

# **BRIGHTON & HOVE CITY COUNCIL**

## **ADULT SOCIAL CARE & HEALTH SUB-COMMITTEE**

**4.00pm 15 SEPTEMBER 2003**

### **BRIGHTON TOWN HALL**

#### **MINUTES**

Present: Councillor Kielty (Chair); Councillor Meadows (Deputy Chair);  
Councillors Meegan, Morgan, Mrs Norman (OS), Pidgeon, Turton, Wells,  
Williams and Willows

#### **PART ONE**

#### **ACTION**

#### **11. PROCEDURAL BUSINESS**

##### **11A Declarations of Substitutes**

11A.1 There were no substitute Councillors.

##### **11B Declarations of Interest**

11B.1 There were none.

##### **11C Exclusion of Press and Public**

11C.1 The Committee considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in Section 100A(3) or 100 1 of the Local Government Act 1972.

11C.2 **RESOLVED** - That the press and public not be excluded from the meeting during consideration of any items.

#### **12. MINUTES**

12.1 **RESOLVED** - That the minutes of the meeting held on 23 June 2003 be approved and signed by the Chair.

**13. BRIGHTON AND HOVE JOINT COMMISSIONING STRATEGY FOR OLDER PEOPLE: IMPROVING CARE AND CAPACITY 2003-2006** Juliet Mellish

13.1 The Sub-Committee considered a joint report of the Joint Commissioner for Older People and the Director of Housing and City Support which provided a summary on the final draft of the Brighton and Hove Joint Commissioning Strategy for Older People: Improving care and capacity 2003-2006. (see minute book).

13.2 The Director of Housing and City Support reported that the Joint Commissioning Board had supported the recommendations in the report. Meanwhile, a formal consultation process would take place with stakeholders and carers. There would be further discussions about respite care and it was agreed that there was a need for more effective working between housing and adult social care and health in relation to extra care housing.

13.3 **RESOLVED** – (1) That the key recommendations within the service strategy summaries be agreed, as follows:

- Home Care (appendix 2).
- Extra Care Housing (appendix 3).
- Care Homes (appendix 4).

(2) That the plan to consult further upon the Joint Older Peoples Commissioning Strategy as part of the wider consultation process on the Older Peoples Vision document, be approved.

(3) That the vision (3.15), key aims (3.13) and key objectives (3.16 and 3.20) that the strategy seeks to achieve, be approved.

(4) That the financial pressures as outlined in points 4.4 and 5.1 be noted and that the strategies for managing these pressures be approved, as outlined in paragraph 4.5.

(5) That the risks, as outlined in points 5 and 5.1 be noted.

**14. MODERNISING DAY SERVICES****Steve Hook**

14.1 The Sub-Committee considered a report of the Director of Housing and City Support that outlined the outcome of the formal consultation process in relation to the re-provision of the services at Beech Cottage Day Centre. (see minute book).

14.2 The formal consultation process took place from 1 July to 1 September 2003. The views of day centre service users, their relatives, staff and their representatives had all been fully considered as part of the consultation alongside a range of

stakeholders.

14.3 **RESOLVED** - (1) That the outcome of the formal consultation process be noted.

(2) That the re provision of services at Beech Cottage Day Centre be approved.

(3) That the Sub-Committee a) recognised that any decisions regarding the future use of the building, Beech Cottage, and the potential development of the remainder of the Warren Avenue site, were a matter for Policy and Resources Committee to decide upon, but (b) recommended Policy and Resources Committee, at an appropriate time, to consider seriously the needs of older people living in the Woodingdean area within the context of any possible developments on that site.

## **15. ADULT SOCIAL CARE ANNUAL REPORT ON COMPLAINTS, PLAUDITS, REPORTING AND INVESTIGATION** **Janette Lyman**

15.1 The Sub-Committee considered a report of the Director of Housing and City Support detailing all complaints and plaudits relating to Adult Social Care, made known to the Designated Complaints Officer for the period of April 1<sup>st</sup> 2002 – 31<sup>st</sup> March 2003. (see minute book)

15.2 A concern was raised that ethnic minorities did not seem to be accessing the complaints system. It was explained that leaflets were available in different languages; however, this issue could be raised when training staff.

15.3 With regard to the rise in the number of complaints relating to occupational therapy services, the Director of Housing and City Support explained that the performance of the occupational therapy team had improved significantly. There had been an issue regarding the turnover of staff, and there were still issues over long term sickness. It was possible that housing and occupational therapy could work as one team in future, and a software package was being developed to enable members of the public to see the progress of individual applications.

15.4 The Chair requested more information on individual complaints from members of the public. The Director of Housing and City Support reported that a survey of all service users was carried out each year asking a range of different questions. He would investigate whether information from the survey could be reported to the Sub-Committee.

15.5 **RESOLVED** – That the report be noted.

**16. RE-TENDERING CONTRACTS FOR HOME CARE SERVICES**

**Malcolm Price**

16.1 The Sub-Committee considered a report of the Acting Director of Housing and City Services seeking agreement in principle to proposals for re-tendering contracts for home care services. (see minute book)

16.2 **RESOLVED** – (1) That approval be given to re-tender for contracts for the provision of home care services, as current three-year contracts end on 31 March 2004.

(2) That approval be given to have framework contracts with up to 14 individual providers.

(3) That there be a set price for the provision of home care services. This will be a fair and reasonable price that will support the provision of good quality home care. It will also help support clear budgetary commitment and budget management for the provision of home care services.

(4) That the framework contracts be distributed in 11 districts across the city. Each district to have a designated District Provider who receives all referrals in the district, and if that provider is not at that time able to make prompt arrangements for the home care, then the work will be offered in sequence to designated first, second and third backup providers until the home care package is confirmed.

(5) That subject to 6 below, current Providers should be retained and a limited number of new Providers not currently approved by the council be sought. Any potential new providers will be rigorously evaluated on whether they meet the threshold on experience and demonstrated quality and consistency of provision of home care services and partnership working in other local authorities.

(6) That it be agreed to evaluate all applicants against the same criteria. Applications from existing Approved Providers of home care services in Brighton and Hove will obviously include evaluation of their local performance on quality and the take-up of new work offered since April 2001.

(7) That it be agreed that no provider be awarded in total more than 20% of the value of all the contracts, to avoid any potential market domination by a single provider.

(8) That approval be given to waive Contract Standing Orders to the extent necessary for the tendering exercise to be carried out as outlined in the report.

(9) That the Director of Housing & City Support be authorised to approve the recommendations of the tender evaluation panel, after consultation with the Chair of the Adult Social Care and Health Sub-Committee, and the letting of contracts.

(10) That the Director of Housing & City Support be authorised to approve any other matters in connection with the tendering and contract award exercise, including any necessary adjustments to the procedures outlined in the report.

## **17. ITEMS TO GO FORWARD TO COUNCIL**

17.1 **RESOLVED** – There were none.

Note: The Sub-Committee agreed to meet at 5.00 p.m. in future.

The meeting concluded at 5.20 p.m.

Signed

Chair

Dated this

day of

2003