

**Adult Social Care Committee  
Minutes of the Meeting Held on 11 May 2015  
10:00am Edwards Room, County Hall, Norwich**

**Present:**

Ms S Whitaker (Chair)

Mr B Borrett

Ms J Brociek –Coulton

Mr D Crawford

Mr J Dobson

Mr T East

Mr T FitzPatrick

Mr T Garrod

Ms D Gilhawi

Ms E Morgan

Mr R Parkinson-Hare

Mr J Perkins

Mr A Proctor

Mr W Richmond

Mrs M Somerville

Mrs A Thomas

Mr B Watkins

The Chair welcomed Mr T FitzPatrick and Mr W Richmond to their first meeting of the Adult Social Care Committee, and thanked Mr C Jordan for his contribution.

**1. Apologies**

1.1 There were no apologies received.

**2. Minutes**

2.1 The minutes of the meeting held on 8<sup>th</sup> March 2015 were agreed by the Committee and signed by the Chair, subject to the following amendment;

- To change 14.5 as follows;  
The following motion was moved by Cllr John Dobson and duly seconded.  
The Committee AGREED the motion.
- To delete 14.7

**3. Declarations of Interest**

3.1 Ms S Whitaker declared an 'other' interest relating to item 14 as a former trustee for Norwich and West Norfolk CAB.

3.2 Mr R Parkinson-Hare declared an 'other' interest that he has a handicapped daughter.

**4 Items of Urgent Business**

4.1 There were no items of urgent business received.

## 5 Local Member Questions

- 5.1 There had been no local Member questions received but the Chair allowed a member question from Cllr Alexandra Kemp who asked about working conditions for staff employed by homecare providers with whom NCC has contracts.
- 5.2 The Executive Director Adult Social Services confirmed that NCC was currently negotiating homecare contracts for West Norfolk and agreed to look at this specific case. He also gave reassurance that all providers will be made aware of the working time directive.

## 6. Safeguarding Adults Annual report, presentation of Safeguarding DVD and Training Update

- 6.1 The annexed report by the Executive Director of Adult Social Services was received. The report presented the Safeguarding Adults Annual Report for 2014/15, introduced the Safeguarding Adults training video to address item 1.1 on the Safeguarding Adults Peer Review action plan, and addressed questions posed by the Adult Social Care Committee about safeguarding Adults Training.
- 6.2 The Committee heard that there are representatives on the advisory group from the acute sector, the providers and the Chair of the Safeguarding Board. The Committee heard that a Health Advisory Group had been convened in April of this year and that an appropriate member would be chosen to represent the group on the Safeguarding Board.
- 6.3 The film was aimed at people who are not at the front line of social care. It gave the underlying message that people need to pass on the information to someone who could act purposefully in response to the situation.
- 6.4 The Committee noted that as members of the Committee they had ultimate oversight of safeguarding and their ultimate responsibility was to ensure that the service was provided effectively.
- 6.5 The Committee heard that there would be developments to provide different models of housing provision. This would attempt to move away from smaller to larger units. Reassurance was given by the Executive Director of Adult Social Services that the need for different models of housing was accepted.
- 6.6 District Councils have the responsibility for housing in Norfolk and the ability to make conditions and provide funding. A housing sub-group had been set up last autumn and the Districts would be represented.
- 6.7 It was confirmed that there was more in-depth training (than that seen in the film) for staff.
- 6.8 The Committee **RESOLVED**;
- To note the Safeguarding Adults Annual Report for 2014/15.
  - To note that the Safeguarding Adults DVD had been presented and discussed.

- To note that Councillors had received the information about Safeguarding Adults training, in response to their queries at the Adult Social Care Committee (ASCC) meeting held on 9 March 2015.

## **7 Update from Members of the Committee regarding any internal and external bodies that they sit on.**

- 7.1 Deborah Gilhawi reported that she had attended the first meeting of the Norfolk and Norwich University Hospital Governing Body.
- 7.2 Julie Brociek-Coulton reported that she had attended a Carer's Council meeting.
- 7.3 John Dobson reported that the Queen Elizabeth Hospital, King's Lynn were due a visit from the Care Quality Commission in June.
- 7.4 Elizabeth Morgan had attended a Norfolk Safeguarding Adults Board (NSAB) meeting where it had been reported that there was a housing sub-group which would be chaired by Nigel Andrews. There had also been a presentation from Will Styles, Governor of HM Prison Norwich and member of the NSAB. It was suggested that this could be an item for a future committee meeting and it would be discussed at the next spokes meeting. The presentation would be circulated to all members of the Committee.
- 7.5 Sue Whitaker reported that she had attended a meeting of the Older People's Strategic Partnership.

## **8 Executive Director's Update**

- 8.1 The Executive Director of Adult Social Services reported that since the last meeting of the Committee the department had focused on the financial pressures on the service, especially purchase of care. Placement targets had been set within locality teams with the aim to reduce the number of individuals in residential care.
- 8.2 A review of the finance process had also been initiated as it was clear that budget forecasting had been more difficult than previous years.
- 8.3 The Care Act had been implemented with all deadlines met. Approximately 700 staff had been trained on the aspects of the new legislation and the changes to delivering adult social care.
- 8.4 Time has also been spent on the new strategy for promoting independence and working more with communities to strengthen independence and supporting people to stay in their own home.
- 8.5 Work was continuing with integration with the NHS and efficiencies were being reviewed with Norfolk Community Health and Care.
- 8.6 Congratulations were given to the Executive Director of Adult Social services as he had become the Vice-President of the Association of Directors of Adult Social Services and next year would become the President. In any absences over the next

two years, Catherine Underwood would deputise.

- 8.7 The Committee heard that the motion that had been carried at a previous meeting with relation to war veterans would be brought back to the full Council meeting in July and work was being undertaken to this timescale.

## **9. Chair's Update**

- 9.1 The Chair reported that she had attended the following meetings since the last meeting of the Adult Social Care Committee;
- The first meeting of the Cost of Care working group had taken place and the second was scheduled for 9 June.
  - A training session with Professor Paul Corrigan
  - The Transformation Board which was an officer led group designed to change the way of service delivery.
  - The East of England Local Government Association had coordinated a session on the cost of the Care Act.
  - The Health and Wellbeing Board
  - A meeting with the Chief Executive of Living Wage Norfolk.
  - A Committee Chairs meeting.

- 9.2 It was noted that the placement and performance task and finish group would be meeting in the near future. The members would be Jim Perkins, Julie Brociek-Coulton, Margaret Somerville, Brian Watkins and Elizabeth Morgan.

- 9.3 The Chair explained that the Cost of Care working group was made up of NCC officers, CCG representatives and providers from the independent sector. A progress report would be given to the Committee at its 29 June meeting.

## **10. County Council decision making protocol in relation to the NorseCare Liaison Board**

- 10.1 The annexed report from the Executive Director of Adult Social Service was received.
- 10.2 The Committee noted that it needed more input into and involvement in the Board, and that any decisions proposed should be made in consultation with the Spokes.
- 10.3 The Committee heard that since April 2013, there had been no decisions made by the Board.
- 10.4 The Committee **RESOLVED** to;
- Authorise the Executive Director of Adult Social services in consultation with the Chair, together with spokes, to make the necessary arrangements to deliver the 'Building a Better Future' strategy in line with all legislative requirements and to delegate to him the power to take decisions on behalf of the Council that arise from time to time under the contract with NorseCare.

## 11. Adult Social Care Finance Monitoring Report Year End 2014-15

- 11.1 The annexed report from the Executive Director of Adult Social Services was received. The report provided the Committee with financial monitoring information, based on information to the end of March 2015. It provided an analysis of variation from the revised budget, recovery actions taken in year to reduce the overspend and the use of the ASC reserves.
- 11.2 Concern was expressed by the Committee regarding the predicted overspend. It was confirmed that there had been forecasting issues this year, and under-recovery of predicted money from NHS for services provided to individuals.
- 11.3 It was confirmed by the Executive Director of Adult Social Services that the Adult Social Services department had not always overspent. It would be the role of Policy and Resources Committee to review the County Council budget as a whole and decide which overspends could be absorbed. Currently there was a £3.316 overspend after the use of reserves. The Committee noted that the use of reserves was not sustainable.
- 11.4 It was reported to the Committee that communication between central finance and ASC had not always been optimal. An officer working group has been set up to make better use of resources and to ensure that systems were being used as effectively as possible. Great efforts were being made to improve the communication between the teams.
- 11.5 Recovery actions being undertaken had been highlighted at 2.6.1 in the report circulated. It was also noted that team managers review every decision taken which concerned placements in residential care.
- 11.6 The Committee requested that the reports be written in more user-friendly language and it was agreed that this would be discussed at the next spokes meeting.
- 11.7 It was reported that as the mental health social workers were now NCC staff, ASC were better placed to oversee placements into residential care and the community. The Committee asked for details in future reports on the progression of savings made.
- 11.8 The Committee **RESOLVED** to note with concern;
- The draft revenue outturn position for 2014-15 as at the end of the financial year of an overspend of £3.316m.
  - The recovery actions being taken in year to reduce the overspend.
  - The use of reserves.
  - The capital outturn position for the 2014-15 capital programme.

## 12. Risk Management

- 12.1 The annexed report from the Executive Director of Adult Social Services was

received. The report provided the Committee with an update on the Departmental Risk register since the update at the last Committee meeting.

- 12.2 The Committee requested that a report on the risk register be brought to every meeting with the full register being discussed at the first ASC meeting after the Council Annual General Meeting.
- 12.3 Concern was expressed that there was not a risk related to carers on the register. If there were a reduction in carers, it could affect service delivery. A risk around carers would be prepared for the next register.
- 12.4 The Executive Director of Adult Social Services assured the Committee that the best risk mitigation procedures were followed.
- 12.5 There was concern expressed specifically about two of the risks which concerned ICT. As these were within the internal control of the Council it was stated that these should be amber in the very near future.
- 12.6 The Committee **RESOLVED** to;
- Note the changes to the risk register
  - Comment on the departmental risks and add, amend or remove any risks as appropriate.
  - Consider if any further action is required.
  - Request a further update at 29 June meeting.

### **13. ICT Developments in Adult Social Care**

- 13.1 The annexed report from the Executive Director was received. The report provided Members with an overview of ICT within Adult Social Care indicating what activity was planned, how it would help meet the objectives, timescales and whether the plan was on track.
- 13.2 The Committee asked for a report on the developments in ICT within Adult Social Services including any current and predicted blockages.
- 13.3 The Committee **RESOLVED** to;
- Request a report for the 29 June meeting which detailed ICT in Adult Social Services and how it affected the service.

### **14. Citizens Advice Bureaux**

- 14.1 The annexed report from the Executive Director of Adult Social Services was received. The proposals to maintain and extend Norfolk County Council support for Third Sector information, advice and advocacy will contribute to promotion of individual wellbeing through preventing, reducing or delaying the need for care and support with early access to advice and information. The proposal would enable the

Council to comply with statutory duties placed on local authorities by the Care Act 2014 to ensure the provision of information and advice relating to care and support for the whole population, not just those with care and support needs.

14.2 The Committee **RESOLVED** to;

- Approve that Norfolk County Council continue to invest at the current annual level (£363,837) in generalist advice for a further three years including CABx but develops a new funding agreement with CABx that requires bureaux to evidence their commitment to:
  - Offering consistent levels of service in all districts
  - Partnership working
  - Working with local communities to develop new and innovative ways to access advice particularly in rural areas and areas of deprivation
  - Recruiting and retaining volunteers
  - Measuring their impact and outcomes for people
- Approve that the Norfolk CAB and Mid Norfolk CAB services are partially decommissioned with a proportion of the total amount above, based on a fair per capita funding formula, being used to jointly commission and procure a generalist advice service with North Norfolk District Council from October 2015 for a period of up to three years.
- Approve that the rest of the funding is used to continue to fund generalist advice provision through Norfolk CAB, Mid-Norfolk CAB and Diss and Thetford CAB in their respective areas by working with the remaining district councils to jointly fund or align funding arrangements for CAB services in their area to meet both county and local priorities from 1 October 2015 on three year funding agreements.

## 15. The New Approach to Social Care – Promoting Independence in Norfolk

15.1 The Committee **AGREED** to defer this item to a meeting to be held on 8<sup>th</sup> June 2015 at 1pm.

Meeting finished at 12.45pm.

**CHAIR**



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