

# ADULTS COMMITTEE



**Thursday, 02 July 2020**

**Democratic and Members' Services**

Fiona McMillan

Monitoring Officer

**14:00**

Shire Hall

Castle Hill

Cambridge

CB3 0AP

## **COVID-19**

**During the Covid-19 pandemic Council and Committee meetings will be held virtually for Committee members and for members of the public who wish to participate. These meetings will be held via Zoom and Microsoft Teams (for confidential or exempt items). For more information please contact the clerk for the meeting (details provided below).**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

**1. Apologies for absence and declarations of interest**

*Guidance on declaring interests is available at*

<http://tinyurl.com/ccs-conduct-code>

**2. Minutes - 11 June 2020**

[Minutes - 11 June 2020](#)

**3. Adults Committee Actions - June 2020**

**3 - 4**

**4. Petitions and Public Questions**

### **KEY DECISIONS**

**5. Housing Related Support Services**

**5 - 12**

## **DECISIONS**

### **6. Cambridgeshire County Council's Response to Covid -19**

To follow

## **INFORMATION AND MONITORING**

### **7. Adults Committee Agenda Plan -July 2020 13 - 16**

### **Adults Committee Training Plan 20-21 17 - 20**

### **8. Date of Next Meeting**

13 August 2020

The Adults Committee comprises the following members:

Councillor Anna Bailey (Chairwoman) Councillor David Ambrose Smith (Vice-Chairman)

Councillor Adela Costello Councillor Sandra Crawford Councillor Derek Giles Councillor Mark Goldsack Councillor Nichola Harrison Councillor Mark Howell Councillor David Wells and Councillor Graham Wilson

*For more information about this meeting, including access arrangements please contact*

Clerk Name: Tamar Oviatt-Ham

Clerk Telephone: 01223 715668

Clerk Email: [tamar.oviatt-ham@cambridgeshire.gov.uk](mailto:tamar.oviatt-ham@cambridgeshire.gov.uk)



## ADULTS COMMITTEE

## Minutes Action Log

**Introduction:**

This log captures the actions arising from the Adults Committee up to the meeting on **11 June 2020** and updates Members on progress in delivering the necessary actions.

This is the updated action log as at 18 June 2020

**Meeting 7 November 2019**

Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
233.	LEARNING DISABILITY PARTNERSHIP - BASELINE 2020/21 (POOLED BUDGET REVIEW)	Mubarak Darbar	Members discussed the report and requested updates on progress.	Project on hold due to COVID-19	On Hold	

Meeting 11 June 2020

Minute No.	Report Title	Action to be taken by	Action	Comments	Status	Review Date
285.	COVID-19 - UPDATE REPORT ON THE COUNCIL'S RESPONSE	Charlotte Black	Queried whether bereavement training could be rolled out to voluntary groups within communities. Officers explained that they would follow this up with Public Health colleagues.	A number of voluntary sector organisations such as Lifeline Plus (Lifecraft and CPSL Mind), Care Network and Age UK have accessed this training through their involvement in the work on tackling loneliness led by Public Health. Officers will explore with VCS organisations if there is a need to extend this training offer and if so explore funding options.	Closed	
285.	COVID-19 - UPDATE REPORT ON THE COUNCIL'S RESPONSE	Charlotte Black	Raised concern in relation to the availability of respite care for those with learning disabilities. Officers clarified that they worked closely with this group of carers and had well established relationships and had honest conversations throughout the pandemic. Officers explained that they would follow up and report back on the respite care available.	At the start of the pandemic most regular respite bookings were cancelled due to risks of people moving between living environments, many families did not wish to access respite at that time however all LDP respite provision remained available and could be accessed where there was an agreed need / risk. To date no request for respite has been refused by the services. Some families remain concerned about the risks but we are starting to see an increase in the requests coming in and are working to meet these in a planned way.	Closed	
288.	REQUEST TO COMMISSION ADDITIONAL BLOCK CONTRACT RESIDENTIAL, NURSING AND PLANNED RESPITE CARE.	Joanne Melvin	Requested an update on the outcome of the tender at a future meeting.	Update on Committee Agenda Plan for March 2021.	Closed	

**HOUSING RELATED SUPPORT SERVICES**

**To:** Adults Committee

**Meeting Date:** 2 July 2020

**From:** Oliver Hayward, Assistant Direct Director: Commissioning

**Electoral division(s):** All

**Forward Plan ref:** 2020/022      **Key decision:** Yes

**Purpose:** To agree contract extensions for Housing Related Support Services

**Recommendation:** The Adults Committee is asked to;

- 1) Note the content of this report
- 2) Agree to the requested contract extension (2.3.2)

<b><i>Officer contact:</i></b>	<b><i>Member contacts:</i></b>
Name: Lisa Sparks Post: Commissioner - HRS Email: lisa.sparks@cambridgeshire.gov.uk Tel: 01223 699277 / 07900 163590	Names: Councillor Anna Bailey Post: Chair Email: Anna.bailey@cambridgeshire.gov.uk Tel: 01223

## **1. BACKGROUND**

- 1.1 Housing Related Support (HRS) services provide dedicated support staff who are able to deliver specialist support to individuals to enable them to develop independent living skills and maintain their accommodation. The support provided is tailored to meet the specific needs of each person with key examples including support to access benefit and/or manage issues such as addiction, mental health issues and emotional wellbeing. Costs relating to accommodation, such as rent and service charges, are not covered by this funding.
- 1.2 In January 2020, Adults Committee were presented with a proposed approach to managing the development of HRS services with accompanying timescales. Whilst a significant amount of progress has been made since this date, COVID-19 has had an impact on timescales originally set. This report will seek to provide an overview of progress to date and amended timescales along with an accompanying recommendation relating to the extension of existing arrangements.
- 1.3 Progress To Date:  
To date, the following has been achieved:
- 1.3.1 • Delivery of £372k of savings to date, with further savings of £206k due to be delivered in 2021/22.
  - 1.3.2 • In November 2019, the Council commissioned Arc4 to undertake a targeted piece of research to enable us to ensure that the service redesign work is underpinned by the best possible understanding of the needs of our vulnerable homeless population. This work has concluded.
  - 1.3.3 • Development of the Housing First Model - To ensure that rough sleepers and vulnerable homeless adults accessing Housing Related Support services get the best outcomes possible within the funding available - the Council has been working with district partners to establish Housing First (a recognised good practice model) in Cambridgeshire, building on the Cambridge City pilot. Whilst traditional hostel style accommodation works for many people who are homeless and require support, Housing First provides an opportunity to support those with the most complex needs in a way that enables them to engage and begin to make changes in a way that is manageable for them.
  - 1.3.4 • Following a successful bid for funding from the Ministry of Housing Communities and Local Government (MHCLG), the County has secured funding for a year for the 'Counting Every Adult Team' to work with partners to begin delivering an expanded Housing First programme in Cambridge and across Fenland. Through delivering services differently, we can also realise some of the required savings for the Council whilst still maintaining dedicated accommodation and support for people who are rough sleeping, homeless or at risk of homelessness.

## **2. MAIN ISSUES**

### **2.1 Impact of Covid 19 on HRS Review**

- 2.1.1 All market engagement, stakeholder engagement and discussions with other Commissioning partners regarding the HRS Review and redesign has had to be

paused since the 23<sup>rd</sup> March to enable the focus of all agencies to be on responding to the national emergency.

- 2.1.2 This has meant that we have been unable to undertake any of the following pieces of work which were required to inform our redesign and procurement;
- Consultation on the draft HRS Commissioning Strategy
  - Publish and seek feedback on the final arc4 report and recommendations
  - Soft market testing to inform new service delivery models
  - Seek feedback on potential new models of service delivery
  - Engagement with members through the Member Reference Group
- 2.1.3 Given our inability to engage the market appropriately to obtain the best outcome from tender, undertaking a competitive procurement process during the pandemic would have presented significant risks, including;
- Development of an ineffective procured solution due to lack of robust consultation, feedback and engagement
  - Lack of response from the market given a number of existing providers would have been unable to resource tender bids or develop consortia due to Covid 19 pressures
  - An inability to explore potential joint commissioning opportunities
  - Potential for challenge if the process was viewed as 'unfair and unreasonable'
  - Focus of providers would have been taken away from Covid 19 activities to respond to tender
  - Breakdown in relationships due to perceived pressure to deliver and respond to procurement
  - Impact on partnership working to support delivery of emergency rough sleeper interventions during Covid 19
  - Negative impact on Council's reputation
- 2.1.4 The delay in commencing the procurement process means that the new contracts for the remodelled services will not be able to commence from 1<sup>st</sup> April 2021 and therefore anticipated savings will be delayed.
- 2.1.5 At the current time, providers are still managing the impact of Covid on service delivery, therefore their capacity to engage in consultations and procurement processes is still significantly restricted.

## **2.2 Current status**

- 2.2.1 The work to expand Housing First has been able to continue during this period, but has been subject to delays following additional challenges around staff recruitment at this time and being able to progress with offers of properties.
- 2.2.2 A first draft of the HRS Commissioning Strategy has been completed ready for initial consultation. This strategy incorporates a wide range of information from the District Councils as well as data from the arc4 Research. Further consultation of the draft document is required in order for it to be a robust and overarching strategy to inform the Council's HRS commissioning intentions.
- 2.2.3 The arc4 research is completed and a first draft of the report has been shared with key partners, with a final version expected at the end of June 2020. This report details a

number of recommendations which require further discussion and agreement to form an action plan which can be adopted system wide.

#### 2.2.4

Discussions are taking place with Procurement to inform a new timetable to enable a robust and competitive tender process to take place. Further advice is required to facilitate the best approach in the light of Covid 19 and enable providers to engage with a procurement in the coming months.

#### 2.2.5

Discussions will be taking place with providers to identify the negative and positive impacts of Covid on service delivery – this will give us an opportunity to consider how emerging good practice and new approaches could be incorporated into our service re-design.

### 2.3 Next Steps

2.3.1 The proposed timetable shown below will ensure that the Council can;

- offer meaningful opportunities for engagement with partners, providers and clients to enable us to collaboratively develop new models of service delivery
- allow sufficient time for feedback to be provided on the HRS Commissioning Strategy and the arc4 Research Report
- undertake an effective and robust procurement exercise
- ensure providers are able to focus adequate time and resources on Covid Recovery
- Re-instate the Member Reference Group to ensure engagement with members on the proposed delivery models.

Task	Date
Final version of arc4 report received and circulated	July 2020
Development of Action Plan from arc4 Research	July 2020
Draft HRS Strategy circulated for comment and feedback	July / August 2020
Final version of HRS Strategy signed off by Committee	October 2020
Development of models: <ul style="list-style-type: none"><li>○ Market engagement / soft market testing</li><li>○ Engagement with provider</li><li>○ Engagement with clients</li><li>○ Engagement with partners</li><li>○ Engagement with members</li></ul>	September - December 2020
Final proposed service models drafted	December 2020
Attendance at Adults & CYP Committees to request approval of Service Models and Procurement approach	January 2021
New contracts commence	1 <sup>st</sup> January 2022



- 2.3.2 To ensure that sufficient time is provided to cover the elements above, a further extension of contracts up to 31.12.2021 will be required for the services listed below

Service	Provider	Current contract end date	Value of extension
Jimmy's Assessment Centre & Abbey Street Move-On	Jimmy's	31.03.2021	£311,782
222 Victoria Road & The Springs	Riverside Group	31.03.2021	£228,144
Willow Walk	Riverside Group	31.03.2021	£179,874
Homeless Housing Related Support Service	Cambridge Cyrenians	31.03.2021	£104,376
Corona House	CHS Group	31.03.2021	£64,258
The Ferry Project	Chorus Homes	31.03.2021	£175,130

- 2.3.4 The combined value of the extensions being sought is £1,084,224.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 A good quality of life for everyone**

The report above sets out the implications for this priority in sections 1 and 2.

#### **3.2 Thriving places for people to live**

There are no significant implications for this priority.

#### **3.3 The best start for Cambridgeshire's Children**

There are no significant implications for this priority.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

- The Housing Related Support budget is reducing and this will impact on what can be delivered in future
- Moving to new delivery models which reflect best practice may require further short term investment from the Transformation funding allocated to the Housing Related Support review
- Any decision to maintain a service beyond the proposed savings realisation date will result in a reduced saving within that financial year

#### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

- To take account of the impact of Covid 19, the start date for new contracts will need to be put back to January 2022

#### 4.3 Statutory, Legal and Risk Implications

- The services are non-statutory so are not subject to any statutory guidance
- It is likely that this project will continue to generate ongoing media attention

#### 4.4 Equality and Diversity Implications

- The redesign of services will include looking at current pathways and access to ensure that establish that services are easily accessible and that those in greatest need can be prioritised for services
- Due regard has been given to the Council's Equalities duties under the Equality Act 2010 and Community (Equality) Impact Assessment s have been completed for all proposals

#### 4.5 Engagement and Communications Implications

- The view of current and potential services users will be sought as part of the young person's service redesign work
- The view of those with lived experience will be sought as part of the redesign work around adult homeless services
- Regular catch up meetings are taking place between the Communications Lead & Lead Commissioner

#### 4.6 Localism and Local Member Involvement

The Member Reference Group will be re-instated to ensure they are fully involved in discussions relating to service models and redesign.

#### 4.7 Public Health Implications

By redesigning services we will be promoting easier access to services for those who need them and enabling access to be prioritised for those most in need

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Officer: Tom Kelly
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes or No Name of Officer:
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Officer: Fiona Mc Millan

<b>Have the equality and diversity implications been cleared by your Service Contact?</b>	Yes Name of Officer: Oliver Hayward
<b>Have any engagement and communication implications been cleared by Communications?</b>	Yes Name of Officer: Matt Hall
<b>Have any localism and Local Member involvement issues been cleared by your Service Contact?</b>	Yes Name of Officer: Oliver Hayward
<b>Have any Public Health implications been cleared by Public Health</b>	Yes Name of Officer: Kate Parker

<b>Source Documents</b>	<b>Location</b>
None	



# ADULTS POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published on 1 June 2020  
Updated on 24 June 2020



Cambridgeshire  
County Council

## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

\* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is five clear working days before the meeting.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Finance Report;
- Agenda Plan, and Appointments to Outside Bodies.

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for reports	Agenda despatch date
<b>02/07/20</b>	Housing Related Support	O Hayward	2020/022	<b>26/06/20</b>	<b>30/06/20</b>
	Cambridgeshire County Council's Response to Covid -19	W Ogle Welbourn			
<b>13/08/20</b>	Cambridgeshire County Council's Response to Covid -19	W Ogle Welbourn		<b>31/07/20</b>	<b>05/08/20</b>
<b>10/09/20</b>	Quarterly Performance Report – Q1	T Barden	Not applicable	<b>28/08/20</b>	<b>02/09/20</b>
	Annual Customer Services report	C Black	Not applicable		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for reports</b>	<b>Agenda despatch date</b>
	Risk Register	C Black	Not applicable		
	Deep Dive (TBC)	TBC	Not applicable		
<b>08/10/20</b>	Business Planning	C Black/W Patten	Not applicable	<b>25/09/20</b>	<b>30/09/20</b>
	Annual Safeguarding Board Report	J Proctor	Not applicable		
	Carer's survey report	C Black	Not applicable		
	Brexit Preparation - Update	Sue Grace	Not applicable		
<b>12/11/20</b>	Business Planning	C Black/W Patten	Not applicable	<b>30/10/20</b>	<b>04/11/20</b>
	Adults Positive Challenge Update report	C Black	Not applicable		
	Deep Dive (TBC)	TBC	Not applicable		
<b>10/12/20</b>	Quarterly Performance Report – Q2	T Barden	Not applicable	<b>27/11/20</b>	<b>02/12/20</b>
	Delayed Transfers of Care Update	C Black	Not applicable		
	Deep Dive (TBC)	TBC	Not applicable		
	Business Planning	C Black/W Patten	Not applicable		
<b>14/01/21</b>	CPFT Annual Report	F Adley	Not applicable	<b>23/12/21</b>	<b>06/01/21</b>
	Adults Positive Challenge Update report	C Black	Not applicable		
	Adults Self-Assessment	C Black	Not applicable		
	Service Directors Joint Report (Commissioning / Adults)	C Black / W Patten	Not applicable		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for reports</b>	<b>Agenda despatch date</b>
<i>18/02/21 Provisional date</i>				<i>05/02/21</i>	<i>10/02/21</i>
<b>18/03/21</b>	Quarterly Performance Report – Q3	T Barden	Not applicable	<b>05/03/21</b>	<b>10/03/21</b>
	Deep Dive (TBC)	TBC	Not applicable		
	Annual Service User's survey	C Black	Not applicable		
	Adults Positive Challenge Report	C Black	Not applicable		
	Commissioning of additional block bed capacity in care homes – Outcome of Procurement	M Foster	Not applicable		
<i>15/04/21 Provisional date</i>				<i>02/04/21</i>	<i>07/04/21</i>
<b>03/06/21</b>	Deep Dive	TBC	Not applicable	<b>20/05/21</b>	<b>25/05/21</b>

To be programmed:

- Integrated Community Equipment Service Procurement D Mackay KD
- Deep Dive - Respond to Pressures in Older People Bed-Based Care - C Black / W Patten
- Learning Disability Partnership Baseline 2020/21 (Pool Budget Review) Update M Darbar
- Delayed Transfers of Care Update C Black
- Early Intervention & Prevention Pseudo Framework G Hodgson KD





## Adults Committee Training Plan 2020/21

Below is an outline of dates and topics for potential training committee sessions and visits. The preference would be to organise training and visits prior to Committee meetings and utilising existing Reserve Committee dates:

Suggested Dates	Timings	Topic	Presenter	Location	Audience	Notes
7 February 2020		Think Communities and Neighbourhood Cares	Charlotte Black	Shire Hall	All Members	Completed
Members Seminar 17 April 20		Shared Lives	Emily Wheeler – Provider Services	Shire Hall	All Members	Cancelled
Reserve Meeting 23 April 2020		Safeguarding: - Overview of safeguarding - Visit to the Multi-agency Safeguarding Hub (MASH)	Helen Duncan	Shire Hall	Adults Members	Cllr Wilson attended the MASH
Member Seminar 15 May or 12 June 20 - TBC		Induction to Early Intervention and Prevention: - Assisted Technology (ATT) - Adults Early Help - Sensory Services - Reablement	Lucy Davies	Shire Hall	All Members	
Member Seminar 17 July 20		Adults Positive Challenge	Tina Hornsby	Shire Hall	All Members	
TBC		An overview of Mental Health	Fiona Adley	Shire Hall	All Members	Dee to liaise with Fiona Adley

Suggested Dates	Timings	Topic	Presenter	Location	Audience	Notes
Member Seminar 4 September 2020		An overview of Adults Social Care Finance – <i>to be reviewed to include Charging Consultation etc</i>	Stephen Howarth	Shire Hall	All Members	
Member Seminar 13 November 20		Commissioning Services – what services are commissioned and how our services are commissioned across People & Communities	Shauna Torrance	Shire Hall	All Members	Will be a wider session involving procurement, contracts and brokerage.
On request		An overview of the Adults Social Care	Jackie Galwey		All Adults Members	
		Introduction to Learning Disability / Physical Disability	Tracey Gurney		Please contact Lesley Hart to arrange a visit or for further information.	
		An overview of the Council's work in relation to Carers	Helen Duncan			
		Learning Disability Provider Services	Emily Wheeler			
		Discharge Planning Team	Social Worker			

Reserve Committee dates for 2020/21

- 23 April 20
- 11 June 20
- 13 August 20
- 18 February 21

## GLOSSARY OF TERMS / TEAMS ACROSS ADULTS & COMMISSIONING

More information on these services can be found on the Cambridgeshire County Council Website:

<https://www.cambridgeshire.gov.uk/residents/adults/>

ABBREVIATION/TERM	NAME	DESCRIPTION
<b>COMMON TERMS USED IN ADULTS SERVICES</b>		
Care Plan	Care and Support Plan	A Care and Support plan are agreements that are made between service users, their family, carers and the health professionals that are responsible for the service user's care.
Care Package	Care Package	A care package is a combination of services put together to meet a service user's assessed needs as part of a care plan arising from a single assessment or a review.
DTOC	Delayed Transfer of Care	These are when service users have a delay with transferring them into their most appropriate care (I.e, this could be from hospital back home with a care plan or to a care home perhaps)
<b>KEY TEAMS</b>		
AEH	Adults Early Help Services	This service triages requests for help for vulnerable adults to determine the most appropriate support which may be required
ATT	Assisted Technology Team	ATT help service users to use technology to assist them with living as independently as possible
ASC	Adults Social Care	This service assesses the needs for the most vulnerable adults and provides the necessary services required
Commissioning	Commissioning Services	This service provides a framework to procure, contract and monitor services the Council contract with to provide services such as care homes etc.
Discharge Planning Team	Discharge Planning Team	This team works with Hospital staff to help determine the best care package / care plan for individuals being discharged from hospital back home or an appropriate placement elsewhere
LDP	Learning Disability Partnership	The LDP supports adults with learning disabilities to live as independently as possible
MASH	Multi-agency Safeguarding Hub	This is a team of multi-agency professionals (i.e. health, Social Care, Police etc) who work together to assess the safeguarding concerns which have been reported
MCA DOLs Team	Mental Capacity Act Deprivation of Liberty Safeguards (DOLS)	When people are unable to make decisions for themselves, due to their mental capacity, they may be seen as being 'deprived of their liberty'. In these situations, the person deprived of their liberty must have their human rights safeguarded like anyone else in society. This is when the DOLS team gets involved to run some independent checks to provide protection for vulnerable

ABBREVIATION/TERM	NAME	DESCRIPTION
		people who are accommodated in hospitals or care homes who are unable to no longer consent to their care or treatment.
PD	Physical Disabilities	PD team helps to support adults with physical disabilities to live as independently as possible
Provider Services	Provider Services	Provider Services are key providers of care which might include residential homes, care homes, day services etc
Reablement	Reablement	The reablement team works together with service-users, usually after a health set-back and over a short-period of time (6 weeks) to help with everyday activities and encourages service users to develop the confidence and skills to carry out these activities themselves and to continue to live at home
Sensory Services	Sensory Services	Sensory Services provides services to service users who are visually impaired, deaf, hard of hearing and those who have combined hearing and sight loss