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Llywodraeth Cymru
Welsh Government

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Consultation Document

Proposed interim arrangements to take forward the new Supporting People Programme

Date of issue: **8 May 2012**

Action required: Responses by **12 Jun 2012**

Overview

This consultation invites views on the proposed interim solution for the Delivery Structures for the revised Supporting People programme. The Delivery Structures guidance forms chapter 2 of the Supporting People Programme Grant (SPPG) Guidance previously issued for consultation in Oct 2011. The consultation is aimed at local authority supporting people teams and supporting people providers

How to respond

Please respond to the consultation using the questionnaire at the back of the document and send your response to the below postal or email address

Further information and related documents

<http://wales.gov.uk/topics/housingandcommunity/housing/supportingpeople/?lang=en>

Contact details

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Data protection

How the views and information you give us will be used.

Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about. It may also be seen by other Welsh Government staff to help them plan future consultations.

The Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. This helps to show that the consultation was carried out properly. If you do not want your name or address published, please tell us this in writing when you send your response. We will then blank them out.

Names or addresses we blank out might still get published later, though we do not think this would happen very often. The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 allow the public to ask to see information held by many public bodies, including the Welsh Government. This includes information which has not been published. However, the law also allows us to withhold information in some circumstances. If anyone asks to see information we have withheld, we will have to decide whether to release it or not. If someone has asked for their name and address not to be published, that is an important fact we would take into account. However, there might sometimes be important reasons why we would have to reveal someone's name and address, even though they have asked for them not to be published. We would get in touch with the person and ask their views before we finally decided to reveal the information.

Proposed interim arrangements to take forward the new supporting people programme

Purpose

As a result of consultation feedback and discussions with Supporting People stakeholders we have drafted this document to clarify the roles within the delivery structure of the new supporting people programme and the interim role of the Regional Collaborative Committees. This consultation is to allow stakeholders to comment on the re-drafted chapter 2 of the SPPG guidance (previously published for consultation in Nov 2011). The proposal is interim to allow the programme to go forward with a collaborative working model whilst a long term solution is defined and agreed.

The interim proposal can be found on pages 2-11. The consultation questions we would like your thoughts on are listed at the end of this page.

The consultation period will be 5 weeks. This is shorter than the usual 12 weeks as the recommendations have been drafted with the benefit of extensive stakeholder consultation.

Your response

We have asked a number of specific questions detailed below which we would like your comments on. However, please feel free to give any general comments on the guidance.

Please give the following information with your response:

Your name

Organisation

Email/telephone Number

Your address

Thank you for taking the time to respond

Responses to consultations may be made public – on the internet or in a report. If you would prefer your response to be kept confidential, please print this page, tick the box on the left and e-mail or post to the contact address given on the previous page.

Consultation Questions

1. Is the proposal workable as an interim solution?
2. Are there any improvements to the interim proposal which maintain the collaboration recommended by the Aylward report?
3. Are there any amendments required to the grant allocation process and spend proforma?

Chapter 2

The New Delivery Structure

Introduction

- 2.1 The Supporting People Programme needs to be recognised as a major support area assisting some of the most vulnerable people in Wales. It has been recognised that whilst the programme provides a significant service, a more robust monitoring and governance structure is required that engages all key players at the most appropriate levels. This is to ensure that we are providing the best quality services as efficiently as possible.
- 2.2 The new structures described in this guidance have been established to put co-production and collaboration at the centre of the development and delivery of services. The Welsh Government and its partners believe that higher quality, better targeted public services are delivered when all relevant parties work collaboratively together within a culture that recognises and promotes mutual respect.
- 2.3 The Supporting People Programme has been a unifying force within public services in Wales and has already broken down barriers between internal local authority departments, Health and the Voluntary Sector and Supporting People Providers. It is this sense of true partnership which this structure wishes to promote and improve and in some cases put on a more formal footing. The ethos and spirit of this guidance values the different expertise, intelligence and knowledge that all parties involved – commissioners, providers, partner sectors and crucially service users – bring to identifying what services are needed and how best they can be delivered and the Welsh Government expects all stakeholders involved in the programme to adhere to and promote this ethos and culture.

Governance & Accountability

- 2.4 The Aylward independent review recognises that there needs to be appropriate governance at a national, regional and local level. In taking forward the recommendations the new structure of Governance for this programme starts with the overarching formally constituted Supporting People National Advisory Board (SPNAB) the role and function of which are detailed in this chapter.
- 2.5 The SPNAB is supported by appropriately constituted Regional Collaborative Committees. The RCCs are accountable for the production of the regional (one - three year) plans, which take account of local priorities and will be submitted to Welsh Ministers for approval, and for maintaining oversight of regional and local collaborative delivery of the supporting people programme to ensure the most efficient and effective services are delivered.

- 2.6 The role of the local authority SP teams in managing the planning, commissioning and procurement of SP services is recognised as key to the success of the overall programme and the Local Authority is accountable for ensuring that the supporting people grant conditions are met and that they are collaboratively delivering services aligned to the regional plan.
- 2.7 The work of RCCs will be supported and supplemented by local arrangements i.e. supporting people teams and their local planning groups, which builds upon current arrangements and planning mechanisms. The local arrangements for RCCs will also need to adhere to the principles of co-production and collaboration in relation to how RCCs operate and conduct their business.
- 2.8 The robust accreditation, inspection and review systems incorporated into other chapters in this Guidance will provide further protection for the SP Programme and the people for whom it is intended to serve.
- 2.9 It is emphasised that it is the intention that management of the SP programme should occur at the regional and local levels with Welsh Government involvement in this interim phase limited to approval of yearly Spend Plans and significant change to those plans in year with any other involvement being the exception. **Appendix 1** contains the SPPG finance management guide which provides more detail on the roles of the supporting people teams, RCCs and Welsh Government in the administration of the grant.

High Level Principles and benefits of the new structure

- 2.10 A set of High Level Principles and benefits will underpin all activity undertaken by the SPNAB and the RCCs and under the local Supporting People planning/commissioning arrangements. These include:
- Improvement to services and outcomes to the end user,
 - Ensuring probity, accountability, transparency and scrutiny,
 - Operation on the basis of equality, collaboration and co-production,
 - Provision of strategic oversight and direction in line with national, regional and local strategy and SP Commissioning plans, and
 - Being underpinned by and comply with robust and enforceable grant conditions.
- 2.11 Performance of the SPNAB, RCCs and local arrangements will be assessed against these High Level Principles and benefits.
- 2.12 In order to progress the recommendations of the Aylward report this transition period must be seen as an opportunity to build and nurture a collaborative working environment built on trust and respect.

Supporting People National Advisory Board

- 2.13 The aim and overall focus of the SPNAB will be to provide advice to the Minister for Housing, Regeneration and Heritage to make sure that the Supporting People programme is focused on meeting the housing-related needs of vulnerable people in Wales.

The Board's Role

- 2.14 The Board's role, through continual consultation and collaboration with RCCs and other bodies, will be:
- 2.15 to advise the Minister on Welsh Government policy,
- 2.16 to examine the performance of, and advise the Minister accordingly, on the performance of the RCCs.
- 2.17 to advise the Minister on the appropriate implementation of the new supporting people programme, including:
- to receive annual/regular reports from the Housing, Supporting People governance officials (to be appointed) and Collaborative Committees and to advise the Minister on progress, to receive annual/regular reports from Supporting People Service Users and to advise the Minister,
 - to advise the Minister on the proposed new structures for the distribution of the Supporting People Programme Grant,
 - to consider whether the administration of the supporting people programme is consistent with the high level principles of the programme, including a clear understanding of planning and procurement processes,
 - to provide independent advice and recommendations to the Minister.
- 2.18 The Minister retains the power to act without reference to the SPNAB.
- 2.19 All members of the SPNAB will also be responsible for:
- ensuring that recommendations made by the Board are supported by sufficient high quality information and are robust and defensible,
 - staying abreast of evidence and policy approaches to the Supporting People in other parts of the UK and beyond in order to learn from those and to evaluate Wales' relative performance,
 - ensuring that the SPNAB operates within its terms of reference,
 - exercising independent judgement, reasonable care, skill and diligence in undertaking duties.

- 2.20 The Board does not have executive powers or functions. It is advisory only.
- 2.21 The Board advises the Welsh Government within the remit agreed for it by the Minister.
- 2.22 Minutes and papers of the Board will normally be published.

Membership

- 2.23 The Board will comprise of the following members of the Welsh Government:
- The Minister for Housing, Regeneration & Heritage as Chairperson,
 - Housing Head of Operations.
- 2.24 Welsh Government officials will provide the Board's secretariat and other officials will attend as required.
- 2.25 The Board will include seven representatives nominated from the following organisations:
- Welsh Local Government Association,
 - Association of Directors of Social Services Cymru,
 - Public Health Wales,
 - Community Housing Cymru,
 - Cymorth Cymru,
 - All Wales Chief Housing Officers Panel,
 - Wales Probation Trust.
- 2.26 The Board will include three independent individuals who will be appointed through the public appointments process. One will act as Vice Chair.
- 2.27 The Minister of Housing Regeneration and Heritage will Chair the meetings and may invite other ad-hoc members if necessary.
- 2.28 Meetings – the Board will meet twice a year or when required.

Regional Collaborative Committees

- 2.29 The aim and overall focus of the Regional Collaborative Committees will be to provide advice to local authorities and, through the SPNAB, to the Welsh Ministers on regional and local collaborative delivery of the supporting people programme to ensure the most efficient and effective services are delivered. The RCCs will advise the Welsh Ministers on the production of proposed supporting people spend plans for the allocation of grant against agreed priorities.
- 2.30 The RCCs do not have executive powers or functions.

The Regional Collaborative Committees Role

In detail, the role of Regional Collaborative Committees would include:

To advise on

- Regional and local delivery and compliance with national Supporting People Programme Grant Guidance.
- Regional and local needs mapping.
- The operation of commissioning and procurement practice.
- The quality of regional and local services in particular against the Supporting People National Outcomes framework.

Recommendations to the Minister on

- Local and regional spend via Supporting People plans against service user group priorities.
- Virement of SPPG between service user groups (over 10% of total service user group allocation) within the local and regional Supporting People plan and within the region.

Planning

- To produce the draft Regional spend plan which is submitted to Welsh Ministers for approval.
- To ensure that the opinions of service users are actively considered as part of recommendations made to Welsh Government.
- To ensure Local authorities provide appropriate monitoring information of SP spend including timely identification and reporting of under spend.
- To develop an awareness of local, regional and national SP services in order to identify opportunities to realise efficiencies by coordinated planning and provision of services.
- To liaise with other RCCs in order to identify synergies in service requirements to enable singular commissioning and procurement exercises.
- To liaise with other RCCs to provide advice on coordinating commissioning, procurement and funding of cross-region and national service provision.
- To ensure regional commissioning plans consider local Health Social Care and Wellbeing, Community Safety and Homelessness strategic objectives.

Administration

- To ensure effective information exchange between local authorities and the RCC and between RCCs (noting confidentiality requirements).
- To receive from the coordinating local authority a register of services that may be commissioned or procured at short notice should funding become available: these may be new services requiring procurement or expansion of existing services.
- To receive monitoring information on complaints and to escalate any issues to Welsh government as appropriate.
- To advise the Welsh Government where the RCC considers that local practice is in breach of the Grant conditions. To also advise Welsh Government on any disputes within the RCC.
- Maintain a record of Attendance and Correspondence.
- Maintain continuous assessment on the RCC Membership to ensure parity of representation, and awareness of and participation by all SP stakeholders.

Local Authority Coordinating Role

In each region there will be one coordinating local authority that will:

- collate the proposed regional spend plans for the local authorities in that area,
- organise the RCCs meetings,
- maintain a register of services that may be commissioned or procured at short notice,
- employ a regional development coordinator funded by Welsh Government,
- develop and support effective partnership working within the region on Supporting People,
- support the regional collaborative committee so that it functions effectively and is appropriately serviced.

Membership of the Regional Collaborative Committees

2.31 It is imperative that there is equal representation of key groups. The number of Local Authority members should be equal to the number of landlord and support provider places. The membership of the RCC will be made up of:

- Local Authority Cabinet Members (or delegated officials in their absence).

- Health.
 - Probation.
 - ¹Providers (representing long term and short term services) elected and supported by Cymorth Cymru and Landlords elected and supported by Community Housing Cymru.
 - Service user representation.
 - Co-opted members at the discretion of the Regional Collaborative Committee.
 - Appropriate Local Authority officers, the Regional Development Coordinator and Welsh Government will also be able to attend the RCCs but not with a voting right.
- 2.32 The representation on the RCC championing the service users' voice could be a current service user, ex service user or a person chosen by service users to represent them. The representative(s) must be selected by service users. Arrangements need to be made for service user representatives to be supported in a similar manner to landlord and provider reps.
- 2.33 During the transition year further consideration will be given as to how the landlord representation will reflect, for example private landlords.

Priority setting

- 2.34 The RCCs will develop up to three year rolling regional SPPG proposed spend plans, which will set out priorities/spend for the region and will be reviewed annually. In the transition year of 2012/13 it will be a one year plan. These plans will be built upon local priorities and the co-ordinating local authority will put together the plans for the RCC to review. The RCC will identify regional priorities and any other changes required and then submit the proposed spend plan to the Minister of Housing Regeneration and Heritage for approval
- 2.35 Local commissioning plans must meet the regional priorities identified in the RCC regional SP plans. The RCC will receive sufficient reporting from the Local Authority SP teams to enable them to ensure that SPPG is being planned and delivered according to the principles of collaboration. The RCC will be expected, when appropriate, to advise local authorities when the RCC considers that the use of SPPG at the local authority level appears to put local delivery at stake or not meet priorities.
- 2.36 During the transition period further guidance will be issued to ensure streamlined presentation of information to the committees to enable them to carry out their function appropriately. It is accepted that during the first year of operation these may be in the development stage.

¹ Note that providers and landlord representatives do not need to be members of Cymorth or CHC.

Meetings

- 2.37 The RCC will meet a minimum of quarterly once established but will meet monthly during the first six months of the implementation period.
- 2.38 The Chair of the RCC shall be one of the LA members and shall be appointed annually.
- 2.39 The Vice Chair shall be selected from one of the other agencies and shall be appointed annually.
- 2.40 The RCC may set up task and finish groups at its discretion.

Servicing and Resourcing

- 2.41 The Regional Development Coordinator will provide administrative support to the RCC.
- 2.42 The Local SP teams will provide quarterly reports to the RCC via the Regional Development Coordinator. A standard format for these reports will be agreed prior to the RCCs being established.
- 2.43 SP Managers will attend, participate in and support the work of the RCC.

Communication

- 2.44 The RCC will put in place consultation arrangements with the following stakeholders:
 - Service users.
 - Local Authority Supporting people Planning Groups.
 - Regional homelessness forums.
 - Provider forums.
 - Other relevant bodies.
 - The SPNAB will expect to see evidence of this.
- 2.45 The individual members of the RCC will be expected to communicate with their own constituency e.g. LA members, other providers etc.
- 2.46 Minutes of meetings will be produced and hosted on the Welsh Government website (minus any confidential material).
- 2.47 The Welsh Government is considering whether it is appropriate to issue further guidance on procedures for how the RCCs could work and also a conflict of interest policy for the RCCs.

Welsh Government role to support the Regional collaborative committees (RCCs) and governance role

- 2.48 The Welsh Government will attend the RCCs when relevant and get involved as and when issues arise, in a timely fashion and when these require escalation, assisting in conflict mediation. It will seek to mediate these informally with relevant officials and then will raise the issue to the attention of the Supporting People National Advisory Board. The Welsh Government will also summarise reports received from the regional collaborative committees to provide the national picture of service delivery and will monitor arrangements in partnership with stakeholders to consider how the governance arrangements are working and how these can be improved.

Local Arrangements to Support Regional Collaborative Committees (RCCs)

- 2.49 As currently happens, local needs analysis and identified priorities for SP services will be determined at this level by the local Supporting people Planning Group and will feed up to discussions at the RCCs and feed into the three year rolling regional SP plans. It will be important for Local Authorities in each region to consider the most effective and efficient way of delivering and supporting services. They also need to ensure that local arrangements are robust, based on partnership working and integrated into other appropriate local planning processes. The Welsh Government has recently announced a rationalisation of statutory partnerships and its replacement with an integrated planning and partnership structure. Local Supporting People Teams will need to make links as appropriate to other local needs mapping, analysis, planning and commissioning arrangements in undertaking their work.
- 2.50 Local Supporting People Planning Groups will need to:
- Develop Supporting people commissioning plans.
 - Ensure Commissioners, Service Providers, and most importantly Service Users, are involved in the planning, development and commissioning of services and service responses that meet identified needs and agreed strategic priorities on a local and regional level.
 - Ensure service providers, wider stakeholders and key commissioners are advised and informed on matters relating to the planned development and improvement of services to vulnerable people.
 - Ensure the service user experience contributes to project development and service improvements agreed within the Supporting People Commissioning Plan.

- Ensure Commissioners, Service Providers and most importantly Service Users assist with the development of local and regional service specifications.
- 2.51 In many local areas, Supporting People Teams already link with a wide range of stakeholder groups. Where such links do not exist, Supporting People Teams will need to establish and support such arrangements. Where appropriate, for example, where there is limited capacity, local arrangements may be cross boundary with two or more teams working together to maximise resources.
- 2.52 Any future local and regional collaborative arrangements must not lose sight of the option to commission some very local arrangements where these best meet needs. What is essential is that all service developments local, regional or national are appropriately aligned to identified local needs and priorities to:
- Aid the development of shared plans and priorities which are supported by evidence of need.
 - Aid the development of an integrated and coordinated approach to reduce duplication or fragmentation and help with the development and delivery of high quality, cost effective services.
 - Support the development of appropriate links with other local and national policies, strategies, initiatives and funding streams.
- 2.53 During the transition period all local authority proposed spend plans submitted to the RCC will have received prior political approval. This will inform the Minister's decision on how to allocate the SPPG funding. Any in year changes to the agreed spend plans of greater than 10% will need to be recommended by the RCC to the Welsh Government having gone through the relevant political processes in the local authority. Close collaborative working between the RCC's and local authority is encouraged, to reduce significant changes of greater than 10% to user group funding.



Llywodraeth Cymru
Welsh Government

SUPPORTING PEOPLE PROGRAMME GRANT

FINANCE MANAGEMENT GUIDE

Issued by Housing Directorate, Welsh Government: Jun 2012

SUPPORTING PEOPLE PROGRAMME GRANT: PROGRAMME MANAGEMENT GUIDE

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SUPPORTING PEOPLE PROGRAMME GRANT: FINANCE MANAGEMENT GUIDE

1. PURPOSE OF GUIDE

This Finance Management Guide is intended to complement the Supporting People Programme Guidance in providing detailed information on the roles of Supporting People Teams, Regional Collaborative Committees and the Welsh Government in management of the Supporting People Programme Grant (SPPG). This guide is intended to assist in the efficient and sustainable delivery of high quality housing related support services via the Supporting People Programme Grant programme.

It seeks to capture the spirit of partnership working, co design and co production enshrined within the Aylward Review of Supporting People Programme so that all stakeholders can collaborate as effectively as possible to achieve the aim.

The focus of this document is very much on financial guidance and not on commissioning or procurement which is covered in the Supporting People Guidance. The tone of this document is towards 'guidance' as opposed to 'prescription': it attempts to capture and build on the new approaches and relationships that have emerged as a result of the Aylward Review. It does not cover all eventualities but is a summary of key stages involved in the financial administration of the SPPG programme.

2. GENERAL PRINCIPLES

The successful development and delivery of an effective Supporting People Programme will, to a large extent, be dependent on the quality and effectiveness of collaborative arrangements between local authorities, service providers, probation, health and other stakeholders.

Strong and positive collaboration at all levels whether local, regional or national between local government, service providers, probation, health and other stakeholders will mutually enhance our work and bring direct benefits to service users and the community in general. As a set of underlying principles, all stakeholders should work together to build and develop partnership through:

- a) Developing regular and open communication at all levels of the organisations.
- b) Improving the understanding of each others roles, responsibilities and cultures.
- c) Focussing together on the needs of the existing and potential service users.
- d) Being open to opportunities for collaborative working at all levels.
- e) Demonstrating in a practical way the benefits that can be gained.
- f) Building a joint vision of partnership and the benefits it will deliver.
- g) Nurturing a culture to ensure that leadership and engagement are encouraged.
- h) Ensuring the active participation of the service users in the collaborative administration.
- i) Celebrating and sharing the success of partnerships.

3. ROLES

Role of local authority

Effective delivery and local management of the Supporting People programme will be the responsibility of local authorities through:

- a) Bringing forward realistic Supporting People opportunities to meet local as well as regional strategic aims.
- b) Ensuring that services meet design and value for money criteria and comply with current grant Guidance.
- c) Developing robust local strategies to identify needs and priorities.
- d) Managing commissioning and procurement of services in accordance with relevant legal requirements, the Authorities standing orders and having regard to the SPPG and any other relevant guidance.
- e) Prioritising schemes on the basis of established and transparent criteria including carrying out Equality Impact Assessments on how SPPG is allocated.
- f) Selection of service providers for schemes based on transparent criteria.
- g) Developing realistic spend proposals, by spend category/service user group, for local multi-year programmes.
- h) Implementation and management of the outcomes framework.
- i) Preparation of a Spend Plan for submission to the Regional Collaborative Committee (RCC) and onward recommendation to the Welsh Government to allocate grant.
- j) Manage any slippage/virements in the SPPG programme if under 10% of spend category/service user group budget.
- k) Recommend virements to the RCC and then onto the Welsh Government for virements above 10% of the spend category/service user group budget or virements between local Authorities.
- l) Agreement of appropriate performance monitoring measures with the RCC and Welsh Government.
- m) Ensuring that all documentation relating to Supporting People Programme Grant funded schemes is available for Welsh Government if required.
- n) Ensure spending plans reflect levels of need within the local and regional area.

Local Authority Coordinating Role

In each region there will be one coordinating local authority that will:

- Collate the proposed regional spend plans for the local authorities in that area.
- Organise the RCCs meetings.
- Maintain a register of services that may be commissioned or procured at short notice.

- Employ a regional development worker funded by Welsh Government.
- Develop and support effective partnership working within the region on Supporting People.
- Support the regional collaborative committee so that it functions effectively and is appropriately serviced.

Role of Regional Collaborative Committees (RCCs)

RCCs are responsible for:

- a) Preparing draft Regional Spend Plan for annual and multi-year planning by local authority and by client group for recommendation to Welsh Government to allocate grant.
- b) Identifying regional scheme opportunities.
- c) Advising local authorities and Welsh Government as to whether spend and service coverage across client groups are appropriate to meeting needs and achieving outcomes and VFM.
- d) Developing robust and coherent regional strategies to identify need and priorities.
- e) Recommend virements over 10% of spend category/service user group budget or between local authorities to Welsh Government.
- f) Advising on appropriate performance monitoring measures.

Role of the Welsh Government

The Welsh Government will:

- a) Agree multi year spend programmes in line with the identified priorities of the RCCs.
- b) Provide forward budget indicators looking forward 3 years, subject to appropriate caveats.
- c) Allocate SPPG resources to local authorities based on the agreed formulas and RCC recommendations on the Spend Plans.
- d) Administer the payment of grant for local authorities.
- e) Support local authorities to manage slippage and re-distribute resources between RCCs.
- f) Monitor and evaluate the SPPG programme.
- g) Carry out sample checks on project applications and grant claims and where necessary claw back grant if there are areas of non-compliance with SPPG procedures.

4. SUPPORTING PEOPLE PROGRAMME GRANT BUDGET

The Welsh Government publishes its overall Budget in January of each year. This will include the amount of SPPG available.

For planning purposes the Welsh Government will provide Forward Indicators for a minimum of 3 years, based on future planned SPPG provision, for local authorities. This will mean that local authorities will have a firm SPPG budget for the first year based on the allocation formula. The budget for the following 2 years will be provisional because the Welsh Government's own budget is only set one year in advance. Amounts may be subject to change either upwards or downwards in line with overall budget pressures and reviews of the SPPG funding distribution formula. In addition, the Welsh Government reserves the right to review allocations to individual local authorities in response to continued and sustained poor performance and in line with RCC recommendations.

5. ALLOCATIONS

The Welsh Government will allocate the SPPG based upon the new SPPG funding distribution formula and the local and regional Spend Plans by spend category/service user group as recommended by the RCC.

The Welsh Government will approve the grant annually with payments being made to local authorities quarterly in arrears. However for the transition period of 2012/13 payments will be monthly in arrears.

Letters notifying indicative SPPG allocations for the forthcoming financial year will be issued to local authorities in December.

Following the approval of the Welsh Government budgets in January, SPPG Offers of Grant letters will be issued in March of each year for commencement of the grant in April.

This will take the form of a firm allocation for the financial year which begins in the following April and provisional allocations for the 2 years thereafter. This will enable local authorities and RCCs to effectively plan over a minimum 3 year period.

A needs based funding distribution formula, as recommended in the Aylward Review, has been adopted. The formula weighting has been adjusted in consultation with stakeholders and this formula will be subject to review. This will also drive forward a desirable emphasis on the identification and gathering of data which more accurately and properly reveals the nature and extent of needs of citizens requiring support under the programme.

The approach based on this formula for allocations is included in Chapter 8 of the Supporting People Guidance.

6. PUTTING IN PLACE 1 to 3 YEAR PROGRAMMES

It is the responsibility of the local authority to develop a proposed Spend Plan for submission to the RCCs for inclusion in the annual regional Spend Plan and onward recommendation to the Welsh Government for approval and allocation of SPPG funding.

In addition the local authority will present spend and development forecasts for discussion in the regional domain in order to inform and develop the short and long term regional plans.

In developing their Spend Plan, authorities should work with local partners and RCCs to ensure that the plans are realistic, deliverable and aligned with the regional strategy, recognising any identifiable obstacles to delivery, and has regard to the likely level of resources available within each year and period covered by the plans.

In developing and agreeing their proposed Spend Plans, local authorities should have mechanisms for ensuring appropriate regard to the views of local authority members; this includes formal agreement to the proposed Spend Plans to be submitted to the RCC and corporate sign-off arrangements which ensure that the plans is in place in time to appropriately support and facilitate delivery.

The plans should be regularly reviewed and updated, and should be amended in consultation with the RCCs and Welsh Government as appropriate to reflect any significant changes to circumstances affecting any of the services

7. SPPG SPEND PLANS, MONITORING AND GRANT CLAIMS

Local authorities will prepare their Spend Plans to ensure that their full allocation is committed to deliverable projects which meet the local priority needs as well as the local and regional strategic aims.

The Spend Plan will be subject to scrutiny by the RCC and agreement and final approval by the Welsh Government. Any concerns over Spend Plans will be raised by the Welsh Government with two weeks of receipt.

It is recognised that programmes are fluid and will be subject to change. Local authorities will be required to submit quarterly updates of their Spend Plans to the RCC by the end of the first month in each quarter. The RCCs will then submit these to the Welsh Government.

The timetable for the submission of the Spend Plans and the associated payments is attached (Annex A). A proposed pro-forma for the Spend Plan which shows the level of detail required is attached (Annex B).

The Welsh Government will consider the Spend Plans, the RCC's and local authority's performance will be judged according to the extent to which schemes are delivered according to the agreed plans.

Any material changes to a project which represent a change of greater than 10% of the total for a spend category/service user group in the Spend Plan must be notified to the RCC for consideration. The RCC will be required to deliberate and pass its recommendations to the Welsh Government for approval of the change. This is a

condition of the Grant and failure to observe this will result in the grantee being in breach of the grant conditions.

It is accepted that in the case of projects yet to be commissioned, the amounts of spend shown against individual spend category/service user group in the Spend Plan may be indicative only.

The RCC will advise the Welsh Government of outturn expenditure at the end of the financial year but expenditure monitoring throughout the year will be an integral component of the local authority programme management role and the RCC's.

8. MANAGING SLIPPAGE & SPEND

Local authorities will be able to exercise the necessary programme management control through the selection of SP services that balance regional and local priorities, needs and deliverability. Services need to be within the context of the agreed Spend Plan approved by Welsh Government – with local authorities having the ability to vire between service user groups at up to 10% of each service user group budget.

Where there is a need to undertake virement of funding between spend categories declared on the approved Spend Plan where the sum represent a change of 10% or greater to that category then approval must be sought via the RCC who will submit a recommendation to the Welsh Government for consideration and approval.

Where there is a need to undertake virement of funding within region but across local authorities, then the proposal must be agreed by the local authorities and the RCC and then submitted with recommendations to the Welsh Government for consideration and approval.

9. PERFORMANCE

During 2012/2013 options will be considered for measuring local authority and provider performance.

An evaluation of these processes will be undertaken in 2013/14.

10. Supporting People Spend Plan Timetable for the Transition Year

The timings proposed in this plan are speculative and dependent on achieving agreement on the delivery structures:

Date	Action	Actionee
April 2012	On receipt of acceptance form, SPG and SPRG funding paid to local authorities and ASPs respectively to cover the period April 2012 to June 2012 (inclusive of 2.19% reduction for both streams against last years total).	WG/ LA SP Teams
April 2012	Local authority SP teams prepare proposed Spend Plan in consultation with stakeholders for August 2012 – March 2013 based upon indicative figures given.	LA SP Team
May/June 2012	Local authorities SP teams submit local SPPG proposed Send Plans for period August 2012 – April 2013 for local authority political approval.	LA
May/June 2012	Following local authority political approval - local authority proposed Spend Plans is forwarded to co-ordinating local authority	LA
June 2012	Co-ordinating local authority collates each proposed Spend Plan and produces a draft Regional Plan	LA
June 2012	RCC scrutinise draft Regional Plan	RCC
June/July 2012	RCC forward draft Regional Plan to Welsh Government for approval stating whether agreed by RCC or in exceptional cases advising of areas of contention.	RCC
July 2012	Welsh Government to consider RCC Spend Plans and approve.	WG
July 2012	SPG and SPRG funding paid to local authorities and ASPs respectively to cover the period July 2012 (inclusive of 2.19% reduction for both streams against last years total).	WG
August 2012	First payment of SPPG to local authorities (1/8th of remaining) grant (paid in arrears).	WG
September 2012 (and monthly thereafter)	Payment of SPPG to local authorities.	WG
October 2012	Local authority SP Teams prepare proposed Spend Plan in consultation with stakeholders for April 2013 – March 2014 based upon indicative figures given and forecasts for April 2014 – March 2015.	LA
November 2012	Local authorities SP Teams submit local SPPG proposed Spend Plans for the relevant period for local authority political approval.	LA
December 2012	Following local authority approval local authority proposed Spend Plan forwarded to co-ordinating local authority and co-ordinating local authority collates each proposed Spend Plan and produces a draft Regional Plan.	LA
December 2012	RCC scrutinise draft Regional Plan, RCC forward draft Regional Plan to Welsh Government for approval stating whether agreed by RCC or in exceptional cases advising of areas of contention.	RCC
January/February 2013	Welsh Government considers RCC Regional Plan and approve.	WG

Draft Local Authority Proposed Spend Plan Pro-Forma					
Region					
Local Authority					
Year					
Spend Category	Number of Units/bedspaces	Project Term			Total SPPG Funding (£)
		Less than 6 mths (Direct Access/Refuge)	6 to 24 mths	greater than 24 mths	
Women at risk of domestic abuse					
Men at risk of domestic abuse					
People with learning disabilities					
People with mental health issues					
People with alcohol issues					
People with substance misuse issues					
Refugees					
People with physical and/or sensory disabilities					
Young people who are care leavers					
People at risk of offending					
People with HIV / AIDS					
Families with support needs					
Older people with support needs					
Single people with support needs					
Young people at risk					
Complex needs (>2 of the needs identified above)					
Generic/Floating support/Peripatetic					
Alarm services (including alarms in sheltered and extracare schemes)					
TOTALS					