

**CARE AND REPAIR FORUM SCOTLAND
MINUTES OF BOARD MEETING HELD ON FRIDAY 2 DECEMBER 2011
AT ETCV, 16 ST. MARY'S STREET, EDINBURGH, EH1 1SU**

Present: David Belfall, Chair
Richard Grant, Vice Chair
Gerry Power, NHS
Stewart Wilson, Region 1
Les Robertson, Region 4
Hanna McCulloch, Capability Scotland

Angela O'Brien, Scottish Government
Robert Thomson, National Director

1. Welcome and Apologies

David welcomed those attending. Apologies were received from Judith Leslie, Karen Clark, Beverley Jones and Kay Hutcheson.

2. Declarations of Interest

Gerry declared an interest in Agenda item 6.

David noted that members would be asked to complete a Register of Interests listing their ongoing roles and interests. These would not then need to be declared again at individual Board meetings.

Action: Robert to invite members to complete their entries for the Register accordingly.

3. Minutes of Previous Meeting

The minutes of the meeting held on 30 September 2011 were agreed without amendment.

4. Matters Arising

Robert confirmed that the Board members are content for David and Richard to continue as Chair and Vice Chair for a further 2 years until the end of 2013.

5. National Director's Report

Scottish Government

National Strategy for Housing Older People

Robert reported that there were 54 responses to the consultation on the SG draft national strategy document. The main questions were around funding. COSLA's response was supportive. It was recognised that the findings of the Christie Commission must be fed into the National Strategy. The final document will contain 4/5 case studies from Care and Repair, including Telecare delivery on Skye and fast track adaptations in Scottish Borders. The final draft will go to the Minister with a view to December publication. This will be followed up in the New Year with a series of publicity events, including a conference in February that will highlight the positive work that is being done to assist older people remain at home and to promote further planning by local authorities and their partners. Angela confirmed that Alex Neill MSP will launch the Strategy on 20th December at Queens Cross Housing Association.

Action: CRS to issue press release on 20th December congratulating SG on its strategy and highlight the role C&R can play in delivering its objectives. Local teams should be encouraged to do the same. If the SG wished, CRS will arrange for the Minister to visit clients for further publicity opportunities.

Performance Monitoring

Robert advised that we are on track to deliver the scheme in line with the Contact Consulting timetable. There was discussion around feedback from offices that some local NHS staff are insisting that Change Fund proposals must demonstrate a saving ratio of £3 for every £1 invested. Gerry confirmed that some areas were using this formula but there is no specific guidance from Scottish Government about this.

Action: Robert and Nigel will meet with the pilot offices in December/January to discuss operational issues prior to collating the year end returns. Nigel will issue a paper outlining the financial multipliers and these will be applied to the quarter returns from the pilots. Gerry will send Board members a web link to a Scottish Government Contribution Analysis Guide. Robert will contact Private Sector Housing Best Value Group and ALACHO to discuss the introduction of the scheme.

Accreditation Scheme

Angela, Marian and Robert met in November to discuss how the accreditation scheme might be taken forward. Angela and Marian will consider the proposals from Contact Consulting together with the English scheme run by Foundations and feed back to the Board the SG view on how we could take this forward.

It was noted that, however accreditation was done (whether by peer review, CRS or some external third party) there would be resource implications. It was also noted that the initial accreditation was likely to be more resource consuming than subsequent updates. Further, there were issues around what support could be offered to teams where shortcomings were identified. A first step might be to quantify the resource required for the initial accreditation, and to form a view on what resource was likely to be required for updating/support.

Action: Robert, Angela and Marian will meet in January to discuss further and bring proposals to the Board at its February 2012 meeting.

Budget 2012/13

Angela has confirmed that the SG grant to CRS for the financial year 2012/13 will be £130,000, which was the level of funding prior to the 2009 SG Review. A draft budget will be submitted to the Board for consideration at the February 2012 meeting. It may be possible to fund an administrator within the budget. EVH advise that we should not seek to employ any new staff until we have a funding base confirmed in writing. Robert will draw up a possible job description for this post.

Local Issues

Clackmannanshire Council has put the service out to tender in November

Renfrewshire Council and East Renfrewshire Council – out to tender.

Inverclyde Council - out to tender. Robert has met with managing agent, advisory group and Council to discuss.

North Lanarkshire Council – out to tender.

Moray Council is continuing with its plan to deliver Care and Repair services in house as from April 2011.

Argyll & Bute intended making two staff redundant and restructuring service areas to meet budget deficit. Following complaints from Elected Members, the decision has been suspended.

Action: Robert to consult with Maclay Murray & Spens solicitors about the possibility of them producing written legal advice on whether a Council is obliged to tender for Care and Repair services.

Annual Conference

The annual conference will be held on Friday 23 March 2012. The venue will be The Stirling Management Centre. A flyer has been sent to everyone on our existing email list.

Action: Robert to invite Minister w/c 5th December and email details of conference programme to Board as it becomes available.

6. Change Fund Guidance

Gerry confirmed that the Guidance was issued on 11 November and the deadline for submissions is 17 February 2012.

There was an extended discussion on the Fund and how Care and Repair Scotland could assist local offices to engage with the process. The following points were made during the discussion:

- The best approach is to emphasis the links between the Change Fund and the National Strategy for Housing Older People. There is an opportunity for C&R to influence how local partnerships are planning around preventative spending. We need to highlight local evidence and case studies to demonstrate how C&R can help local partnerships achieve their strategic goals

- Annex B of the Guidance mentions a HEAT target around emergency admission bed days. This may be the only HEAT target that is relevant to C&R. It may be difficult to convince health partners how we can assist with this
- We should be building on experience of last year's CF applications and not giving up. This time last year, it was unclear if the Fund would continue beyond the election so it was inevitable that a lot of short term thinking prevailed
- Now that the situation for next year is clearer, we should be focussing on demonstrating our ability to assist with preventative spending
- It was accepted that little of last year's budget was spent on prevention, or on housing
- Much of the 2012/13 funding was already committed by virtue of the decisions taken on the first round.
- Offices should be aware that they should approach partners to 'seek to access' the Change Fund rather than make specific bids
- Perhaps there is a need for a national resource to help people engage with the process. JIT has a role to act as a 'critical friend' to help all partners
- The Third Sector should have the same influence as Councils, NHS and the Independent Sector
- The Third Sector representative was unlikely to refuse to sign the local CF plans but should be allowed to provide their own assessment of the proposals from the third sector perspective
- The Change Fund only accounts for 1.5% of health board and local authority spending on older people. Joint Commissioning Strategies were to be drawn up for the full spending and it was important for the Third Sector (and Care and Repair) to influence these
- Care and Repair teams have generally found the process demoralising
- There has perhaps been a misunderstanding that only new work can be funded. Each CF partnership should have strategic objectives and C&R teams need to think how they can assist to achieve them rather than coming forward with one-off, isolated bids.

Action: It was agreed that Care and Repair Scotland will write to JIT as soon as possible to ask for a breakdown on how the 32 partnerships plan to include Care and Repair in their proposals, so that they are able to meet the requirements of the National Strategy for Housing Older People. The letter will contain extensive quotations from the National Strategy and will be copied to C&R offices so that they can adapt it for their own use locally in approaching local partnerships.

7. Register of Key Risks

David, Richard and Robert met on 7 November to amend the risk register in the light of Board members comments and to complete the final action column. The amended version was presented to the meeting and approved.

Action: Review in 2012

8. Annual Report

Angela and Hanna did not receive the updated version that included the Chairman's foreword. It was agreed that the stock photo on the cover will be replaced by one of a current client. There were no changes required to the text.

Action: Robert will send Angela and Hanna the updated version. Stewart will send client photographs to Robert. David will send photograph of himself to Robert. Robert will update report and go to print. Hard copies of report will be sent out to distribution list, including MSPs. PDF copies will be distributed with Councillors newsletter.

9. Annual Accounts and Financial Statement

The Board noted and approved the amendment to the note on Page 9 of the Financial Statement. The accounts will be signed off by the A9 Partnership and copies sent to OSCR and Companies House.

Action: Robert and Angela to discuss the year end carry forward figure after the Quarter 3 return is finalised at end of December.

10. A.O.C.B.

The web site analysis was noted. It was agreed that in future it would be helpful if this could include a summary to date from 1 April.

Robert said that it was hoped to issue the next Newsletter to councillors before the end of the year.

11. Date and Time of Next Meeting

It was agreed that all future meetings would commence with lunch at 1.00pm, with business starting at 1.30pm. The following dates were agreed for 2012 meetings:

Friday 24th February in Glasgow

Friday 25th May in Edinburgh

Friday 24th August in Glasgow

Friday 30th November in Edinburgh