced gathering evidence from an organisation. We were further concerned that there are no sanctions to enforce the speedy delivery of required evidence.

24. We were advised in September 2009 that the 2nd case review was still in progress due to be completed in October. It was confirmed to us that the



Conclusions and Recommendations

case review had eventually been completed in December 2009. We believe that serious case reviews are a valuable tool to identifying potential areas of risk, which is fundamental knowledge when assessing individual care packages. We consider the delays demonstrates an area of ineffective partnership working and feel that all partnership organisations involved in the Safeguarding Board should commit to providing evidence in a timely manner without frustrating the process or delaying learning for practitioners.

Recommendation 2 – That the Director of Adult Social Services ensures partnership organisations provide an undertaking to provide evidence for serious case reviews within a reasonable amount of time to be defined by the Safeguarding Adults Partnership Board.

25. We were pleased to note that Dr Margaret Flynn, a specialist in the field of Adult Safeguarding, had been employed to undertake an analysis of a sample of safeguarding case files with the aim of establishing a snapshot of current practice. As the independent chair of Lancashire Safeguarding Adults Strategic Partnership Board and an Advisory Group Member for the Department of Health Consultation on the Review of 'No Secrets' Guidance we were reassured by her capacity to add value and foresight to the process. We were further advised that Dr Flynn was involved in the development of processes to be used to independently monitor and quality assure frontline practice in relation to all aspects of safeguarding activity.

26. We support the recruitment of ten senior practitioners within the Adult Social Care structure whose responsibility is in part to provide an overview to managers of the conduct and quality of individual casework, thereby supporting the quality assurance process.

27. Dr Flynn kindly agreed to answer our questions regarding the safeguarding case file audit conducted by her team in November 2008. She highlighted the concerns raised in her report and encouragingly explained to us that the potential for improvement within Adult Social Care is promising.

28. Dr Flynn reported a number of recommendations in March 2009 as a result of the audit undertaken, which we fully support:

- The Safeguarding Board should review its thresholds for intervening in cases referred as adult abuse.
- The Safeguarding Board should review and agree its expectations of its member agencies for collaborating in safeguarding work.
- The Safeguarding Board should ensure that staff understand their role and expectations of their performance in safeguarding work.
- The Safeguarding Board should institute regular auditing of a sample of cases.
- The Department should undertake a regular audit of its case files to ensure compliance with the multi-agency and its own internal procedures and to enhance its understanding of the changing nature of the work.
- The Department should clarify the role and expectations of its



Conclusions and Recommendations

contracts section in safeguarding matters.

29. During our discussion with Dr Flynn we expressed concern that case information was not held in one central place, with part being held on computer and the remaining information held in a paper based filing system. The Director of Adult Social Care acknowledged a need to look at the way data is stored and we were advised that data should be readily available in one place. This may result in updating or replacing the current computer system.

30. It was pleasing to note that a revised supervision policy has been introduced which places a requirement on managers to regularly supervise the work of staff against key standards of practice in safeguarding work and risk management. In addition a checklist has been introduced into working practices which acts as an aide memoir, ensuring that key requirements of the safeguarding procedures and standards are met.

31. The actual long term impact of the performance improvement and quality assurance mechanisms have yet to be established by the Adult Social Care Scrutiny Board. We hope this information will be available at the beginning of the 2010/11 municipal year when the next performance review is scheduled.

Workforce Development

32. Multi Agency workforce development has been a fundamental area, detailed extensively within the Independence

Wellbeing and Choice action plan. This has included the development of a multi agency training strategy and a set of agreed minimum competencies which the safeguarding workforce are required to attain. Over the period of the review a number of delays in delivery have been reported with notable deadline extensions being made. We fully appreciate however that this objective was a massive challenge and that delivery has been quite an achievement considering that training has been provided to over 1025 individuals.

33. The twelve month programme of training has been delivered to all relevant staff and partnership organisations with priority given to front line teams. We consider that a rolling programme of training should continue to ensure that staff obtaining employment with Leeds City Council or partnership organisations are effectively trained in the area of Safeguarding.

34. As a Scrutiny Board we were provided with an overview of Safeguarding. It helped us to identify a number of important factors such as who is a vulnerable adult, what is abuse, types of abuse, where does it happen, how Leeds City Council responds to a complaint and what to do if a safeguarding issue is identified. We feel that all elected members should have this knowledge in order to help the residents of Leeds and consider that this information should form part of any newly elected member's induction programme.

Recommendation 3 – That the Head Scrutiny and Member Development ensures the provision of adult safeguarding training to all newly elected members as part of their induction programme.



Conclusions and Recommendations

Progress with Other Areas in the Action Plan.

35. We were disappointed with the progress in one particular area of joint commissioning. Action 20.5 of the Independence Wellbeing and Choice action plan refers to identifying options which will maximise effective joint working to best meet the needs of people and deliver outcomes. This specifically requires the review of systems and infrastructure to support the joint working of Adult Social Service and NHS Leeds which should have been achieved by July 2009. This exercise would be utilised to identify gaps in service and inform commissioning priorities. We appreciate that there have been ongoing difficulties due to major changes within NHS organisational structures but hope to see significant progress when the Adult Social Care Scrutiny Board next considers the objective at the beginning of the 2010/11 municipal year.

36. The Adult Social Care Scrutiny Board has conducted a detailed inquiry into the provision of Self Directed Support and Personal Budgets. The delivery of outcome focused care planning and individualised assessments formed an element of the Independence Wellbeing and Choice action plan. The Scrutiny Board made nine recommendations for improvement. We acknowledge that good progress had been made and we are particularly pleased that the Adult Social Services Department is on track to achieve national indicator 130. This measures the number of adults, older people and carers receiving self-directed support (personal budget or a

direct payment) 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. The Department of Health has stated that local authorities must have a minimum of 30% of users, who are eligible for community based support, using Self Directed Support by the 31st of March 2011

37. We were advised that raising awareness of Adult Safeguarding is an objective the Adult Social Services Department has been working hard to achieve. An ongoing campaign to reach vulnerable people using marketing and public information is being conducted.

38. Statistics presented to us stated that that for 2008/9 the number of Safeguarding referrals received would increase by more than 100% when compared with the 645 cases received in 2007/8. We feel this demonstrates some initial awareness raising success and is a very positive step forward however we were concerned about the impact this would have on current available resources and the capacity of staff to investigate the safeguarding referrals whilst maintaining service delivery in other areas.

39. Further success was reported in the Independence Wellbeing and Choice Action Plan update report for Dec 09/Jan 2010 which stipulated that safeguarding referrals are likely to increase by approx 45% overall during 2009/10 and are coming from a wider spectrum of agencies.

40. We recognise the endeavours that have been made to significantly improve the service provided by Adult Social



Conclusions and Recommendations

Services since the Independence Wellbeing and Choice inspection. The Scrutiny Board will continue to monitor progress made by the Adult Social Services Department in conjunction with the departments quarterly performance report when an update of outstanding actions and of achievements in the past quarter will be presented.

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Appendix 1

Leeds Independence, Wellbeing and Choice Inspection Action Plan: Summary Report December'09 /January 2010

This Period

Completed Actions this Reporting Period

7.2	The serious care review process is effective & the partnership evidence learning and dissemination of good practice.	20.5	Options which will maximise effective joint working to best meet the needs of people and deliver outcomes are identified.
14.5	Develop formal joint commissioning frameworks with health to extend the range of options for delivering personalised services		

This Period

Overdue Actions this Reporting Period

Next Period

Actions due for completion by the next Reporting Period

3.3 (b)	Specify and implement a comprehensive communications and social marketing strategy in relation to adult safeguarding. Surveys and quality assurance establish baseline and targets relating to outcome measures.	5.2	QA framework to incorporate analysis of risk management
3.4	Develop a Safeguarding Adults Charter for Leeds	11.2	Agree quality outcome focused standards for reviews to incorporate personalisation and risk factors.

Actions commencing in the next Reporting Period

There are no actions to commence in the next Reporting Period.



Appendix 1

Overview

All actions are progressing well with some actions completed well in advance. It is becoming increasingly apparent that actions which are jointly owned by ASC and NHS Leeds must go through their individual governance systems which delays in completing these actions on target. Work on some actions have exceeded the original requirements.

- Service Users and Carers involvement in majority of actions has given a new dimension to the service provision.
- Different methods are being used to ensure greater and more meaningful involvement of citizens to develop Adults Safeguarding Charter for Leeds.
- Leeds has attained a rating of excellent for its involvement of people in planning services.
- File Auditing undertake so far has set a baseline with regards to quality of recording and provided a foundation for measuring quality improvement.
- Independent File Auditing has been commissioned and commenced.
- Performance and Quality Assurance systems are developed and baseline agreed to ensure all services are provided to the set standards and vigorous monitoring systems are strengthened internally and externally with other partners.
- Advocacy review has been completed and final report with recommendations was presented to the ASC Commissioning Board. A group is being established to progress these recommendations.
- Communication and Marketing Strategy is being implemented. Improved carers website and marketing has resulted in 300% increase in web hits.
- To ensure Carers Strategy is widely publicised, carers special news pages will be added to Spring edition of 'About Leeds' which will go to every household in Leeds

Risks

There are some actions which might not be completed in the set target time due to:







- Partners such as NHS - Leeds required to seek approval of procedures, system, protocols and joint policies through their own governance system.
- Participation of all parties (service users, carers, staff and other partners) to gain comprehensive and meaningful reviews.
- Whilst working to progress some actions other issues have come to light which needs to be resolved before work could be completed on some of these actions.

Amendments to the Action Plan

No amendments are requested



Appendix 1

Guidance on RAG Reporting		
	Action completed and success criteria met.	 Either the action is not on track for completion and/or there are significant risk to completion time and/or meeting the success criteria.
	Action on track but not completed.	 Not due to commence
	Action Completed.	 Direction of travel

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Appendix 1

DECEMBER/JANUARY PROGRESS REPORT

	Aim/Outcome	Action	Last Month RAG	This Month RAG	Plan Start	Plan Finish	Actual Finish/Ongoing	Success Criteria: How will you know that the action has achieved its intended aim? ie, task complete, measures in place.	Lead: Who will be responsible for delivering the work?	Chief Officer: Accountable for achieving the aim	Report of Progress	Risk Report
Recommendation 1: The Council should urgently ensure that concerns are investigated, strategy meetings and protection plans devised and implemented where necessary												
1.1	Multi-Agency arrangements for Safeguarding meet national standards and protect vulnerable adults.	Meeting of Director of Adult Social Services, Chair of Safeguarding Board, Partner Executive Directors and Chief Officers to secure the commitment to the rapid development of local multi-agency safeguarding			Sep-08	Nov-08	Nov-08	All statutory agencies formally committed via written Memorandum of Understanding (MOU) which is signed by all partners	Dennis Holmes, Deputy Director (Strategic Commissioning)	Director of Adult Social Services	COMPLETED	COMPLETED
1.2	Multi-Agency arrangements for Safeguarding meet national standards and protect vulnerable adults.	The TOR of the Adult Safeguarding Partnership Board are re-written and agreed to reflect current national best practice requirements in safeguarding vulnerable adult arrangements across Leeds.			Sep-08	Nov-08	Nov-08	Safeguarding Partnership Board and sub group structure is established with new MOU. These provide the governance to ensure and monitor that all relevant agencies and staff are equipped to safeguard vulnerable adults across Leeds. Improvements to be measured by the QA sub-group. Baseline & targets to be established.	Dennis Holmes, Deputy Director (Strategic Commissioning)	Director of Adult Social Services	COMPLETED	COMPLETED
					Sep-08	Nov-08	Nov-08				COMPLETED	COMPLETED
1.3	Leadership of Adult Safeguarding Board is effective and arrangements ensure that vulnerable adults are safeguarded.	A Head of Safeguarding appointed with partners to drive and support the boards work.			Oct-08	Jan-09	Jan-09	Head of Adult Safeguarding is jointly appointed.	Dennis Holmes, Deputy Director (Strategic Commissioning)	Director of Adult Social Services	COMPLETED	COMPLETED
					Jan-09	Jan-10	Jul-09	All key stages of the Adult Safeguarding plan 2008/09 are completed & plan for 09/10 published and actioned.			COMPLETED	COMPLETED
1.4	Staff engaged with the delivery of protective action to safeguard vulnerable adults are provided with immediate advice on minimum standards of practice	Letter to all Service Delivery Managers and team managers outlining requirements in relation to current safeguarding practice to be cascaded and managed via the line management structure.			Sep-08	Dec-08	Dec-08	All staff are aware of and understand expectations regarding the safeguarding procedures and the need for effective outcomes evidenced via audit of enquiries post Sept 08 by independent auditor.	Brian Ratner, Nyoka Fothergill, Jim Traynor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
					Dec-08	Mar-09	Mar-09	Independent Audit report defines further action required and Chief officer action with fieldwork staff to embed requirements			COMPLETED	COMPLETED
1.5	Management action ensures that frontline management quality assurance is effective in supporting good practice	Roll out to fieldwork staff a supervision checklist as an aide memoire, including key issues for frontline managers to consider in supervision in relation to safeguarding practice.			Oct-08	Jan-09	Jan-09	Casework audit shows that fieldwork staff are being effectively supervised and this is evidenced in case file notes in relation to safeguarding casework	Brian Ratner, Nyoka Fothergill, Jim Traynor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers), Hilary Paxton (Head of Adult Safeguarding)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
1.6	Frontline staff are equipped to safeguard vulnerable adults and have competencies to do so effectively.	Each social work team has undertaken a workshop training session on roles and responsibilities in relation to safeguarding.			Oct-08	Dec-08	Dec-08	All fieldwork teams have attended a training session on roles & responsibilities in relation to safeguarding by the end of the year.	Graham Sephton (Deputy HR Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
1.7	Independent audit undertaken & establishes that vulnerable people in Leeds are being effectively safeguarded	Review 20 sampled safeguarding cases by external consultant to ascertain progress in improvement of standards.			Oct-08	Dec-08	Mar-09	Audit report shows improved standard of practice compared with inspection findings.	Stuart Cameron - Strickland (Head of Performance)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
					Oct-08	Dec-08	Mar-09	Establishes a baseline of current practice.			COMPLETED	COMPLETED



Appendix 1

1.8	Fieldwork Structures are reinforced to coach, support and monitor quality of practice	Establish 10 Senior Practitioner posts with associated administrative support to coach, support, audit and assure quality of practice concentrating initially on safeguarding work in front line adult social care teams.			Oct-08	Jan-09	Feb-09	Additional specialist resources are in place to support existing fieldwork in ensuring that vulnerable adults are safeguarded.	John Lennon, Chief Officer (Access and Inclusion) Michele Tynan Chief Officer (Learning Disability)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
					Jan-09	Jun-09	Jun-09	Future monitoring demonstrates improved outcomes for people. Baseline measures to be established.	Hilary Paxton (Head of Adult Safeguarding)		COMPLETED	COMPLETED
1.9	Independent Quality Assurance Processes are implemented and ensure timely and effective safeguarding.	Establish 3 independent specialist chairs in the city to independently manage all case conferences and strategy meetings. Establish appropriate administrative support to these posts.			Oct-08	Jan-09	Feb-08	Additional specialist resources are in place to support existing fieldwork in ensuring that vulnerable adults are safeguarded.	Hilary Paxton (Head of Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
					Jan-09	Jun-09	Jun-09	Future monitoring demonstrates improved outcomes for people. Baseline measures to be established	Andrew Watson (Head of Support Services)		COMPLETED	COMPLETED
Recommendation 2: The Council should strengthen frontline quality assurance arrangements to ensure that minimum standards of practice and recording are implemented routinely in responding to adult safeguarding alerts.												
Recommendation 6: The Adult Safeguarding Board should prioritise the development of the Quality Assurance sub-group.												
2.1	Expectations about the quality of practice reflect those of service users and stakeholders. Services can be evidenced as meeting these expectations and services are committed to meeting the expectations.	Establish practice standards and competencies in relation to: - adult safeguarding practice. - inter-agency work - communications, recording and information sharing with partner agencies - case management, referral, assessment, care planning and review			Oct-08	Jun-09	Jun-09	A clear basis for measuring and managing performance is established which will demonstrate best practice and outcomes for service users and carers.	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
2.2	Independent Quality Assurance Processes are developed and effective in improving performance	Specialist consultant audits practice standards to inform and establish an ASC independent quality assurance systems (See 1.7)			Oct-08	Mar-09	Mar-09	A systematic approach to assuring safeguarding practice is established informed by independent expertise in safeguarding practice.	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
					Oct-08	Mar-09	Mar-09	Compliance with practice standards evidenced. A baseline needs to be established.			COMPLETED	COMPLETED
2.3	Independent Quality Assurance Processes are developed and effective in improving performance	Establish regular detailed quality reporting and review to: - DMT Board (monthly) - Operational managers - Safeguarding Board via Performance Monitoring & Quality Assurance subgroup - Scrutiny board - Setting out the effectiveness of intervention and achievement of standards.			Feb-09	Apr-09	Apr-09	A monthly schedule for quality reports and action plans established and monitoring of progress ongoing.	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
					Feb-09	Apr-09	Apr-09	Baselines are established from which to measure practice improvement.			COMPLETED	COMPLETED
					Feb-09	Apr-09	Aug-09	Improvements in practice and outcomes for people are evidenced by the reports.			COMPLETED	COMPLETED
2.4	Frontline quality assurance ensures improvements in compliance with safeguarding standards and delivery of safeguarding outcomes for vulnerable adults.	Develop processes of peer file audits against an agreed checklist by frontline practitioners and managers:			Oct-08	Dec-09		Frontline managers undertake audits and provide quarterly report to DMT performance board. (see 2.3)	Richard Graham (Quality Assurance Manager) Brian Ratner, Nyoka Fothergill, Jim Traynor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers) Hilary Paxton (Head of Service- Adult Safeguarding)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	The SDM group and the newly appointed Head of Services have commenced work on developing Quality Assurance process for file auditing to include - front line managers - minimum recording standard Number of ESCR reporting tools are being developed to allow direct monitoring of individual workers. It is envisaged that this work will be implemented by April 2010. Staff Supervision survey of frontline staff to commence from 25/01/2010.	
					Oct-08	Dec-09		Baselines for performance established and reports show improved performance.				



Appendix 1

2.5	Managers can evidence that care packages are creative, personalised, informed and contribute to safeguarding awareness and prevention.	Establish quality circle for managers - sharing learning.-			Jan 09	Jun-09	Jun-09	Managers are able to operate to minimum standards and are developing more creative, personalised ways of interagency working. This is evidenced in QA of case work. Baseline measures to be established (see 1.7)	Brian Ratner, Nyoka Fothergill, Jim Traynor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers) Hilary Paxton (Head of Adult Safeguarding) Richard Graham (Quality Assurance Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
2.6	Improvements in safeguarding work and outcomes can be shown to flow from management action and governance arrangements put in place by the safeguarding partnership.	The partnership board to establish a Performance, Audit and Quality Assurance (PAQA) sub group with representation from key agencies.			Jul-08	Dec-08	Mar-09	A core group with TOR defining governance and reporting arrangements is approved by the Safeguarding Partnership board.	Hilary Paxton (Head of Adult Safeguarding) Stuart Cameron Strickland (Head of Performance)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
2.7	Improvements in safeguarding work and outcomes can be shown to flow from management action and governance arrangements put in place by the safeguarding partnership.	An audit of existing arrangements is undertaken by PAQA. Recommendations for improvements are made. A report of this is submitted to the board for agreement.			Oct-08	Jun-09	Jun-09	Audit report completed and recommendations approved by Safeguarding Partnership board.	Hilary Paxton (Head of Service-Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
Recommendation 3: The Council and its partners should agree and implement improved procedures, ensuring that these: - Set out specific and monitorable expectation on staff from all agencies. - Implements a system of compliance monitoring processes that ensure consistent practice.												
3.1	Arrangements for safeguarding vulnerable adults are effective across agencies and disciplines.	Stage 1: Revise multi-agency safeguarding procedures.			Oct 07	Dec-08	Dec-08	Procedures agreed by partners and agencies.	Deputy Director (Strategic Commissioning) Hilary Paxton (Head of Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
		Stage 2: Ratify procedures through all agencies governance processes			Dec 08	Dec 09	Jun-09	Procedures ratified by all partners and agencies.			COMPLETED	COMPLETED
3.2	Arrangements for safeguarding vulnerable adults are coordinated across agencies and disciplines	Agree protocols for Joint Working with Adult Social Care across partner agencies, and with particular regard to identified vulnerability, i.e., homeless unit, community safety, domestic violence leads, etc.			Oct-08	Jan-09	Jan-09	Protocols are in place and agreed	Hilary Paxton (Head of Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
					Jan 09	June 09	Mar-09	QA of case files evidence effective use of protocols baseline and targets to be developed and agreed.			COMPLETED	COMPLETED
3.3	Increase awareness and understanding of issues and arrangements regarding safeguarding vulnerable adults.	Specify and implement a comprehensive communications and social marketing strategy in relation to adult safeguarding.			Oct-08	Jun-09	Jun-09	Marketing strategy is implemented	Mike Sells (Communications Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
			↑	↑	Jun 09	Jan 10	Surveys and quality assurance establish baseline and targets relating to outcome measures.	Baseline and targets agreed: A strong indicator is that of the rate of change in safeguarding referrals. Target set for the year and already exceeded by 3rd quarter results. Extrapolation suggests safeguarding referrals likely to increase by approx 45% overall during 2009 / 10. There is increase across all user groups. Referrals are also increasing from wide spectrum of agencies.				
3.4	Develop a Safeguarding Adults Charter for Leeds	Partners, agencies, service users, carers and public have information that is accurate, accessible & appropriate in terms of safeguarding standards & are able to take action to shape policy and hold the partnership to account.	↑	↑	Jun 09	Jan 10	Charter is developed by Adult Safeguarding Partnership board sub-group and ratified by board by Jan 2010 for adoption by partners	Hilary Paxton Head of Service Adult Safeguarding Deputy Director (Strategic Commissioning)	Deputy Director (Strategic Commissioning)	Different methods are being used to ensure greater and meaningful involvement of service users from all aspects of service provision, which means this action will be delayed. It is anticipated that a draft copy of the Charter will be presented to the Board in April 2010.		



Appendix 1

Recommendation 4: The Council and partners should progress the emerging multi-agency training strategy and link this development with the agreed set of minimum competencies from specific roles within the adult safeguarding process												
4.1	Everyone involved in safeguarding understands the partnership's vision and has the knowledge and skills to deliver effective safeguarding practice	Scope out at a high level training requirements and secure resources across agencies. See 1.6, 1.7 and 1.8 above			Oct-08	May-09	Aug-09	Establish and fund a plan which demonstrates a multi-agency commitment and reflects cross agency training requirements resulting in the effective safeguarding of adults across Leeds	Hilary Paxton (Head of Adult Safeguarding) .. Graham Sephton (Deputy Head of HR)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
4.2	Everyone involved in safeguarding understands the partnership's vision and has the knowledge and skills to deliver effective safeguarding practice	Agree mandatory multi-agency training programme including training sub-group to incorporate workforce leads.			Jan-09	May-09	Aug-09	Interagency strategy for safeguarding training established. A rolling programme is implemented and targets for numbers to be trained across agencies are met. Targets to be defined and agreed. X-ref 4.1	Hilary Paxton (Head of Adult Safeguarding) Graham Sephton (Deputy Head of HR)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
		Identify staff who require specific competencies and training requirements			Apr 09	Sep 09	Sep-09				COMPLETED	COMPLETED
		Establish training frequency for all roles and partners			Apr 09	Sep 09	Sep-09				COMPLETED	COMPLETED
4.3	Everyone involved in safeguarding understands the partnership's vision and has the knowledge and skills to deliver effective safeguarding practice	Monitor training via the Training and Quality Assurance subgroups.			Apr-09	Sep-09	Sep-09	Establish baseline and agree targets for training key staff across agencies based upon 4.1 which evidences that all frontline internal and external staff are aware of how to identify vulnerable adults and respond appropriately to concerns. User experience.	Hilary Paxton (Head of Adult Safeguarding)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
					Apr-09	Sep-09	Sep-09	Yr 1: 90% of respondents feel safe.	Stuart Cameron Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)		COMPLETED	COMPLETED
					Oct-09	Mar 10		Yr 2: 95% of respondents feel safe.	Stuart Cameron Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)		Figures for Qtr 3 of 09/10 shows that 90.3% of respondent feel safe. (Source CSC 09/10 Qtr 3)	
Recommendation 5: The Council should ensure that staff are alert to potential risk factors where people live in situations of ongoing vulnerability and that appropriate contingency plans are put in place.												
5.1	Risk factors are managed consistently in accordance with policies and staff respond effectively to mitigate risks effectively in relation to safeguarding concerns	Establish a risk management protocol and standard for protection of people living in vulnerable situations including partner agencies - A) Differentiate risk, monitor and manage this. B) Establish an information protocol around risk and vulnerability. C) Establish agreed process and standard for contingency planning.			Dec-08	Sep-09	Sep-09	All vulnerable people subject to a safeguarding enquiry are consistently assessed for risk	Hilary Paxton (Head of Adult Safeguarding) Chief Officer (Access & Inclusion) Chief Officer (Learning Disability).	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
							COMPLETED				COMPLETED	
							COMPLETED				COMPLETED	
							COMPLETED				COMPLETED	
5.2	Risk factors are managed consistently in accordance with policies and staff respond effectively to mitigate risks effectively in relation to safeguarding concerns	QA framework (as in arrangements in recommendation 2.2 and 2.3)to incorporates analysis of risk management			Sep 09	Jan 10		Baseline activity on risk assessment and use of contingency plans to be established from Sept 09	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	The Risk policy, tools and guidance were reported and approved by DMT (Transformation) Board on 3rd December'09. Currently, the policy is being piloted. ESCR recording being developed and planning to roll out by 1st April 2010. x-ref 2.4	



Appendix 1

Recommendation 7: The Adult Safeguarding Board should agree an adult safeguarding serious case review process and mechanisms for sharing performance issues and learning with partner agencies.												
7.1	The serious care review process is effective & the partnership evidence learning and dissemination of good practice	Ensure final draft of serious case review procedure is agreed by the board			Jul-08	Dec-08	Agreed Sept 08	1/ The procedure is formally agreed by the board	Deputy Director (Strategic Commissioning)	Director of Adult Social Services	COMPLETED	COMPLETED
					Sep 08	Sep 09	Sep-09	2/ The procedure is formally adopted within all partner agencies.			COMPLETED	COMPLETED
		Ensure final draft of serious case review procedure is taken through governance structures of statutory partners.						Future arrangements for the review of potentially serious cases & criteria are managed within the serious review sub-group of the Adult Safeguarding Partnership Board (see Rec 1.2)			COMPLETED	COMPLETED
7.2	The serious care review process is effective & the partnership evidence learning and dissemination of good practice.	Safeguarding Partnership Board conducts serious case reviews using new procedures and revise procedures in line with learning. (See recommendations 4 & 6).	↑		Nov-08	May-09	Dec-09	A pilot of two serious case reviews will have been conducted	Hilary Paxton (Head of Adult Safeguarding) .	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
			↑		Mar 09	May-09	Dec-09	Findings and action reported in report to the board			COMPLETED	COMPLETED
Recommendation 8: The safeguarding board should strengthen its leadership role and processes for informing and reporting practice issues to elected members.												
Recommendation 25: The Council and its partners should strengthen governance arrangements so that elected members and relevant Chief Officers in partner organisations have a clear understanding of the performance of adult safeguarding arrangements.												
8.1	Leadership of Adult Safeguarding Board is effective in ensuring delivery of appropriate safeguarding activity & outcomes for people.	Accountability arrangements for Adult Safeguarding are established through a distinct formal delegation arrangement between the Director of Adult Social Services and The Chair of the Safeguarding Board			Sep 08	Oct 08	Oct 08	Accountability for safeguarding vulnerable adults in Leeds is clear, transparent and unambiguous to partners and other stakeholders	Director of Adult Social Services	Director of Adult Social Services	COMPLETED	COMPLETED
8.2	Leadership of Adult Safeguarding Board is effective in ensuring delivery of appropriate safeguarding activity & outcomes for people.	Safeguarding Board approves revised terms of reference and membership			Jun-08	Nov-08	Nov 08	Revised terms of reference adopted and ratified by statutory partners	Chief Executives/ Officers of safeguarding partners	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
8.3	Performance of the board and its subgroups meets the requirements of the Good Governance Standard in Public Services adopted by the partnership	The work of the Board is reported through the governance structures of the respective partners. Elected members will receive reports through the Adult Social Care Scrutiny Board. The reports to include progress against the plan, the business plan and work programme for the following year.			Sep-08	May-09	May-09	Annual audits & good governance review, all sub groups have work plans and deliver them.	Chief Executives/ Officers of safeguarding partners	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
								Annual Report is produced in May accompanied by a business plan for the following year.			COMPLETED	COMPLETED
								1/4ly Performance reports are available for examination by agency and Local Government overview and scrutiny arrangements. (see Rec 2.3).			COMPLETED	COMPLETED
								The work of the board is open to challenge by established group of service users and their carers.			COMPLETED	COMPLETED
8.4	Performance of the board and its subgroups meets the requirements of the Good Governance Standard in Public Services adopted by the partnership.	The annual report is ratified by the governance structures of safeguarding partners including the Executive Board of the Council and its Overview and Scrutiny Board(s).			Dec-08	May-09	Jun-09	Annual Report contains details of volume of activity and quality of outcomes from all partners. Performance improvement and learning points are incorporated into future action plans.	Adult Safeguarding Board	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED



Appendix 1

Recommendation 9: The Council should ensure more inclusive and individualised assessments.												
Recommendation 10: The Council should promote more ambitious, outcome focused care planning.												
Recommendation 12: The Council should ensure that opportunities to promote individualised care plans utilising direct payments are always seized												
9.1	Personalised services deliver greater choice and control as evidenced in delivery and feedback	Progressing action plans for whole systems transformation through Self Directed Care Programme. Progress reviewed by DMT (SU involvement at Board, Team & workshop level).			Apr-08	Mar-11	30% of services are delivered through individual budgets. Satisfaction and outcomes surveys show increased levels of choice and control including increased opportunities for self-assessment.	Jemima Sparks (Business Change Project Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	<p>Early implementer initiated in January 2009 to test methodology prior to wider roll out from April 2010. Currently, 68 customers are part of this pilot, of whom 62 have completed SDAQs and had their indicative budgets calculated. 39 support plans have been completed, of which 32 have been approved. 27 service users are now in receipt of their personal budgets and using these to meet their support needs. An independent evaluation of the EI was commissioned, led by internal audit. Phase One of this was to evaluate systems and processes, and this has now completed; phase two is focusing on the outcomes for customers, and this is expected to complete by the end of Jan 2010. An action plan has been developed based on the recommendations of Phase One, and progress against this is monitored on a monthly basis by DMT PPF Board.</p> <p>In terms of wider roll out, existing customers are now being offered choice of moving to SDS as part of their annual FACS review. New customers will be assessed and have services provided under the SDS model from 1 April 2010. Systems and processes are in the final stages of being developed and approved; the majority of this work is complete, and we are on track to deliver within agreed timescales, and achieve the targets around N1130. Training plan for assessment and care management staff has been developed and approved. This involves all staff attending culture change training (Nov 09 - Feb 10), and a 2 day course on systems and processes (Feb 10 - Apr 10).</p> <p>Issues are being reported to DMT PPF Board, Project Board and Project Team on a monthly basis. Regular updates are also being provided to SDM meetings. A Scrutiny working group has been running throughout 2009; these meetings have now completed, and the group are preparing a report. The project manager will attend Scrutiny Board in March. A report is also being prepared for Exec Board in March.</p>		
9.2	Personalised services deliver greater choice and control as evidenced in delivery and feedback.	Continuing process of workshops communicating to practitioners the vision of personalisation and setting challenges for individuals around IB & DP and developing awareness.			Oct-08	Mar-09	Mar-09	Frontline staff understand and apply to practice the principles of personalisation as evidenced by measures of 1/ Delivery 2 / Feedback Delivery Targets:08/09 759 recipients, 09/10 2,417 recipients. Feedback baseline:43% survey respondents report being offered DP. Targets to be agreed.	Jemima Sparks (Business Change Project Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED



Appendix 1

9.3	Personalised services deliver greater choice and control as evidenced in delivery and feedback	Join 'In Control' Programme.			Oct-08	Mar 09	Oct 08	Leeds has joined the 'in Control,' Programme	Jemima Sparks (Business Change Project Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
9.4	Almost all service users report that they have accurate accessible information and that care processes are undertaken with respect to the person, in a timely manner, the range of services met preferences and they consider they are more in control	Agree measurable standards for outcome focused assessments and care planning and communicate to staff. These include: 1/ Timeliness 2/ Choice and Control 3/ Respect for the person including who fund their own care and support. NI 130 % of social care clients receiving self directed support. The target for 2009/10 is 15%	↑		Dec-08	Aug-09	Sept-09 Ongoing	Measurable standards for outcome focused assessment and care planning which include respect for the person and timeliness have been communicated to all staff and are being used as evidenced by measures including targets 08/09: Older people assessed in 4 weeks - 85% Survey respondents happy with the assessment process - 90% Survey respondents report that the assessing SW is courteous and helpful	Jane Moran, Brian Ratner, Nyoka Fothergill, Jim Traynor, Phil Schofield, Graham Heffernan, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
9.5	Assessments and care plan are inclusive, individual, ambitious and outcome focused.	Ensure Single Assessment Approach (SAP) is in line with an enablement approach and personalisation is embedded in all policies, procedures, tools and methodology relating to assessments.	↑	↑	Dec-08	Mar-10		All agencies and professionals using or contributing to SAP focus on outcome based assessment and care planning. Evidenced by the file audit process.	Jemima Sparks, Programme Manager	Deputy Director (Partnerships & Organisational Effectiveness)	A 'hybrid' of Easycare and the SDAQ has been completed in preparation of city wide roll out in April has been completed. This is currently being trialled within the early Implementer and 'challenged' by stakeholders. It will ensure the principles of SAP are retained whilst ensuring that assessment is also directed by the customer. Work commencing within the multi agency group to look at a longer term solution for all organisations involved in SAP, taking into account the integration agenda.	
9.6	Service users and carers have appropriate access to information.	The infrastructure is established to support service users and carers with partners, including access to accessible and timely information. (See recommendation 13).	↑		Mar-09	Jun-09	Oct-09	Evidence shows effective support for service users and carers in the provision of accurate, accessible and appropriate information. Targets 08/09: Older people assessed in 4 weeks: 85% Survey respondents happy with the assessment process: 90% Survey respondents report that information is adequate.	Mike Sells (Communications Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability) Chief Officer (Social Care Commissioning)	COMPLETED	COMPLETED
		The infrastructure is established to support service users and carers with partners, including access to accessible and timely advocacy services. (See recommendation 13).	↑		Mar-09	Jun-09		Evidence shows effective support for service users and carers in the provision of accurate, accessible advocacy services.	Mick Ward (Head of Strategic Partnerships and Development)		Review of Advocacy service completed. Commissioning Strategy for future advocacy services now to be developed. Carers Internet Site established and well used. X-ref 13.1 <i>This action is now completed.</i>	
9.7	Almost all service users report that they have accurate accessible information, advice and advocacy supported when needed to make choices and exercise control.	Establish internal and public communication strategy to raise awareness and expectations of self directed care in current and potential service users	↑		Apr-09	Sep-09	Sept-09/ Ongoing	Survey respondents are aware of IB/DP as evidenced by measures of: 1/ Delivery 2/ Feedback Delivery targets: 08/09 - 759 recipients, 09/10 - 2,417 recipients. Feedback baseline: 43% survey respondents report being offered DP.	Mike Sells (Communications Manager) Brian Ratner, Nyoka Fothergill, Jim Taynor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability) Deputy Director (Strategic Commissioning) Chief Officer (Resources)	COMPLETED	COMPLETED



Appendix 1

9.8	QA processes effectively support improved service delivery	Arrangements for QA outlined under recommendation 2 are operational.	↑		Mar-09	Jun-09	Sep-09	QA assurance process to monitor that personalised services are delivered and vulnerable adults empowered to choose as evidenced by measures of 1/ Delivery 2/ Feedback 3/ Delivery Targets: 08/09 - 759 recipients 09/10 - 2,417 recipients Feedback baseline: 43% of survey respondents report being offered DP. Targets to be agreed.	Richard Graham (Quality Assurance Manager) Stuart Cameron-Strickland (Head of Performance)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
Recommendation 11: The Council should ensure that departmental standards in relation to the timeliness and the quality of regular reviews are met.												
11.1	Standards & expectations in relation to the timeliness and the quality of regular reviews are met	Review current systems, determine resources required and align these to ensure that reviews are undertaken in a timely manner inline with FAC's guidance.	↑	↑	Dec-08	Mar-09	Mar-09	From an 07/08 baseline of 63% In Year 1: 76% of service users to receive a timely review.	Brian Ratner , Nyoka Fothergill, Jim Tray nor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
			↑	↑	Apr-09	Mar-10		In Year 2 (April 2010): 80% of service users to receive a timely review.			Working Group established to look at reviewing processes and practices, which includes performance. Reviewing process now takes into account SDS. Offer of SDS is made and recorded at reviewing stage.	
11.2	Standards & expectations in relation to the timeliness and the quality of regular reviews are met	Agree quality outcome focused standards for reviews to incorporate personalisation and risk factors	↑	↑	Dec-08	Jun-10		Quality standards established with operational staff.	Brian Ratner , Nyoka Fothergill, Jim Tray nor, Phil Schofield, Jane Moran, Graham Heffernan, Steve Bardsley (Service Delivery Managers) Richard Graham (Quality Assurance Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	The ART Team have extended their role in quality assurance and validation, to take into account revised protocols and ensure data is capture on ESCR. Work is underway to tidy up data in order to ensure those people who require reviews are identified.	
			↑	↑	Jun 09	Jan 10		75% of all reviews meet core quality standards as evidenced in file audit process.			Independent File Auditors have been commissioned and commenced which will provide further evidence of improvement. X-ref 2.4	
Recommendation 13: The Council should build on the wide availability of advocacy services by specifying and focusing the circumstances in which it should be used to empower people.												
13.1	Almost all service users report that they have accurate accessible information, advice and advocacy supported when needed to make choices and exercise control.	Determine requirements in Leeds for advocacy	↑	↑	Jan-09	Aug-09		The following range of advocacy requirements are incorporated: - Crisis - Task or Issue. - Representational Short Term or Long Term - Independent Mental Capacity Advocacy (IMCA)	Mick Ward (Head of Strategic Partnerships and Development)	Deputy Director (Strategic Commissioning)	Advocacy Review completed and Report agreed by ASC Commissioning Board. Group to be established to implement recommendations. X-ref to 9.6 <i>This action is now completed</i>	
13.2	Almost all service users report that they have accurate accessible information, advice and advocacy supported when needed to make choices and exercise control.	The authority has implemented a user led advocacy service which: - Empowers individuals - Promotes independence & safeguarding - Meets the full range of cultural & service user needs.	↑	↑	Aug 09	Mar 10		In coordination with partners, procurement and contracting arrangements are implemented to meet the agreed Leeds model	Tim O'Shea (Head of Adult Social care Commissioning)	Deputy Director (Strategic Commissioning)	x-ref to 9.6 and 13.1	



Appendix 1

Recommendation 14: The Council should extend the range and choice of services by reconfiguring and modernising traditional, buildings-based services												
14.1	1/ Services are commissioned and delivered to clear standards, offer good care value and are linked to Our Health, Our Care, Our Say, outcomes. 2/ Almost all people who use services & their carers are involved in development work, review & are integral to the commissioning process.	Procure external expert advice to generate an options appraisal regarding steps to shift the emphasis of social care interventions away from building based services. Options generated will include: 1/ LA cease to be a direct provider of buildings based services 2/ Minimal & specifically targeted role for LA in providing services	↔	↔	April 09	Oct 09		The Local Authority has identified the nature of its business in relation to buildings based services. Senior managers and elected members agree options regarding the future of buildings based services which provide the basis of a work programme.	Tim O'Shea (Head of Adult Commissioning), Lynda Bowen (Chief Officer Support and Enablement)	Deputy Director (Strategic Commissioning) Chief Officer (Support & Enablement)	LA has attained a rating of excellent for it's involvement of people in planning services (CQC Dec 2009). <i>This action is now completed</i>	
14.2	Services are commissioned and delivered to clear standards, offer good care value and are linked to Our Health, Our Care, Our Say, outcomes.	A programme plan and resources to support is put in place to take forward agreed options	↑	↑	Oct-09	Apr-10		A programme of work which has been developed with the involvement of service users and their carers is agreed by senior managers and elected members.	Tim O'Shea (Head of Adult Commissioning),	Deputy Director (Strategic Commissioning)	LA has attained a rating of excellent for it's involvement of people in planning services (CQC Dec 2009). <i>This action is now completed</i>	
			↑	↑	Oct-09	Apr-10		Resources and support to operationalise the programme is in place (see Rec 24 in relation to Workforce Strategy development)	Lynda Bowen (Chief Officer Support and Enablement) (Head of Adult Resources)	Chief Officer (Support & Enablement)	X-ref to 14.4	
14.4	Directly provided services have clear contractual arrangements including performance and QA measures which are monitored and reported.	Extend current contract and monitoring arrangements to cover directly provided services			Nov-08	Apr-09	Jan-09	Service level agreements are in place for: 08/09 Homecare,	Tim O'Shea (Head of Adult Commissioning)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
			↑	↑	Apr 09	Mar 10		09/10 Residential Care and Daycare			Work to extend contracts to homecare and residential care is on track to be completed within timescale	
14.5	Develop formal joint commissioning frameworks with health to extend the range of options for delivering personalised services	Establishment of agreements and Service Specifications jointly with the PCT for - residential care (including specialist and general) - home care	↔		Jan-09	Oct-09	Dec-09	Formal agreements with LPCT regarding joint commissioning frameworks, Service specifications in place for homecare and other key services	Tim O'Shea (Head of Adult Commissioning), Mark Phillott (Commissioning Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED



Appendix 1

Recommendation 15: The Council and partners should strengthen hospital discharge procedures by focusing on the quality of peoples experiences												
Recommendation 16: The Council and partners should strengthen hospital discharge procedures by setting out clear reciprocal responsibilities with procedures in place for ensuring compliance with those standards.												
Recommendation 17: The Council and partners should strengthen hospital discharge procedures by agreeing a process for resolving and learning from concerns about the quality of multi-disciplinary work.												
15.1	People access a range of care services that promote their independence.	The remit of the existing Planned and Urgent Care Group is extended to undertake revising current protocol, procedures and practice to ensure that: 1/ the roles of different professionals are clear. 2/ the hospital discharge process is timely, safe and ensures a consideration of dignity and respect for the individual. 3/ a process for resolving disputes is in place.			Oct 08	Nov 08	Nov 08	Actions taken prevent unnecessary hospital admission and enable timely & safe hospital discharge which maintains dignity and respect. Regular reports are provided to the Leeds Joint Commissioning Board for Adults.	Philip Schofield (Service Delivery Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability) Director of Commissioning (Leeds NHS)	COMPLETED	COMPLETED
15.2	People access a range of care services to promote their independence. These prevent unnecessary hospital admission and enable timely & safe hospital discharge which maintains dignity and respect.	New protocol and procedure published and adopted by local hospitals including, terms written into the contract between LHHT, NHS Leeds and ASC. New protocol and procedures agreed with significant out of Leeds neighbouring hospitals.			Nov 08	Mar 09	Mar-09	There is a signed protocol between ASC and health partners covering hospital discharge procedures, continuing care and disputes resolution. Protocol and procedure agreed by health partners and ASC and included in contractual arrangements. Protocol and procedure agreed by neighbouring hospitals and ASC, i.e., Harrogate, Bradford, Wakefield.	Philip Schofield (Service Delivery Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability) Director of Commissioning (Leeds NHS)	COMPLETED	COMPLETED
			↑	↑	Mar 09	Nov 09	New Delay Transfer Protocol completed with neighbouring hospitals. Joint Protocol for the Transfer of care with Harrogate and District NHS Foundation Trust has been ratified. Bradford and Wakefield NHS are taking it through their ratification process.					
15.3	The monitoring of hospital discharge arrangements is effective and lessons are learned from concerns.	Regular monitoring and reports are prepared by the Planned and Urgent Care Group and submitted to the Joint Strategic Commissioning Board (JSCB)			Jan-09	Apr-09	Jun-09	Baseline for delayed discharges of 27. Establish and initiate a baseline and targets to include data and info from: - Reviews of service users. - Complaints. - User experience surveys included in the reports to JSCB	Philip Schofield (Service Delivery Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disability)	COMPLETED	COMPLETED
Recommendation 18: The council should improve the availability of information about the range of carer's services.												
18.1	Establish communication and information requirements enabling a proactive approach to ensuring information is available when required.	Undertake a gap analysis, in consultation with carers & service users, of current information needs. Identify and appraise options to inform a communications strategy which ensures that people have the information they require when they require it.			Apr-09	Jul-09	Oct-09	Adult Social Care Information, Communications & Marketing Strategy is set out as part of the 2009/10 Business Plan. Service users and carers are actively involved in development work, planning and review.	Mike Sells (Communication Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
18.2	Information, Communication and a Marketing strategy ensures that carers have access to timely information	Communication and social marketing strategy - awareness raising and where appropriate training and with key staff including partner agencies.	↑	↑	Sep-09	Apr-10		Adult Social Care Information, Communications & Marketing Strategy is implemented.	Mike Sells (Communication Manager)	Chief Officer (Resources)	Carers Strategy completed. Additional marketing developments in progress. - new carers website pages complete. - carer's survey completed and currently report is being prepared. - carers special news pages added to Spring edition of 'About Leeds' free Newspaper which will go to all homes in Leeds.	
18.3	Carers confirm that they are well informed about services. They have information, which is accurate, accessible and appropriate in terms of their culture, sexuality, age, gender and religion.	Put arrangements in place to review, monitor and assure up to date, accurate and regular supply of information and effective communications with carers.			Dec 08	Mar 09	Mar-09	Carers and people who use services are helped to understand how to maintain wellbeing through a range of accessible information provided in partnership. 90% of survey respondents report that information provided is adequate as an initial baseline. Adult Social Care Information, Communications & Marketing Strategy is reviewed to establish further baseline and targets.	Mike Sells (Communication Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
					Apr-10	Sep-10						



Appendix 1

Recommendation 19: The Council and partners should improve the use by staff of the wide range of preventative services in preventative support packages for particularly vulnerable people in the community.												
19.1	Staff are aware of local preventative services, service users can access and influence appropriate care planning information.	Ensure teams are aware of locality options, including all relevant staff in ASC and partner agencies to receive a social isolation toolkit which specify the range of preventative services.			Apr-09	Jun-09	Jun-09	Relevant workers have information regarding the range of options currently available and monitoring of preventative services reflect this as measured in 19.3.	Mike Sells (Communication Manager), Mick Ward (Head of Strategic Partnerships and Development).	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
19.2	Referral pathways to preventative services are clarified and all vulnerable people receiving a preventative service receive a common assessment and care planning framework. (CAF)	Ensure that a standard contact assessment and care plan tool is rolled out to all voluntary sector / preventative services so that effective data sharing and measurable outcomes can be achieved. To include development of the CAF framework with health service partners. (Also see recommendation 9.5)	↑	↑	Aug-09	Mar-10	Staff in preventative services use and are involved in outcome focused assessment and care planning as measured in 19.3.	Jemima Sparks, Programme Manager	Deputy Director (Partnerships & Organisational Effectiveness)	Adult CAF in pilot stages nationally. Increasing number of voluntary sector agencies use contact assessment as a referral tool, and this is now in common use in community health services. The move of Team Managers to front line contact in Westgate will provide the opportunity to enhance screening at this point and improve signposting for prevention and early intervention.		
19.3	Quality Assurance systems show that there is a successful focus upon early prevention and reduced need for higher level support services.	Ensure that the commissioning approach to preventative services is effective via QA systems outlined in recommendation 2			Jan-09	Jul-09	Jul-09	Establish a baseline and targets for measuring use of preventative services to show a focus upon early prevention & reduced need for higher level support. To include data relating to: 1/ signposting and information given 2/ review information 3/ surveys 4/ evidence from case file audits 5/ hospital admissions & numbers entering long term residential care	Tim O'Shea (Head of Adult Commissioning) Stuart Cameron-Strickland (Head of Performance), Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
Recommendation 20: The Council and partners should agree a set of joint funding priorities and set out clear service development plans with associated joint management arrangements and joint funding commitments (reference recommendation 14)												
Recommendation 21: The Council should set out a clear commissioning plan for Older People's Services, including re-commissioning arrangements for existing services (where appropriate).												
20.1	The health and wellbeing needs of the people of Leeds are evidenced within the JSNA & shape commissioning priorities linked to Our Health, Our Care, Our Say	Agree arrangements for future governance of JSNA process. Publish conclusions from initial work programme and data analysis.			Dec-07	Feb-09	Feb-09	All commissioners have a detailed analysis of the health and wellbeing needs of whole population so that strategic commissioning can link investment to activity over time.	John England, Deputy Director (Partnerships and Organisational Effectiveness)	Deputy Director (Partnerships & Organisational Effectiveness)	COMPLETED	COMPLETED
20.2	Partnership arrangements deliver joint & single commissioning consistent with needs and available resources.	Establish Joint Commissioning priorities including shared funding arrangements.			Oct-08	Jul-09	Sep-09	Systems and infrastructure to support joint working in place. 1/ Virtual teams established for commissioning in relation to priority groups.	Tim O'Shea (Head of Adult Commissioning), Mick Ward (Head of Strategic Partnerships & Development), Carol Cochrane (Director of Commissioning & Priority Groups NHS Leeds)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
					Oct-08	Jul-09	Aug-09	2/ Commissioning intentions published.			COMPLETED	COMPLETED



Appendix 1

20.3	Determine priorities for older peoples commissioning with partners which promote choice, control, health and wellbeing	Undertake an analysis of older peoples commissioning opportunities in consultation with older people & providers across health and social care.			Nov 08	Sep-09	Oct-09	Strategy and plans include an understanding of the local market, cost considerations, quality factors and link to financial plans. 1/ Publish joint commissioning prospectus. 2/ Revise and republish Older Better. Strategic commissioning developed to link joint investment to activity over time.	Tim O'Shea (Head of Adult Commissioning), Mick Ward (Head of Strategic Partnerships & Development)	Deputy Director (Strategic Commissioning)	COMPLETED	COMPLETED
20.4	Achieve a shared agreed framework for integrated leadership in the delivery of joint responses to meet health and social care needs in Leeds	Engage with the University of Birmingham to identify opportunities for greater joint commissioning activity and for further integration.			Apr 09	Oct 09	May-09	1/ Undertake diagnostic phase	Dennis Holmes (Deputy Director, Strategic Commissioning) Steve Hume Chief Officer (Resources)	Director of Adult Social Services	COMPLETED	COMPLETED
			↔	↑				2/ Operational phase			Ongoing	
			↔	↑	Oct 09	Apr 10		Effective joint working as commissioners and/or integrated providers, results in the delivery of outcomes which meet the needs and expectations of service users and their carers and deliver value.			Ongoing	
20.5	Options which will maximise effective joint working to best meet the needs of people and deliver outcomes are identified.	Review intermediate tier, JCMT, Mental Health Teams, Hospital Discharge	↔	↔	Jan 09	Jul-09		Systems and infrastructure to support joint working in place and enabling staff to delivery safe dignified transfers of care. Baseline and measures to be developed, to include data from, complaints, reviews, delayed transfers. Reports on progress are submitted on a quarterly basis to the Leeds Joint Commissioning Board.	John Lennon Chief Officer (Access & Inclusion) Mick Ward (Head of Strategic Partnerships and Development),	Chief Officer (Access & Inclusion) Deputy Director (Strategic Commissioning)	Intermediate Tier agreed as a priority in NHS Leeds Transforming Community Service Strategy. Intermediate Tier Strategy completed and implementation work ongoing. Commissioning Plan which will include intermediate Care element has been developed and going through partners governance structure for approval. It is anticipated that this will be agreed by April 2010.	
		Review and develop joint commissioning/ market management of homecare. (cross ref to 20.3)	↑		Apr 09	Oct-09	Dec-09		Tim O'Shea (Head of Adult Commissioning)		COMPLETED	COMPLETED



Appendix 1

Recommendation 22: The Council should implement a system to ensure compliance with the expectations of the supervision policy.												
22.1	Explicit expectations on supervision are met. They enable compliance with standards and focus on consistency, learning and better outcomes for people who use services.	QA of compliance with the current supervision policy will form part of the file audit process outlined under recommendation 2.2 & 2.3.			Oct 08	Mar 09	Mar-09	Ensure implement policy in relation to supervision across 100% of assessment and care management staff.	John Lennon (Chief Officer Access and Inclusion) Richard Graham (Quality Assurance Manager)	Chief Officer (Access and Inclusion) Chief Officer (Learning Disabilities)	COMPLETED	COMPLETED
22.2	Explicit expectations on supervision are met. They enable compliance with standards and focus on consistency, learning and better outcomes for people who use services.	Review the existing supervision policy to include: 1/ Align with requirements in relation to safeguarding and personalisation 2/ A separate codicil of professional requirements for fieldwork staff. 3/ Align with corporate work in this area.			Oct 08	Mar-09	Mar-09	Revised supervision policy published.	Graham Sephton (Deputy HR Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
					Mar 09	Mar 10	Oct-09	Revised supervision policy rolled out to all fieldwork staff. Baseline and targets in relation to compliance and effectiveness to be established. To include: 1/File audit process. 2/Employee Survey. 3/ Investors in People reviews.	Graham Sephton (Deputy HR Manager) Richard Graham (Quality Assurance Manager)	Chief Officer (Resources)	COMPLETED	COMPLETED
			↑	↑	Mar-09	Mar-10					Revised supervision policy launched 100% compliance – target set for March 2010 Quality Assurance process now being introduced. Safeguarding and Personalisation now central to supervision practice.	
Recommendation 23: The council should make the established business planning process more effective by cascading general intentions in strategic vision documents into more effective action and team plans.												
23.1	Business priorities are cascaded and included in effective team plans.	Arrangements are put in place for the financial year 2009/10 to ensure that teams are engaged in setting out how they will contribute individually to achieve service improvement.			Feb-09	Jun-09	Oct-09	Staff are supported in the planning process: road shows, service conferences, team engagement. Each action within Adult Social Care plan will have populated detailed team plans against which their progress can be monitored. Teams know and reflect the business priorities in their team plans. Plans monitored through supervision and team meetings.	Steve Hume Chief Officer (Resources)	Chief Officer (Resources)	COMPLETED	COMPLETED
23.2	Business priorities are cascaded and included in effective team plans.	The business planning process establishes which are the key business priorities at a strategic level and communicates these to the rest of the organisation.	↑	↑	Jun 09	Mar 10		Performance management framework demonstrates team improvements overall as part of the overall business planning process via quarterly reports to DMT performance board.	Stuart Cameron-Strickland (Head of Performance) Richard Graham (Quality Assurance Manager)	Deputy Director (Strategic Commissioning)	A report will be presented to DMT (Performance) in Jan'10 by PQA, which will outline the business priorities to be cascaded.	



Appendix 1

Recommendation 24: The council should publish a workforce development plan which reflects the reshaped services and sets out how retraining and job redesign processes are to be utilised to deliver the skills needed to reconfigure services.												
24.1	There are sufficient appropriately skilled staff to undertake the full range of social care functions, particularly in relation to safeguarding and personalisation	Create and launch a framework that maps competencies, skills and knowledge for key roles and groups in Adult Social Care in relation to safeguarding. (see Rec. 14).									COMPLETED	COMPLETED
		Create and launch a framework that maps competencies, skills and knowledge for key roles and groups in Adult Social Care in relation to personalisation (see Rec. 14).									COMPLETED	COMPLETED
		Create and launch a framework that maps competencies, skills and knowledge for key roles and groups in Adult Social Care in relation to the requirements of business change (see Rec. 14).									COMPLETED	COMPLETED
24.2	There are sufficient appropriately skilled staff to undertake social care functions	Publish our 3 year workforce strategy which reflect commissioning intentions and planned business change (2009 to 2012)									COMPLETED	COMPLETED
		Review in Oct 2009 in relation to plans in Recom 14	↑	↑							Process has been developed and implemented to monitor and review the 80 points action plan which is part of the strategy on a monthly bases. Regular reports are prepared and presented to DMT (Resource) Board. <i>(This action is now completed)</i>	
24.3	Services are consistently provided by an appropriately skilled and knowledgeable workforce	A new process for identifying investment and measuring the quality and impact of workforce development will be introduced in the 2009/10 planning cycle. New reporting process will be introduced.									COMPLETED	COMPLETED
											COMPLETED	COMPLETED
											COMPLETED	COMPLETED
24.4	All will be aware of local skills standards and the support available to meet these standards	A website will be created as a central resource for all information relating to workforce development. A clear description of what training and development is on offer to be communicated. Expected behaviours around the most important workforce development.									COMPLETED	COMPLETED

DRAFT

**Scrutiny Board (Adult Social Care)
Independence Wellbeing and Choice Action Plan
11th May 2010
Report author: Sandra Newbould**

www.scrutiny.unit@leeds.gov.uk





Originator: Sandra Newbould

Tel: 2474792

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 11th May 2010

Subject: Annual Report 2009/2010

Electoral Wards Affected: All

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose of the report

1.1 The purpose of this report is to present the draft of the Board's contribution to the Scrutiny Boards Annual Report.

2.0 Introduction

2.1 Members will be aware that the operating protocols for Scrutiny Boards require the publication of an Annual Report to Council.

2.2 This is the Board's opportunity to contribute to that Annual Report.

3.0 Draft Annual Report

3.1 Attached is a draft of this Board's proposed submission which includes an introduction from the Chair and details of the work undertaken by the Board in this municipal year.

3.2 This year attention will be given to ensuring that each of the Scrutiny Boards submissions follow the same order and layout and whilst the content will not change there may be some format changes necessary when the final document is published.

4.0 Recommendation

4.1 Members are asked to note paragraph 3.2 and approve the Board's contribution to the composite Annual Report.

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Scrutiny Board (Adult Social Care)



Councillor Judith Chapman
Chair of Scrutiny Board
(Adult Social Care)

Membership of the Board:

Councillor Judith Chapman (Chair)
Councillor Stuart Andrew – From 20th January 2010
Councillor Ben Chastney – From 18th November 2009
Councillor Penny Ewens
Councillor Ruth Feldman
Councillor Clive Fox
Councillor Angela Gabriel
Councillor Ted Hanley
Councillor James McKenna
Councillor Vonnie Morgan
Councillor Frank Robinson – Until 20th January 2010
Councillor Alan Taylor – Until 18th November 2009
Councillor Eileen Taylor

Co-opted Members:

Joy Fisher – Alliance of Service Users and Carers
Sally Morgan – Equalities

The Chair's summary

I am pleased to present the annual report of Scrutiny Board (Adult Social Care) for 2009/10.

This year we have completed three major inquiries. The complex inquiry into Self Directed Support and Personal Budgets commenced in the last municipal year and spanned a 10 month period. During this time we witnessed the evolution of this initiative and heard positive feedback from individuals now receiving a personal budget.

The Transitions Service provides support to those aged 14-25 making the transition from Children's Services into Adult Social Care. We wanted to ascertain what standard of service we provide and therefore conducted an inquiry into the transitional arrangements for disabled young people. We identified that the service is in the early stages of development and welcomed the opportunity to become involved and provide our recommendations at such a timely juncture.

The level of support provided to working age adults with severe and enduring mental health problems was the focus of our 3rd inquiry. This was conducted with colleagues from the Health Scrutiny Board.

In addition to our large scale inquiries, we have looked at several other areas such as Commissioning in Adult Social Care with a particular focus on the provision of Neighbourhood Networks. We considered it important to hold a dedicated meeting in August 2009 to consider the future planned Day Service provision in the City. We have also continued to pay particular attention to performance management following the 2008 Commission for Social Care Inspection report, and were very reassured by the positive Care Quality Commission report presented to us in December 2009 which highlighted an overall improvement in Adult Social Services.

No doubt 2010/11 will be another busy year for the Board, monitoring improvement within Adult Social Care and with the anticipated introduction of Free Personal Care at Home for qualifying service users. Looking at the options for the future provision of long term residential care services is an area that the Adult Social Services Department will be considering in order to produce a Residential Care Strategy for Older People in Leeds. It is recommended that the Adult Social Care Scrutiny Board maintain a watching brief on this process and where appropriate make further investigations and recommendations for change where necessary.

Finally, I would like to say thank you to all the members of the Board for participating in the large number of working groups scheduled this year and for completing our busy work programme with such commitment.

Cllr Judith Chapman, Chair of Scrutiny Board (Adult Social Care)

Inquiry into Self Directed Support and Personal Budgets

Summary

The need to modernise social care services is essential to facilitate the provision and funding of a more flexible service, which in turn will enable people to have a greater influence over their care services.

One of a number of initiatives contributing to service transformation is Self Directed Support (SDS) and personal budgets. Throughout this inquiry we gained an insight into the significant level of change required in the way assessment and care management should be delivered by the council and our partners.

The inquiry commenced in the 2008/9 municipal year. The modernisation of Adult Social Care is a long term change programme of which Self Directed Support is a major influential factor. Due consideration of evidence took place over a ten month period during which we witnessed the evolution of the Early Implementer Pilot project and the many benefits that a personalised budget can bring to an individual wishing to have more choice and control over the services they wish to receive.

Anticipated service benefits

This inquiry identified some important learning for Adult Social Care as it continues to implement the Putting People First agenda. The recommendations we have made will help the service to strengthen practice and enable us to continue monitoring this area to ensure effective progress is made within budgetary constraints.

Our main recommendations

That the Director of Adult Social Services ensures best practice guidance, the requirement for a single assessment process and feedback from service users continue to be considered to improve the structure and composition of the Self Directed Assessment Questionnaire which will aid completion and remove barriers for service users.

That the Director of Adult Social Services updates the Adult Social Care Scrutiny Board (or its successor board) on a quarterly basis on the budgetary impact of Self Directed Support and financial pressures created throughout the municipal years 2010/11 and 2011/12.

That the Director of Adult Social Services delivers a targeted campaign before December 2010 aimed at older people to raise awareness and to promote the benefits of Self Directed Support.

The Director of Adult Social Services makes necessary provision to ensure individual support plans clearly identify the short term and emergency back up arrangements should a breakdown in care occur. Arrangements should be stressed and clearly communicated to those in receipt of Self Directed Support and where appropriate to carers and family members.

Inquiry into Transitional Arrangements for Disabled Young People into Adult Social Care

Summary

The Board decided to conduct an inquiry to determine if a sufficient transitional service is being provided and if structures, policies and procedures are in place to facilitate effective multi agency service delivery. We were particularly interested in the differences in eligibility criteria between Children and Young Peoples Social Care and Adult Social Care, the difficulties this creates, how this and service user expectations are managed. We also wanted to identify how personal budgets were being utilised and what Care Planning and Safeguarding arrangements are made during the transitional period.

The nature of the inquiry dictated that there should be representation from the Children's Scrutiny Board therefore participation from the board was invited. Cllr Brenda Lancaster attended as the nominated representative.

Anticipated service benefits

The Transitions Service is currently in a period of evolution and as such is still developing a framework within which to operate. We have made a number of recommendations which should add focus in the development of the service, requesting the introduction of targets and objectives against which the service can measure its performance.

Our main recommendations

That the Directors of Adult Social Services and Children's Services establish and publicise the provision of a Transitions Peer Support Group before the 31st March 2011.

That the Directors of Adult Social Services and Children's Services before July 2010, investigate additional methods of promoting the Transitions Service to raise the awareness of those young people and families may benefit from the service.

That the Director of Adult Social Services establishes a Transitions Service Action Plan before July 2010, to enable progress against key development objectives to be monitored.

That the Director of Adult Social Services introduces a mechanism for measuring, monitoring and reporting the performance of Transitional Services in Leeds before July 2010.

That the Director of Adult Social Services reviews the Draft Transitions Procedure before July 2010 to adequately reflect Safeguarding, Risk Managements and Mental Capacity requirements for young people in transition.

That the Executive Board Member for Adult Health and Social Care identifies an Elected Member to undertake the role of Transitions Champion before August 2010.

Inquiry into Supporting Working Age Adults with Severe and Enduring Mental Health Problems

Summary

During the last municipal year the Adult Social Care Scrutiny Board expressed their concern at the lack of support for those individuals detained under the Mental Health Act and then discharged into the Community and suggested that an inquiry be conducted during 2009/10.

As the newly established Board we took into consideration this concern and on the 17th June 2009 decided to conduct an inquiry in relation to mental health services for working age adults with severe and enduring problems.

The specific areas we wanted to focus on were as follows:

- The current provision of care in Leeds and performance information
- The pathways into support services
- Choice and control for the individual or their representative
- The different types and scope of services provided by Voluntary Community and Faith Sectors, Private Sector and the Council and how these compare in terms of quality and value for money. We also wanted to identify the levels of need and capacity, potential duplication of service or elements of the service that is missing in the City.
- Current and planned service changes (directed nationally or locally and how this will impact on service provision

The inquiry was conducted with participation from members of the Health Scrutiny Board. A wide range of stakeholders and partner organisations kindly contributed to the inquiry.

Anticipated Service Benefits.

It is evident that the Joint Strategic Needs Assessment will provide key information on which to assess the support requirements across Leeds for those with mental health problems. We have already identified that some services have evolved in certain pockets of the city and consider that a good support service should be city wide based on need.

We would like to more effective mental health service commissioning with our health partners again based on assessed needs across the city but which also encompasses flexibility and value for money.

The Council as one of the city's largest employers should set an example to adopt and promote mental health wellbeing initiatives in order to keep individuals in employment and aid people back into the workplace as soon as possible.

We also consider that the inquiry has identified scope for more detailed investigation during the next municipal year.

Our main recommendations

Our recommendations are due to be discussed and agreed at the Adult Social Care Scrutiny Board meeting in June 2010.

Other work of the Board

Monitoring the Independence Wellbeing and Choice Action Plan.

On the 3rd of December the Executive Board received the Independence, Wellbeing and Choice report. Associated with the reports was an action plan defining targets for improvement by Adult Social Services in order to resolve the problems raised by the Commission for Social Care inspector. In response the Executive Board resolved that the report and associated plan be referred to Scrutiny Board (Adult Social Care) for their oversight of performance against the targets set out.

Throughout the review we have maintained a watching brief of the overall improvement in performance of Adult Social Services, measured against the action plan. We considered however the area of Safeguarding of particular importance and therefore determined that both the Working Group and the Adult Social Care Scrutiny Board investigate this area in greater detail.

Due consideration of evidence has taken place over a thirteen month period during which we have witnessed the development of the service resulting in the improved performance rating awarded by the Care Quality Commission for 2008/9.

Day Services

In August 2009 a special meeting of the Scrutiny Board was called to look specifically at the future of Day Service provision in Leeds. This occurred as a result of the strong feelings expressed from a number of sources about the proposed changes to some buildings based services provided, which included a number of proposed closures.

We received a presentation on the background to the national shift away from more traditional day care services such as those provided at day care centres. We were further advised of the influence of direct payments and personal budgets which enables individuals to procure their own services.

The need to concentrate on providing services for those with the greatest needs was stressed to us. This includes specialist services such as services for people suffering from dementia, re-enablement services, specialist BME services, services aimed specifically at carers, and other initiatives such as the development of Well-being Centres and an increase in the number of outreach workers. We heard that day services for those with specialist needs are currently oversubscribed whereas general day services were undersubscribed in many areas.

It was communicated to us that the Council had embarked on a widespread consultation campaign, including individual consultation with service users and their carers. We resolved to receive a further updates and to continue monitoring developments as they evolve.

Income Review – Impact of Price Increases on Service Users.

Following a Adult Social Services income review in 2008/9 we wanted to assess the impact of price increases on service users and identify if the department had achieved its objective of increasing revenue to counter budget pressures. The update reassured us that there had been little adverse effect on service users and that the Department's original estimate of £2m in additional income had been remarkably accurate.



Commissioning In Adult Social Care



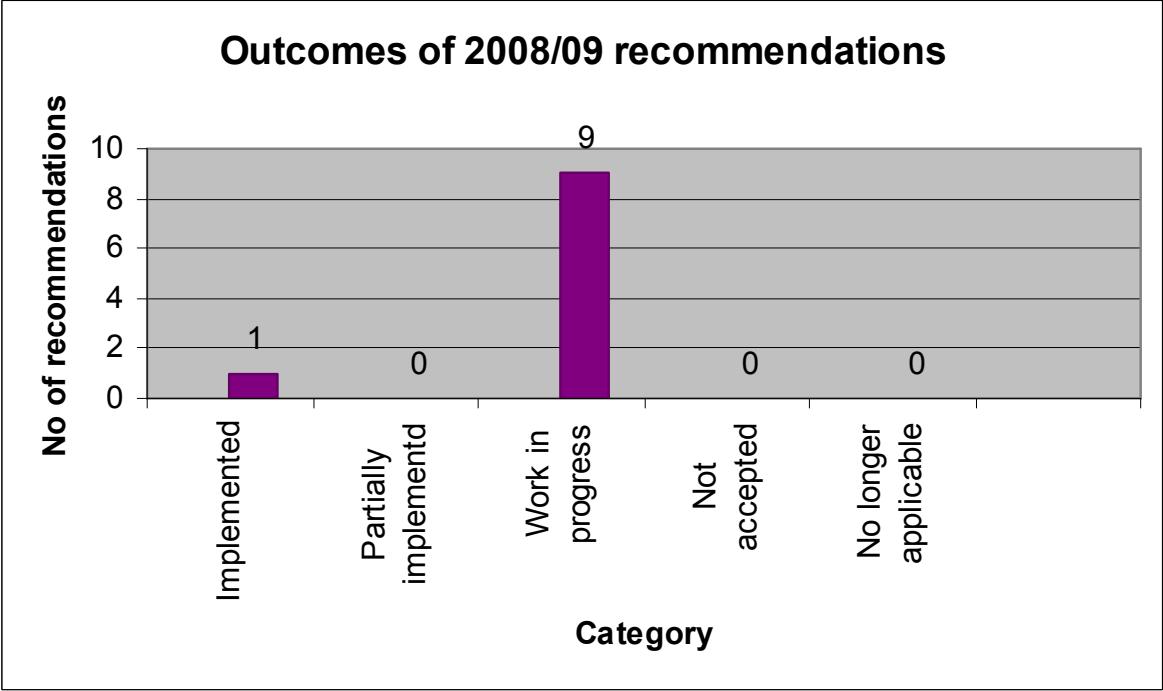
We regularly review the area of Commissioning, however this year we have taken a particular interest in the commissioning of the Neighbourhood Network Services. Adult Social Care Commissioning Services has, in partnership with NHS Leeds, Supporting People and the Corporate Procurement Unit, worked to conduct the review anticipating that the new contracts with the Neighbourhood Networks will be in place by July 2010. At the March 2010 meeting we expressed our concerns about the commissioning process undertaken.

We were advised by the Director of Adult Social Services that an independent review of the process will be commissioned to look at the methodology employed. We noted that it was the department's wish to be open and transparent and requested that the outcome of the review be made available to the Board on completion. It is therefore recommended that the Adult Social Care Scrutiny Board incorporate this update into their 2010/11 work programme.

Outcome of recommendations made in 2008/09

The Scrutiny Board (Adult Social Care) carried out an inquiry into Major Adaptations for Disabled Adults during 2008/09, which resulted in ten recommendations. One recommendation has been achieved and work towards achieving the remainder of the recommendations is ongoing. Once completed, service benefits can be better assessed to establish the impact of the inquiry. We hope to see considerable progress and improvement during 2010/11.

- We are already receiving regular quarterly performance updates to assess the delivery of service provided. The format for reporting meaningful information is currently under review.
- During our inquiry we identified that those individuals requiring an adaptation were not advised of the approximate waiting time before their adaptation would be installed. At the last inquiry review we were advised that necessary arrangements have been made to consistently advise customers of the approximate adaptations delivery time, once their needs have been assessed. This promotes a more positive customer experience when utilising the service.



The Board's full work programme 2009/10

Requests for scrutiny

- **Voluntary Community and Faith Sector Scrutiny Inquiry Report Review**
- **Self Directed Support and Personal Budgets Inquiry**

Review of existing policy

- **Future Plans for Day Services**

Monitoring scrutiny recommendations

- **Inquiry into Major Adaptations for Disabled Adults**

Performance management

- **Commissioning in Adult Social Care**
- **Performance Management - Quarterly Reports**
- **Supporting Working Age Adults with Severe and Enduring Mental Health Problems Inquiry**
- **Adult Social Services- Annual Review Report (2008/09)**
- **Independence, Well-being and Choice Inspection Report**
- **Income Review – Impact of Price Increases on Service Users**
- **Mental Capacity Act – Implementation**
- **Delivery of Dignity in Care**
- **Homecare Provision**
- **Transitional Arrangements for Disabled Young People into Adult Social Care**

Briefings

- **LINK Annual report**
- **Safeguarding Board Annual Report**
- **Safeguarding Board Six Monthly Update.**

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Originator: Sandra Newbould

Tel: 2474792

Report of the Head of Scrutiny and Member Development

Scrutiny Board (Adult Social Care)

Date: 11th May 2010

Subject: Scrutiny Board (Adult Social Care) – Work Programme,
Executive Board Minutes and Forward Plan of Key Decisions

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Introduction

- 1.1 This is the last meeting of the municipal year. Attached as Appendix 1 is the work programme for this Scrutiny Board listing the items for today's meeting.
- 1.2 Also attached as Appendix 2 is the Council's current Forward Plan relating to this Board's portfolio and as Appendix 3 the Executive Board minutes from 7th April 2010. Members may wish to refer any matter identified to the new Board for consideration in the next municipal year.

2.0 Recommendations

- 2.1 Members are asked to;
- (i) Note the Executive Board minutes and Forward Plan
 - (ii) Determine whether any matters are to be referred to the new Scrutiny Board for consideration.

3.0 Background Papers

- 3.1 None used

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

Item	Description	Notes	Type of item
Meeting date – 11th May 2010			
Transitional Arrangements 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		
Independence Wellbeing and Choice Statement	Board to agree a statement	Response to Executive Board	PM

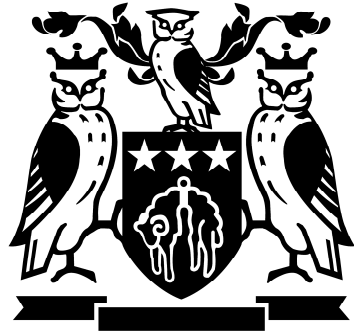
Key:			
RFS	Request for scrutiny	MSR	Monitoring scrutiny recommendations
PM	Performance management	B	Briefings (Including potential areas for scrutiny)
RP	Review of existing policy	SC	Statutory consultation
DP	Development of new policy	CI	Call in

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

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) 14 th January 10:00 – 12:00

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



Leeds
CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

1 April 2010 – 31 July 2010

LEEDS CITY COUNCIL

FORWARD PLAN OF KEY DECISIONS

For the period 1 April 2010 to 31 July 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)
Award of autism supported living framework arrangement and immediate subsequent award of contract for 17 bed autism supported living service To agree the award of framework, and note the subsequent tender award	Director of Adult Social Services	1/4/10	Service Users and Carers have been involved in the process	A Delegated Decision Panel Report	Director of Adult Social Services helen.gee@leeds.gov.uk
Adaptations 2010/11 To seek delegated authority to release expenditure of £400,000 on Adaptations from April 2010 to March 2011	Director of Adult Social Services	1/4/10	Environment and Neighbourhoods and service users	Design and Cost Report	Director of Adult Social Services terry.butterfield@leeds.gov.uk

<p>Request to invoke Contract Procedure Rule 31.1 and waive Contract Procedure Rule 13 in respect of the award of a contract to Methodist Homes to provide support and care to the residents of South Leeds Extra Care Housing Scheme</p> <p>To waive Contract Procedure Rules in respect of the award of the contract to provide support and care to the residents of South Leeds Extra Care Housing Scheme to Methodist Homes for the Aged</p>	<p>Director of Adult Social Services</p>	<p>1/4/10</p>	<p>Elected Members, local residents, service users</p>	<p>Report to the Director</p>	<p>Director of Adult Social Services tim.o'shea@leeds.gov.uk</p>
<p>Director of Public Health Approval to proceed to jointly appoint with NHS Leeds the post of Director of Public Health</p>	<p>Executive Board (Portfolio: Adult Social Care)</p>	<p>7/4/10</p>	<p>NHS Leeds</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Adult Social Services john.england@leeds.gov.uk</p>

<p>Adult Social Care and Leeds Partnership Foundation Trust Mental Health</p> <p>Approval of proposal to develop a new model of partnership working between LPFT and ASC around mental health service delivery</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>7/4/10</p>	<p>Consultation with mental health service users and staff will be a key part of the project to develop a new model of service and their input will be sought throughout</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Adult Social Services john.lennon@leeds.gov.uk</p>
<p>Joint Commissioning and Service Integration with Health: Next Steps</p> <p>Executive Board are requested to approve the next stage of the programme of work to further joint commissioning and service integration between Health Services and Leeds City Council</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>7/4/10</p>	<p>Stakeholders and Partners</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Adult Social Services john.england@leeds.gov.uk</p>
<p>To award a contract to Methodist Homes</p> <p>Request to waive contract procedure rule 13 in respect of the Moor Allerton Extra Care Housing Scheme (Yew Tree Court) and Dementia Day Care Scheme (Bay Tree Resource Centre)</p>	<p>Director of Adult Social Services</p>	<p>7/4/10</p>	<p>Legal and Procurement</p>	<p>Report to the DASS</p>	<p>Director of Adult Social Services dennis.holmes@leeds.gov.uk</p>

<p>Telecare Equipment for the Leeds Telecare Service 2010/2011 Executive Board authority to release capital expenditure of £1,000,000 on Telecare Equipment for the Leeds Telecare Service from April 2010 to March 2011</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>19/5/10</p>	<p>NHS Leeds, Environment and Neighbourhoods and service users</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Adult Social Services terry.butterfield@leeds.gov.uk</p>
<p>Review of the in-house Community Support Domiciliary Care Service To approve proposed changes including the development of a reablement service</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>16/6/10</p>	<p>Area Committees and Ward Councillors</p>	<p>The report is to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Adult Social Services lynda.bowen@leeds.gov.uk</p>
<p>Social Care Systems Review Programme Capital Programme funding is required to support the implementation of a change programme including the procurement and implementation of a new Information Management System across Children and Young People's Social and Adult Social Care</p>	<p>Executive Board (Portfolio: Adult Health and Social Care)</p>	<p>16/6/10</p>	<p>Prior to June 2010 Executive Board, consultation will be performed with Adult Social Care DMT, Children and Young Peoples SLT, Social Care Services Board and the Corporate Leadership Team and Lead Members</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Director of Adult Social Services stephen.hume@leeds.gov.uk</p>

Holt Park Wellbeing Centre - Approval to submit the Final Business Case to Department of Health and Execution of the Contract for the Holt Park Well Being Centre	Executive Board (Portfolio: Adult Health and Social Care)	16/6/10	Public, Executive Members for Leisure and Adult Health and Social Care	The report to be issued to the decision maker with the agenda for the meeting	Director of City Development ed.mylan@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 Health and Social Care)	21/7/10		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, 7TH APRIL, 2010

PRESENT: Councillor A Carter in the Chair

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

Councillor R Lewis Non-Voting Advisory
Member

211 Exclusion of the Public

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

- a) The appendix to the report referred to in minute 228 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it provides an evaluation of the short listed contractor's stage 1 tenders to develop the arena, summarises the evaluation of the technical advisors tender submissions, details the Council's pre-tender estimate for constructing the arena and reviews the funding strategy for the development of the arena. It is considered that the public interest in maintaining this information as exempt outweighs the public interest in disclosing the information, as disclosure may prejudice the outcome of the procurement process and the cost to the Council of developing the arena, whilst the tender proposals also contain the financial details/business affairs of individual companies.
- b) Appendix B to the report referred to in minute 229 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it relates to the financial or business affairs of a particular person and of the Council and contains information which if disclosed could prejudice the commercial interests of the Council and other outside bodies.

212 Declaration of Interests

Councillor Wakefield declared personal interests in the items referred to in minutes 215 and 221 as a member of the Co-operative Society and a governor of Leeds City College.

Councillors A Carter and Finnigan declared personal interests in the item referred to in minute 221 as members of the co-operative Society.

Councillor Harker declared personal interests in learning related matters associated with school admissions as a member of the Admissions Forum.

A further declaration (Councillor Golton) made during the course of the meeting is referred to in minute 222.

213 Minutes

RESOLVED – That the minutes of the meeting held on 10th March 2010 be approved.

ENVIRONMENTAL SERVICES

214 Proposed Revision to Air Quality Management Orders

The Chief Environmental Services Officer submitted a report outlining the history and current proposals which related to air quality issues, the process involved in declarations and revocations of Air Quality Management Areas and detailing proposals to declare new areas and revoke those where air quality standards were now being achieved.

RESOLVED – That the proposals contained in the report relating to the modification and revocation of existing Air Quality Management Areas, to a new Air Quality Management Order and to additional Air Quality Management Areas be approved.

CHILDREN'S SERVICES

215 Proposals for New Children's Trust Arrangements

The interim Director of Children's Services submitted a report outlining proposals with respect to new Children's Trust Arrangements for Leeds from April 2010, which included the establishment of a new Children's Trust Board and the revision of the Leeds Safeguarding Children Board.

RESOLVED –

- a) That the drivers for change and new statutory requirement for changes to Children's Trust arrangements from April 2010 be noted
- b) That the proposals for a new Leeds Children's Trust Board, as contained in the report, be approved
- c) That the proposals for a revised Leeds Safeguarding Children Board, as contained in the report, be approved
- d) That the proposals contained in section 4 of the report for Council representation on the Boards be endorsed and that the Member Management Committee be requested to approve appointments on the following basis:-
 - i. Three Elected Members including the Lead Executive Member for Children's Services to serve on the Children's Trust Board, and

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th May, 2010

- ii. the Lead Executive Member for Children's Services serve on the Safeguarding Children Board.
- e) That an update report be brought to this Board later in the year to highlight progress with the arrangements, to take account of any further changes required as a result of updated Government guidance, and to provide further details of the broader Children's Trust arrangements being proposed

216 Basic Need Programme for Primary Schools 2010

The Chief Executive of Education Leeds submitted a report outlining proposals to for the planned expansion of 16 primary schools and on proposed associated expenditure.

RESOLVED –

- a) That the proposed works for 16 primary schools, as outlined in the report, be approved, that approval be given for the injection of £1,762,000 of 2010/11 Basic Need Safety Valve Funding grant into the approved Capital Programme and that total scheme expenditure of £8,329,800 from capital scheme numbers 15820 and 15733 be authorised.
- b) That a further report be brought to this Board on the steps to be taken to secure adequate levels of play provision at the 16 schools.

217 Outcome of consultation on proposals to make changes to Horsforth Primary Schools

Further to minutes 153 of the meeting held on 9th December 2009 and 165 of the meeting held on 6th January 2010 the Chief Executive of Education Leeds submitted a report summarising the outcome of the consultation exercise undertaken with respect to proposed changes to primary age education provision in the Horsforth area from September 2011.

The report detailed various options to create additional capacity at Featherbank and Newlaithes schools.

RESOLVED –

- a) That, having considered the responses to the consultation, approval be given for the publication of statutory notices for the linked proposals to:-
 - (i) decrease the lower age range of Horsforth Newlaithes Junior School from 7-11 to 5-11, with an admission limit of 60, and with an overall capacity of 420 children and
 - (ii) increase the age range of Horsforth Featherbank Infant School from 4-7 to 4-11, and decrease the admissions number from 60 to 30, with an overall capacity of 210 children.

- b) That proposals to permanently expand West End Primary School in 2011 be withdrawn at the present time, noting that the need for places in the area will continue to be monitored and that the school will continue to be considered as an option for expansion on a temporary or permanent basis at a later stage.
- c) That a further report be brought to this Board on the steps to be taken to secure adequate levels of play provision at the schools.

218 Outcome of the Statutory Consultation for the Expansion of Primary Provision for September 2011

Further to minute 153 of the meeting held on 9th December 2009 the Chief Executive of Education Leeds submitted a report detailing and responding to the outcome of the consultation exercise undertaken with respect to the proposed permanent expansion of a number of primary schools from September 2011.

RESOLVED –

- a) That the outcome of the consultation on possible expansion of the six primary schools: Windmill, Clapgate, Ryecroft, Calverley CE, Blackgates and Cross Gates be noted.
- b) That approval be given to the publication of statutory notices for the expansion of the four primary schools: Windmill, Clapgate, Ryecroft and Blackgates.
- c) That approval be given to the withdrawal of the proposals to expand Cross Gates and Calverley CE primary schools.

219 Annual Consultation on Admission Arrangements for September 2011

The Chief Executive of Education Leeds submitted a report outlining the proposed admission numbers, the proposed Local Authority admission policy and proposals relating to general admission arrangements for September 2011.

RESOLVED – That proposals in respect of the following, as further detailed in the report, be approved for implementation in the 2011 admission round:-

- a) A coordinated scheme – primary annual cycle.
- b) A coordinated scheme – secondary annual cycle.
- c) A coordinated scheme – in year allocations.
- d) The following changes to school admission numbers:-

Farsley Farfield	50 to 60
Valley View	30 to 60
Windmill	45 to 60

Draft minutes to be approved at the meeting to be held on Wednesday, 19th May, 2010

Clapgate	45 to 60
Blackgates	45 to 60
St Bartholomew's	60 to 75
Ryecroft	30 to 60
Allerton CE	45 to 60
Gildersome	30 to 60.

- e) Increases to admission numbers at Cross Gates Primary, West End Primary and Calverley CE Primary be not progressed at this time.
- f) Statutory notice to be published where planned admission numbers are below the indicated admission numbers.

220 Outcome of Consultation on the Provision of Girls-Only Education in Leeds

Further to minute 161 of the meeting held on 6th January 2010 the Chief Executive of Education Leeds submitted a report on the outcome of the city wide public consultation exercise undertaken on the future provision of government funded, girls only, secondary education in Leeds.

RESOLVED –

- a) That the outcome of the public consultation on a proposal to stop providing girls-only education in Leeds be noted.
- b) That an exercise be undertaken to determine the viability and business case around providing girls-only provision in the centre of the City with a report back to this Board in May 2011.

221 Outcome of Consultation on the Future of Primrose High School

Further to minute 161 of the meeting held on 6th January 2010 the Chief Executive of Education Leeds submitted a report on the results from the public consultation exercise undertaken with respect to the future of Primrose High School.

In introducing this item the Chair reported that he had received a petition opposing the proposals which would be provided to Education Leeds.

RESOLVED –

- a) That the Board notes the outcome of consultation on proposals to close Primrose High School to be replaced by an academy on the same site, sponsored by the Co-operative Society with Leeds City College as an education partner.
- b) That approval be given for the publication of a statutory notice to close Primrose High School on August 31st 2011, conditional upon DCSF approval to establish an academy from 1st September 2011.

- 222 Outcome of Consultation on the Future of Parklands Girls High School**
Further to minute 161 of the meeting held on 6th January 2010 the Chief Executive of Education Leeds submitted a report on the results from the consultation exercise undertaken with respect to the future of Parklands Girls High School.

RESOLVED –

- a) That the Board notes the outcome of the consultation on proposals to close Parklands Girls High School, to be replaced on the same site by a co-educational academy sponsored by EACT.
- b) That approval be given for the publication of a statutory notice to close Parklands Girls High School on 31st August 2011, conditional upon DCSF approval to open an academy on that site on 1st September 2011.

(Under the provisions of Council Procedure Rule 16.5 Councillor Wakefield required it to be recorded that he voted against this decision.)

(During the course of the discussion on this matter Councillor Golton declared a personal interest as a trustee of South Leeds Academy and as a governor at Royds High School.)

- 223 Outcome of Consultation on the Future of City of Leeds High School**
Further to minute 161 of the meeting held on 6th January 2010 the Chief Executive of Education Leeds submitted a report on the results from the public consultation exercise undertaken with respect to the future of City of Leeds High School.

RESOLVED –

- a) That the outcome of the consultation on proposals to close City of Leeds High School on 31st August 2011 be noted.
- b) That this Board notes the alternative plan put forward by the governors of City of Leeds High School and partners.
- c) That approval be given for the publication of a statutory notice to close City of Leeds High School on 31st August 2011.
- d) That Education Leeds be requested to bring a report to this Board in July 2010, based on consultations with the governors of City of Leeds High School and other stake holders during the period of the statutory consultation exploring all options to ensure the continued use of the site for educational purposes.

LEISURE

224 Design and Cost Report - Leisure Centre Refurbishment and Free Swimming Capital Modernisation - Pot 4 Round 2: Aireborough Leisure Centre 15730 and Kirkstall Leisure Centre 15731

The Director of City Development submitted a report on proposals for the refurbishment of both Kirkstall Leisure Centre and Aireborough Leisure Centre.

RESOLVED –

- a) That approval be given to the injection into the capital programme of £221,000, being additional Free Swimming Capital Modernisation Programme grant, and release from reserve of the original estimated Free Swimming Capital Modernisation grant of £1,696,000, plus a further injection of Prudential Borrowing of £473,000.
- b) That authority be given to spend £811,000 on the refurbishment of the changing rooms and reception area at Kirkstall Leisure Centre and £1,951,000 at Aireborough Leisure Centre on the refurbishment of the swimming changing rooms, replacement of the curtain walling to the swimming pools, access works, reception and entrance works, and extension of the Bodyline Gym, thus achieving the criteria set by the Free Swimming Modernisation Programme for the award of this funding.
- c) That the approvals at (a) and (b) above are subject to final confirmation of external funding approval and are given at this point because of timescales for the completion of the works, with grant regulations requiring spend by 31 March 2011.

ADULT HEALTH AND SOCIAL CARE

225 Joint Appointment of a Director of Public Health

The Director of Adult Social Services submitted a report on proposals for the joint appointment of a Director of Public Health between the City Council and NHS Leeds and on the related accountability arrangements for such an appointment.

RESOLVED –

- a) That approval be given to the principle of a joint appointment of the Director of Public Health with NHS Leeds.
- b) That the Chief Executive be authorised to prepare a Memorandum of Understanding, to include arrangements for an integrated public health team, supporting the work of a Joint Director of Public Health.

- 226 Joint Strategic Needs Assessment Progress Report: March 2010**
With reference to minute 224 of the meeting held on 4th March 2009 the Director of Adult Social Services, interim Director of Children's Services and the Director of Public Health submitted a joint report detailing the progress made following the publication of the first Joint Strategic Needs Assessment (JSNA).

RESOLVED –

- a) That the progress that has been made in delivering the work programme identified in the first JSNA report published in April 2009 be noted.
- b) That the main findings and implications for the future planning of services arising from the strategic needs assessment on people with a learning disability, child and maternity services and drug users be noted.

- 227 Delivery of the Changing Places Project**
Further to minute 17 of the meeting held on 17th June 2009 the Director of Adult Social Services submitted a report providing an update on the delivery of the Changing Places initiative throughout the City.

RESOLVED – That the progress made to provide Changing Places toilet facilities across Leeds and the plan to deliver 8 such facilities in 2010/11 be noted.

DEVELOPMENT AND REGENERATION

- 228 Leeds Arena Project - Progress Update**
The Director of City Development submitted a report providing an update and outlining further proposals to progress the development of an arena in Leeds.

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

RESOLVED –

- a) That approval be given to incur expenditure of £3,000,000 from existing budget provision (Capital Scheme No 13307) on the proposed design and construction of the arena.
- b) That endorsement be given to the selection of the preferred and reserve contractor for the proposed building works contract for the arena as detailed in the exempt appendix to the report.
- c) That endorsement be given to the appointment of a technical advisor to monitor the preferred contractor's (or reserve contractor's) design team

outputs on the arena project as detailed in the exempt appendix to the report

- d) That the progress made in securing outline planning consent for the proposed arena development at Clay Pit Lane be noted.
- e) That these decisions be exempt from the provisions of Call In for the cost efficiency reasons detailed in the report.
- f) That a further report be brought to this Board detailing provisions for disabled users of the arena.

229 World Cup 2018 - Update

The Director of City Development submitted a report providing an update on the progress made regarding the Leeds City Region bid to become a candidate host city for the FIFA World Cup 2018 and advising of the human and financial resource requirement for Leeds City Council during the overall bidding process which concludes in December 2010.

Following consideration of Appendix B 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 success of the Leeds Bid to become a candidate host city for World Cup 2018 be noted.
- b) That the need to assist England 2018 with its bid to FIFA be noted and the commitment be given to making key Members and officers available to England 2018 during the bid period.
- c) That officers be authorised to make such arrangements as are appropriate with regard to the eve of match training sites as discussed in exempt Appendix B to the report.

230 Leeds West Academy, Bramley, Leeds

The Chief Asset Management Officer submitted a report on the proposed leasing by the Edutrust Academies Charitable Trust (E-ACT) of the replacement school building to be built in the grounds of the former Intake High School for use as the Leeds West Academy.

RESOLVED – That approval be given to the disposal of the site of the former Intake High School to the Edutrust Academies Charitable Trust (E-ACT) for the Leeds West Academy on a 125 year lease at nil consideration and that the Director of City Development be authorised to agree the final terms outlined in paragraph 3 of the submitted report.

DATE OF PUBLICATION 9th April 2010
LAST DATE FOR CALL IN 16TH April 2010

(Scrutiny Support will notify Directors of any items called in by 12:00 noon on 19th April 2010)

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th May, 2010