

**Adult Social Care Committee  
Minutes of the Meeting Held on 29 June 2015  
10:00am Edwards Room, County Hall, Norwich**

**Present:**

Ms S Whitaker (Chair)

Mr B Borrett

Ms J Brociek –Coulton

Mr D Crawford

Mr T Garrod

Mr A Grey

Mr C Jordan

Ms E Morgan

Mr J Perkins

Mr A Proctor

Mr W Richmond

Mr M Sands

Mr E Seward

Mrs M Somerville

Mr M Storey

Mr B Watkins

Mr M Wilby

Chair's Announcements

The Chair welcomed Mike Sands and Martin Wilby to their first meeting of the Adult Social Care Committee, and thanked John Dobson and former Councillor Deborah Gilhawi for their contributions whilst serving on the Committee.

**1. Apologies**

1.1 Apologies were received and accepted from Alison Thomas (substituted by Martin Storey) and Tom FitzPatrick (substituted by Cliff Jordan).

**2. To agree the minutes from the meeting held on 11 May 2015**

2.1 The minutes from the meeting held on 11 May 2015 were agreed as an accurate record and signed by the Chair.

**3. To agree the minutes from the meeting held on 8 June 2015**

3.1 The minutes from the meeting held on 8 June 2015 were agreed as an accurate record and signed by the Chair.

**4. Members to Declare Any Interests**

4.1 Eric Seward declared an 'other' interest' as a member of his family worked for 'About Friends'.

- 5. To receive any items of urgent business**  
The Chair explained that item 18 (Meeting the market Development Responsibilities for ASC) would be withdrawn. It was also explained that item 20 and 21 would be taken as item 7 and 8 respectively and then item 17 (Cost of Care in Adult Social Care – Interim Report) would be discussed.
- 6. Local Member Issues**  
There were no local member issues received.
- 7. Exclusion of the Public (this item was moved from item 20)**  
7.1 The Committee excluded the public from the meeting under section 100A of the Local Government Act 1972 for consideration of the item below on the grounds that it involved the likely disclosure of exempt information as defined by Part 1 of Schedule 12A to the Act, and that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.  
7.2 The Committee was presented with the conclusions of the public interest test carried out by the report author and resolved to confirm the exclusion.
- 8. The Cost of Care in Adult Social Services – supplementary report**  
8.1 The annexed report (21) by the Executive Director of Adult Social Services was received.  
8.2 The Committee **RESOLVED** to agree the recommendations set out in the report.
- 9. The Cost of Care in Adult Social Services – interim report**  
9.1 The annexed report (item 17) by the Executive Director of Adult Social Services was received. The report explained that the Adult Social Care Committee considered a report on 9 March 2015 and approved a proposal to carry out a fundamental review of the usual cost the Council would expect to pay for the different groups of customers. In order to inform that decision, an exercise was being carried out to understand the actual costs of providing care in the residential care market which would set the benchmark for the cost of continuing health care in care homes.  
9.2 The Committee heard that Officers were keen to move the process forward but progress was being constrained by other factors. The market had been slow to engage with the Council but should be in a position to be able to positively engage in the future. Swifter progress would be made in order to get the information to the Committee in a timely manner.  
9.3 The Committee **RESOLVED** to;  
  - Note the commencement of the review of the cost of care exercise and agree to receive a further interim report at the 7<sup>th</sup> September 2015 meeting.
- 10. Update from Members of the Committee regarding any internal and external bodies they sit on**

- 10.1 Cllr Brociek-Coulton reported that she had attended a meeting of the Carer's Council.
- 10.2 Cllr Morgan reported that she had attended a meeting of Norfolk Community Health and Care Governors meeting where they had received two presentations. She had also attended a meeting of Norfolk Older People's Strategic Partnership.
- 10.3 Cllr Whitaker reported that she had attended a meeting of the Independence Matters Enterprise Board, Norfolk Older People's Strategic Partnership and four meetings of the Mental Health Trust, which included reviewing the financial state of the trust, the Nominations Committee and an Education sub-group.

## **11. Executive Director's Update**

- 11.1 The Executive Director of Adult Social Services reported that the efforts and the key focus of the department had been the budget. This included focusing on placement rates in residential care and home care. The homecare in the West of the County had been retendered following a model which had been agreed by the Committee. They were also monitoring the implementation of phase 1 of the Care Act, and were in the process of appointing a short term Learning Disabilities Manager to help re-focus and re-shape the area to generate savings. It was clarified that this post would be for a term of up to one year.
- 11.2 Another key area of the Department's activity was transformation. They were developing the Promoting Independence strategy by strengthening work with communities, reviewing front door services to try and meet needs in the communities where possible, creating a business case for expanding the reablement service, and reviewing the system for personal budgets.
- 11.3 Further integration work with the NHS continued as two of the Better Care Fund Section 75 agreements remained unsigned, however these were expected to be signed by the end of the week. The department was making use of the Better Care Fund resource and carrying out work to reshape health and social care in Norfolk.
- 11.4 Concern was expressed about the unsigned Section 75 agreements, but it was clarified by the Executive Director of Adult Social Services that this was purely as the CCGs had their own financial pressures and had been discussing the discretionary proportion with NHS England.
- 11.5 The Executive Director also confirmed that the implementation of phase 1 of the Care Act had been very gradual but it did have its pressure points as it was being implemented in times of financial pressure. Phase one was a very gradual process, and the department was waiting to hear information around the phase 2 which would involve changing the way people pay for care and would have a cost implication.

## **12. Chair's Update**

- 12.1 The Chair reported that since the last meeting on 11 May 2015 she had attended;
- Three meetings (including 1 workshop) with fellow Committee Chairs;
  - a joint Safeguarding Forum (with Children's Services)
  - a meeting with Norfolk Community Health and Care to discuss integration;

- a Mental Health conference organised by NCC;
- the opening of Dean Alan Webster Court (a project for older homeless people) and
- a meeting with Healthwatch (along with chairs of Children's Services, Communities and HOSC).

12.2 The Chair also reported that she had chaired a meeting of the Cost of Care working party, and visited the Bowthorpe Care Village.

12.3 In terms of media, the Chair had also given two interviews on Mustard TV; one on Re-imagining Norfolk and one on the Bowthorpe Care Village. An interview had also been given for BBC Look East on Bowthorpe Care Village. She had also attended press briefings with the EDP and Radio Norfolk, both on the Bowthorpe Care Village.

### 13. **Exercise of Delegated Authority**

The Executive Director of Adult Social Services reported that since the Norsecare Liaison Board had agreed to consult on the NorseCare plan, the consultation about home closures in Norwich was underway. The results of the consultation would be brought to a future meeting of the Norsecare Liaison Board.

### 14. **Internal and External Appointments**

14.1 The report from the Executive Director of Resources was received. The report set out the internal and external appointments that were relevant to the Adult Social Care Committee.

14.2 The Committee **AGREED** the following appointments;

- The Chair and Cllr Julie Brociek-Coulton (replacing Cllr Gurney) be appointed to the Independence Matters Enterprise Development Board.
- Cllr Sue Whitaker would remain on the Norfolk Council on Ageing.
- Cllr Jim Perkins be appointed to the Queen Elizabeth Hospital Trust – Governors' Council.
- Cllr Sue Whitaker would remain on Norfolk and Suffolk NHS Foundation Trust – Partner Governor.
- Cllr Elizabeth Morgan would remain on Norfolk Community Health and Care NHS Trust Shadow Council of Governors.
- Cllr Brian Watkins be appointed to Norfolk and Norwich University Hospital Trust – Council of Governors.
- Cllr Julie Brociek-Council would remain on the Governors Council of James Paget University Hospitals NHS Foundation Trust.

14.3 The Committee **AGREED** the following Adult Social Care Committee Champions;

- Mental Health – Emma Corlett
- Carers – Julie Brociek-Coulton
- Older People – Denis Crawford
- Learning Difficulties – Elizabeth Morgan
- Physical Disability and Sensory Impairment – Jonathan Childs

## 15. Performance Monitoring Report (moved from item 12)

- 15.1 The annexed report (12) from the Executive Director of Adult Social Services was received. Performance monitoring and management information was designed to help the Committee undertake its key responsibilities – informing Committee Plans and providing contextual information to many of the decisions to be taken.
- 15.2 The Committee heard that there was a dedicated Carer's Assessor in each locality and Carer's assessments were being monitored closely. Information would be given to the Committee at a future meeting.
- 15.3 In terms of the performance relating to staff sickness, work was being carried out with wellbeing officers to help teams and individuals.
- 15.4 There was still a need to look at performance in a much more detailed manner and the first date for the performance task and finish group was being finalised in order to report to the meeting in September.
- 15.5 The Committee heard that the age of 65 was used in the areas of performance in order that they could be benchmarked against other data. Although the Committee cannot change the nationally set targets, it was noted that it would be helpful to have additional indicators around them.
- 15.6 Business mileage continued to be a pressured area. Staff were being supported so they didn't need to return to the central office after conducting face to face meetings. The Committee heard that it was a testing target, but it was hoped that there could be some reduction.
- 15.7 There was some concern that although savings had been achieved and performance improved in some areas, this was having an effect on staff and could explain the increase in staff sickness.
- 15.8 The Committee heard that there had been training for staff to identify any issues that had arisen due to the reduction of the well being element of personal budgets.
- 15.9 Although the Committee expressed concern at the worrying picture of performance, there was also recognition of those areas of performance which had improved in a difficult time.
- 15.10 The Committee **RESOLVED** to note the report.

The Committee took a break at 12.45pm.

## 16. Finance Monitoring Report Period 2 (May) 2015-2016

- 16.1 The annexed report (13) 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 May 2015. It provided an analysis of variations from the revised budget and recovery actions taken in year to reduce the

- overspend.
- 16.1 The Committee heard that at the recent Policy and Resources Committee meeting the Council's 2014/15 underspend of £1.7million was allocated to the Adult Social services budget. There was an assumption made to spend 50% of this but there were no actual plans to spend it and it had been placed into the Transformation Reserve.
- 16.2 As a principle younger adults should not be placed in residential care. However there would be exceptions, and for those with complex needs, care wouldn't be appropriate from community based providers. Younger adults in residential care had decreased from last year and the department was beginning to deliver against this target.
- 16.3 Work was also being carried out on the Resource Allocation System which develops a formula for individuals' personal budgets. It gave an indicative allocation but sometimes needed to be adjusted dependant on the needs. Other models and options were being considered.
- 16.4 There was concern expressed at such a high overspend estimated so early in the financial year. By bringing the issue to the Committee earlier than in previous years, there was time to take appropriate remedial action.
- 16.5 The Committee **RESOLVED** to;
- Note the forecast outturn position at period 2 for 2015-16 Revenue budget of an overspend of £5.608m
  - Note the planned recovery actions being taken in year to reduce the overspend
  - Note the planned use of reserves
  - Note the forecast outturn position at period 2 for the 2015-16 Capital Programme.
- 17. Re-Imagining Norfolk – Service and Financial Planning 2016-2019 for Adult Social Care**
- 17.1 The annexed report (14) from the Executive Director of Adult Social Services was received. The report explained that Re-Imagining Norfolk sets out a strategic direction for the Council which would radically change the role of the County Council and the way it delivers services. The report provided more detailed financial information specific to Adult Social Services to help inform planning. The Committee also received a presentation from the Executive Director of Adult Social Services.
- 17.2 The Executive Director confirmed that there was real merit in delivering services locally. It was important to make sure that funding was targeted at services that delivered the Council's agreed outcomes.
- 17.3 It was confirmed that engagement with service user representative groups would take place as well as discussions with individual service users. This information and

that from the public and partners would be brought to the September meeting of the Committee.

- 17.4 Concern was expressed that the report did not make specific links with the Promoting Independence model. There was a need to make sure that Re-Imagining Norfolk dovetailed with the Promoting Independence model to make sure the latter is delivered. It was decided that models should be developed based both with and without a Council Tax increase.
- 17.5 The Committee **RESOLVED** to;
- Note the framework and milestones for delivering Re-Imagining Norfolk and the Council's multi-year financial strategy
  - Note that Promoting Independence is the key response of this Committee to the Council's strategy, Re-Imagining Norfolk.
  - Commission the Executive Director to investigate potential models of 'services for the future' and prepare options of what these services could look like in three years' time, with 75% of addressable spend, for consideration by the Committee in September 2015.

## **18. ICT Planning within Adult Social Care**

- 18.1 The annexed report (15) was received from the Executive Director of Adult Social Services. The report provided the Committee with details of the Adult Social Services ICT plan, indicating how the plan supports departmental priorities, how projects on the plan are progressing and monitored, any ICT budget overspends, whether departmental savings are impacted by delays in ICT delivery, and whether there are blockages with ICT delivery that impact on Adult Social Care.
- 18.2 Concern was expressed that Norfolk County Council accreditation for Public Services Network (PSN) had ceased on 30<sup>th</sup> January 2015. It was confirmed that NCC was working alongside the PSN Authority to address the vulnerabilities and would be re-submitting its request on 10<sup>th</sup> July 2015.
- 18.3 The corporate roll out plan showed there were various delays with projects, however ASC were supporting the rollouts. Care Mobile had been delayed as it was awaiting evaluation. It would now be delivered in July.
- 18.4 It was reported that Policy and Resources Committee was analysing the impact on the Council from any ICT delays, and a working party had been established for members to review it in more detail.
- 18.5 The Committee **RESOLVED** to;
- Note the contents of the report
  - Agree that a report would be brought to the next meeting.

## **19. Risk Register**

- 19.1 The annexed report (16) from the Executive Director of Adult Social Services was received. The report provided the Committee with an update of the Departmental Risk Register.

- 19.2 The Executive Director confirmed that the Committee and the department were responsible for any departmental risks regardless of whether or not they appeared on the corporate risk register.
- 19.3 The Committee asked if a report regarding the work on Carers could be shared to enable the risk which appeared green on the register to be put into context. This was also shared with the risk RM13929 regarding speed and severity of change where it was confirmed that resources had been put in place.
- 19.4 The Committee **RESOLVED** to;
- Note the changes to the risk register
- 20. Member Briefings**
- 20.1 This item was for information only.

Meeting finished at 3.20pm.

**CHAIR**



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