

## Appendix 1

### Extracts from Supporting People Programme Guidance (July 2012)

#### Regional Collaborative Committees

The aim and overall focus of the Regional Collaborative Committees will be to provide advice to local authorities and other local stakeholders, 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 inform and advise the Welsh Ministers on the production of proposed Supporting People Commissioning plans for the allocation of grant against agreed priorities.

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.

Make recommendations to the Welsh Government and Minister on:

Local and regional spend via Supporting People Spend 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 Regional Commissioning Plan including a spend plan which is submitted to Welsh Government for confirmation.

To recommend escalating any issues that cannot be resolved through local and/or regional collaboration to the Welsh Ministers.

- Develop a mechanism/framework whereby service users can be involved in developing, commissioning and reviewing support services. A range of methods to be developed to give everyone the opportunity to be involved and the barriers to involvement should be identified and addressed.
- To ensure local authorities provide appropriate monitoring information of SP spend including timely identification and reporting of underspend.

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 coordinating local authority and 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 commissioning plans for the local authorities in that area.
- Organise the RCC 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 RCC so that it functions effectively and is appropriately serviced.
- Develop a plan that will incorporate local and regional arrangements and evidence of the outcomes of user involvement to be evaluated and presented to the RCC.

- Ensure dialogue and collaboration between the local and regional levels with the aim to resolve any issues before commissioning and spend plans are put to local authority members.

### Membership of the Regional Collaborative Committees

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.
- Providers (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 RCC.
- Appropriate local authority officers, the Regional Development Coordinator and Welsh Government officials will also be able to attend the RCCs, but will not have voting rights.

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 representatives.

During the transition year, further consideration will be given as to how the landlord representation will reflect, for example private landlords.

### Priority Setting

The RCCs will develop up to three year rolling Regional Commissioning Plans, which will set out priorities/spend for the region and be reviewed annually. In the transition year, 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 Welsh Government for confirmation.

Local Commissioning Plans must meet the regional priorities identified in the RCC Regional Commissioning Plans. The RCCs will receive sufficient reporting from Local Authorities 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.

During the transition period, further guidance will be issued to ensure streamlined presentation of information to RCCs to enable them to carry out their function appropriately. It is accepted that during the first year of operation commissioning plans may be in the development stage.

## **Meetings**

Once established, RCCs will meet a minimum of quarterly. During the first six months of the implementation period, they will meet monthly.

The Chair of the RCC shall be one of the local authority members and shall be appointed annually.

The Vice Chair shall be selected from one of the other agencies and shall be appointed annually.

The RCC may set up task and finish groups at its discretion.

## **Servicing and resourcing**

The Regional Development Coordinator will provide administrative support to the RCC.

Local authorities will provide quarterly reports to the RCC via the Regional Development Coordinator. These should reflect the content of the commissioning plan as well as additional issues the RCC may wish to consider.

SP Managers may attend, participate in and support the work of the RCC.

The Regional Development Coordinator will ensure dialogue and collaboration takes place between the local and regional levels in order to ensure any issues are resolved as early as possible in the planning process.

## **Local arrangements to support Regional Collaborative Committees (RCCs)**

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. These will feed in to discussions at the RCCs and then into the three year rolling Regional Commissioning Plans. The Welsh Government has recently announced a rationalisation of statutory partnerships and its replacement with an integrated planning and partnership structure. Local Authorities will need to make and retain links as appropriate to other local needs mapping, analysis, planning and commissioning arrangements.

Local Supporting People Planning Groups will:

- Develop local 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 that commissioning decisions have undergone an Equalities Impact Assessment and that service delivery promotes equality and inclusive outcomes for all citizens.
- Ensure Commissioners, Service Providers and most importantly Service Users assist with the development of local and regional service specifications.

In many areas, links already exist with a wide range of stakeholder groups. Where such links do not exist, local authorities 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.

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 at local, regional or national level 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.

During the transition period, all local authority proposed commissioning plans referred 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 referred by the RCC to the Welsh Government having gone through the relevant political processes in the local authority. Close collaborative working between the RCCs and local authority is crucial, to reduce significant changes of greater than 10% to funding for specific user groups.

