

Single Quindrat Commissioning Board

Notes of meeting 19th July 2011

Present		
Robert Henderson (Chair)	RH	Head of Protective & Preventative Services, LBRuT
Philippa Nunn	PN	Head-teacher, Waldegrave School for Girls
Rob Meakin	RM	Head-teacher, Meadlands Primary School
Ian Dodds	ID	Head of Culture and Service Improvement, LBRuT
Ivana Price	IP	Head of Integrated Youth Support, LBRuT
Sue Ritson	SR	Head of Early Years & Childcare, LBRuT
Becky Powell	BP	Aiming High Resource Manager, LBRuT
Claire Dimmer	CD	14-19 Commissioning Manager, LBRuT
Louise Dutton	LD	Senior Finance Officer, LBRuT
Micki Tarnowski (notes)	MT	Personal Assistant, LBRuT

Apologies received		
Penny Cox	PC	Head-teacher, Holy Trinity CE Primary School
Barbara Murray	BM	Head of Specialist Children's Services, LBRuT
Paul Bettles	PB	Head of Finance and Resources, LBRuT
Jude Bowler	JB	Children's Services Joint Commissioning Manager, LBRuT/PCT

Anna Raleigh	AR	Assistant Director of Public Health, PCT
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	Item	Expected outcome	Notes & actions
1.	Welcome, introductions and apologies		RH welcomed all to the meeting, led a round of introductions and apologies were noted.
2.	Review of Notes of Last Meeting	Group agree notes	Notes agreed. RH informed members that the remit of the Board had changed for this second meeting and would now include decision making on a significant amount of funding from LBRuT, PCT and the un-ring-fenced EI Grant. Purpose of meeting today to go through commissioning proposals and agree priorities and spend.

	Item	Expected outcome	Notes & actions
Verbal updates on 2011/12 Services			
3.	Early Years	Group is updated on progress of the contracts and implementation	<p>SR reported that services due to start in April had rolled out quickly and provided the following summary:</p> <ul style="list-style-type: none"> – 2 programmes now running to support children and families experiencing domestic violence and these have been well received. – Homestart: continuation of existing services – Richmond Childminding Association – 12 sessions run on a weekly basis – average of 16 parents attend and offer now extended to Edgar Road/Hampton North – ‘Every Child a Talker’ rolled out and having an impact – Relate: sessions for families experiencing trauma rolled on from April to July and tendering for September to March nearly complete.
4.	Parenting		<p>RH updated Board on services:</p> <ul style="list-style-type: none"> – Three Wings Trust – support for parents of children with disabilities: TUPE issues delayed start of contract but now resolved – LBRuT contract for intensive support for at risk families joined existing Family Intervention Programme, funding a new worker – 6 additional families being worked with and target of 20.
5.	Emotional Wellbeing and Mental Health		<p>RH provided the following summary:</p> <ul style="list-style-type: none"> – Catholic Children’s Society (CCS) – secondary school counselling: slight delay due to TUPE issues, started in June in 3 quadrants at 1 day a week – positive feedback from schools so far – CCS primary school counselling: 37 of 43 schools signed up so far and service will start in September due to delays re TUPE. Letter sent out to all primary schools with proposals for play therapy. Action: MT to forward copy of letter to RM – CCS – children with disabilities – delay in taking new clients due to TUPE issues but sessions running with no break for existing clients

	Item	Expected outcome	Notes & actions
Proposals for 2012/13			
6.	Early Years	Group agrees the Commissioning Intentions for 2012/13, contracts that are to be rolled forward and areas where more work is needed	<p>SR led discussions on each of the circulated proposals. Summary of proposals and decisions below.</p> <p>SR presented 2 additional proposals to the Board.</p> <p>i) Child care costs – for Stay & Play and similar programmes – conservative estimate of £120k for 2012/13. Board discussed options on how funding would be accessed; concerns re QA/CRB systems; and issues re Family Learning Offer. Action: SR to meet with Ian Dodds, Alison Archibald and Ian Sutton to clarify links with Family Learning and then circulate final proposal. Agreed in principle.</p> <p>ii) Provisions of drop-in, led by childminder network– approx £60k for a cross borough service – differs from EY01/04-12 as the service would be provided in community settings. Action: SR to circulate finalised proposal for decision.</p>

Summary of decisions for Early Years commissioning proposals

	Proposed start date	Length of contract	Cost p.a	Total contract value	Where funding is from	Existing provider	Description of service	SQCB decision/action
EY01/04-12	1.4.2012	12 months	£70k	£70k	CC revenue strand of EIG	Marble Hill. Hampton Hill, Mortlake Hall Riverside Drop-in and Castlenau Community centre (Commissioned 11-12)	Sessional drop ins for parents/ carers	Proposal agreed. To commission locally by devolving funds to Children's Centres Advisory Board
EY02/04-12	1.4.2012	12 months	£160k	£160k	CC revenue strand of EIG	Home Start (Commissioned 11-12)	Family support services to put in early preventative support, with multi agency services in children's centres	Proposal agreed.

	Proposed start date	Length of contract	Cost p.a	Total contract value	Where funding is from	Existing provider	Description of service	SQCB decision/action
EY03/04-12	1.4.2012	12 months	£25k	£25k	CC revenue strand of EIG	Post natal support – Health teams deliver at present but have limited resources and availability to meet wider demand	Services to take over from where statutory post-natal services finish	Concerns re overlaps with other proposals and how links with existing health services. SR to review proposal, add more detail and circulate for decision via email.
EY04/04-12	1.4.2012	12 months	£220k	£220k	CC revenue strand of EIG	Ed Psych Service- DOVE project (Commissioned 11-12)	This is provision for the youngest children affected by family trauma (such as domestic violence) who require specialist support to help prevent long-term emotional damage.	Currently being run as pilot. Support in principle but need more info and to see evidence of impact. SR to provide breakdown on who refers. SR & BP to discuss targeting siblings of disabled children. SR to raise discussions at monitoring meeting on 3rd August. CD to check if can propose extension of contract. Agreed: further info to be circulated and final decision made via email.
EY01/05-12	1.4.2012	12 months	£20k	£20k	CC revenue strand of EIG	Being commissioned locally from Sept 11 to March 12.	Fathers' involvement is vital to the child's self-esteem and the long-term sustainability of the child's secure environment.	Proposal agreed and to continue to commission locally by devolving funds to Children's Centres Advisory Board
EY06/04-12	1.4.2012	12 months	£72k	£72k	CC revenue strand of EIG	Being commissioned locally from Sept 11 to March 12.	Families' access to employment/training is poor, particularly where parents have poor basic skills and/or are workless.	Proposal agreed. To commission locally by devolving funds to Children's Centres Advisory Board. Need to ensure links with jobcentre+.

	Proposed start date	Length of contract	Cost p.a	Total contract value	Where funding is from	Existing provider	Description of service	SQCB decision/action
EY07/04-12	1.4.2012	12 months	£80k	£80k	CC revenue strand of EIG	Every Child a Talker delivered by Seconded Speech therapist and contracted specialist (Commissioned 11-12)	Communication at all levels requires early support services to benefit, adult/child relationships and adult-to-adult interaction.	Proposal agreed.
EY08/04-12	1.4.2012	12 months	£140k	£140k	CC revenue strand of EIG	Parenting support delivered by Family Links independent trainers. Need to explore the best suited training.	Many parents have experienced poor parenting themselves and do not engage with their child's learning or development.	Proposal agreed. Need to explore other training providers/programmes.
EY09/04-12	1.4.2012	12 months	£30k	£30k	CC revenue strand of EIG	Parental support for families with disabled child	The pilot communication programme for children with disabilities needs to be extended.	Proposal agreed.
EY10/04-12	1.4.2012	12 months	£20k	£20k	CC revenue strand of EIG	Signposting to Job Centre Plus	Employment/benefits advice	Proposal agreed. To commission locally by devolving funds to Children's Centres Advisory Board and combine with EY06/04-12.
EY11/04-12	1.4.2012	12 months	£15k	£15k	CC revenue strand of EIG	IT skills	No service currently offered	Proposal agreed. To commission locally by devolving funds to Children's Centres Advisory Board and combine with EY06/04-12 & EY10/04-12 whilst keeping strands separate.

	Item	Expected outcome	Notes & actions
Proposals for 2012/13			
7.	Parenting (no paper)		<p>RH confirmed Family Links currently running programmes boroughwide, mainstreamed with support by the LA. However, programme is not nationally accredited like FAST or SFSC. Broader issues are now being raised and the CAMHS strategy, currently being refreshed, will attempt to tackle these as part of the prevention agenda.</p> <p>RH stated that provision of services for parents of disabled children currently being provided by Three Wings Trust may come to an end in April 2012 pending review of current service delivery and delivery of specialist parent support by Children's Centres.</p>
8.	Emotional Wellbeing and Mental Health		<p>RH stated that the Primary Mental Health Worker Service had been running for 18 months and the feedback had been mostly positive though there had been issues with lack of capacity and high number of referrals received. Proposal for 2012/13 includes an increase of £60k and extended age group to include up to 14. Group felt that a further increase in age range, post 14, should be considered. Proposal agreed. Action: RH to consider if age range should be increased when consulting on final specifications for contract.</p>
9.	Short Breaks for Children with Additional Needs		<p>BP led discussions on each of the circulated proposals. Summary of proposals and decisions below.</p>

Summary of decisions for Short breaks for children with additional needs commissioning proposals

Reference	SB 01/04-12	SQCB decision/action
Name of Service	School holiday short breaks schemes (groups)	Proposal agreed.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	£120,000	
Total Contract Value	£ 240,000	
Where funding is from	EIG	
Existing Provider	There are a range of providers including the Clarendon club, Resource for Autism, The Bridge, RISE and the Specialist Crofters activity service.	
Brief Description of service	Services will be for children with disabilities eligible to be on the disability register from age 4 to 17 years. The activities will be for both genders and for a mix of abilities.	
What needs are being met by this service	Disabled children should have the same opportunities as other children to take part in holiday activities however some need specialist support to participate in activities.	

Reference	SB 02/04-12	SQCB decision/action
Name of Service	Weekend and after school short breaks (groups)	Proposal agreed.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	90,000	
Total Contract Value	180,000	
Where funding is from	EIG	
Existing Provider	There are a range of providers including the Clarendon club, Orleans Gallery, Mencap, RISE, Crossroads and Crofters activity service.	
Brief Description of service	Services will be for children with disabilities eligible to be on the disability register from age 4 to 17 years. The activities will be for both genders and for a mix of abilities.	
What needs are being met by this service	See summer holiday scheme	
Reference	SB 03/04-12	SQCB decision/action
Name of Service	Volunteering to work (Transition)	Proposal agreed.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	£30,000	
Total Contract Value	£60,000	
Where funding is from	EIG	
Existing Provider	No	
Brief Description of service	This service will support young people with disabilities aged 14 to 17 years to gain voluntary work in a range of settings in the community	
What needs are being met by this service	Parents have asked for options that assist the young people to make links with supports outside of children's services.	
Reference	SB 04/04-12	SQCB decision/action
Name of Service	Disabled Children's Information Service	Proposal agreed in principle. Board asked for more information on access to information, integration with existing information provision and asked for a proposed model of delivery. BP to refine proposal and circulate for final decision.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	£60,000	
Total Contract Value	£120,000	
Where funding is from	EIG	
Existing Provider	A Disability information service provided by the Three Wings Trust.	
Brief Description of service	The new commissioned service will provide information and brokerage to families of disabled children to help them find appropriate short breaks and other support.	
What needs are being met by this service	Feedback from families clearly indicates that they want and need more information about the opportunities available to them about short breaks.	

Reference	SB 05/04-12	SQCB decision/action
Name of Service	Disabled Children's short breaks grants programme	Proposal agreed. BP to have a discussion with Amarita Kalsi re possible funding via hardship grant.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	£10,000 (plus £100,000 grants funding)	
Total Contract Value	£20,000 (plus £200,000 grants funding)	
Where funding is from	EIG	
Existing Provider	Three Wings Trust is providing this administration service.	
Brief Description of service	The provider will publicise the grants programme, distribute application forms, assist families to complete the applications where necessary, and complete all administration for the grants, which are available to children eligible to be on the disability register.	
What needs are being met by this service	Putting carers in control of their own care and support has been a priority area for the government through the use of Direct Payments and Individual budgets.	
Reference	SB 06/04-12	SQCB decision/action
Name of Service	Sibling carers support and short breaks service	Proposal agreed.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	£30,000	
Total Contract Value	£60,000	
Where funding is from	EIG	
Existing Provider	A small pilot sibling carers service run by Richmond Carers Centre.	
Brief Description of service	The provider will take referrals of sibling carers and provide an initial one on one support session for them to share their interests, any concerns and to learn about the support on offer.	
What needs are being met by this service	Sibling carers provide care and support to their brothers and sisters above that of usual siblings.	
Reference	SB 07/04-12	SQCB decision/action
Name of Service	Disabled under 5's specialist day care	Proposal agreed.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	£50,000	
Total Contract Value	£100,000	
Where funding is from	EIG	
Existing Provider	Currently specialist day care is purchased through spot contracts on a child by child basis	
Brief Description of service	This service, possibly in partnership with a neighbouring borough, will provide to Richmond clients quality day care Monday to Friday for pre-school children with high or complex health needs	
What needs are being met by this service	This is a need that has been highlighted by parents of vulnerable children with complex needs through the aiming high programme.	

Reference	SB 08/04-12	SQCB decision/action
Name of Service	Domiciliary care service	Proposal agreed.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	£35,000	
Total Contract Value	£70,000	
Where funding is from	EIG	
Existing Provider	Crossroads provide this service currently funded through a range of sources, including spot purchased care.	
Brief Description of service	Domiciliary care is personal care and support in the child's home for children with high levels of physical needs	
What needs are being met by this service	Children with such high levels of needs often put a high level of strain on families and are children who are difficult to provide support for in other settings.	
Reference	SB 09/04-12	SQCB decision/action
Name of Service	Specialist sitting service	Proposal agreed.
Area	Aiming high for disabled children short breaks	
Proposed Start Date	April 2012	
Length of Contract	2 years	
Cost Per Annum	£25,000 (£5,000 subsidy for parents)	
Total Contract Value	£50,000 (£10,000 subsidy for parents)	
Where funding is from	EIG	
Existing Provider	The Three Wings Trust provides this service	
Brief Description of service	This sitting service links families of disabled children to sitters with the appropriate experience and skills to sit their children in the child's home whilst the parents go out for a break.	
What needs are being met by this service	The need is for parents to have an ordinary life, with opportunities to have a night out and know their child is safely cared for at home.	

	Item	Expected outcome	Notes & actions
10.	Reducing Risky Behaviour (to be tabled)		<p>IP introduced the circulated proposal, stating that the needs/gap analysis was now complete and highlighted the following recommendations:</p> <ul style="list-style-type: none"> – Invest in workforce development to support identification and early intervention – Need for specific, bespoke IAG including one-stop-shops and outreach to schools – Outreach work in community settings <p>Board questioned whether the funding allocation was realistic based on work required and whether Yr 6 should also be included. Proposal agreed in principle. Action: IP/JB to review funding allocation and specification around age range.</p>

	Item	Expected outcome	Notes & actions
11.	Governance Arrangements (no paper)	Group is clear on link between group/partnership board and councillor/cabinet input	RH reported that once priorities and proposals had been agreed they will be submitted to the Children and Young People's Trust Board for final sign-off. He added that discussions continue re setting up the overarching Health & Wellbeing Board. CD confirmed that all specifications would be developed and finalised over August and 'go public' at the beginning of September though she noted that some of the more detailed specs may need longer.
12.	Forward Items <ul style="list-style-type: none"> ▪ Speech and Language Therapy ▪ Counselling Services 		RH confirmed that the Speech and Language and Counselling contracts would begin in September 2012 and were therefore subject to a different timetable to those discussed today and proposals would come to a future meeting of the Board. BP suggested Catholic Children's Society is asked along for a presentation on service to date. Action: RH to invite CCS to attend future Board meeting.
13.	Any Other Business		None.
14.	Date and Time of Next Meeting	Action: MT to co-ordinate/circulate future dates – September, November and January 2012.	