

SOCIAL SERVICES & HOUSING COMMITTEE
19 JANUARY 1999

Present: Councillors Worrall (Chairman), Barnard, Mrs Clifford, Mrs Doyle, Egan, Harrison, Miss Haydon, Mrs Hirst, Jones, Mrs Keene, McCormack, Mrs Pile, Ryan, Mrs Shillcock, Simonds, Mrs Sutcliffe

Also present: Councillor Flood

Apologies for absence were received from:
Councillor Bayle

360 Substitute Members

The Committee noted the attendance of the following substitute member under Standing Order 38:

Councillor Mrs Keene for Councillor Bayle

361 Minutes

RESOLVED that the minutes of the Committee held on 15 September 1998 be approved as a correct record and signed by the Chairman.

362 Housing Sub Committee

RESOLVED that the minutes of the meeting of the Housing Sub Committee held on 8 December 1999, as set out in Appendix A, be received.

363 Joint Advisory Sub Committee for Children's Services

RESOLVED that the minutes of the Joint Advisory Sub Committee meeting held on 9 December 1998, as set out in Appendix B, be received.

364 Social Services Sub Committee

RESOLVED that the minutes of the Social Services Sub Committee held on 15 December 1998, as set out in Appendix C, be received.

365 Quarterly Operations Report

The Director of Social Services & Housing presented the Quarterly Operations Report on the activities of the Social Services & Housing Department. The report summarised current issues affecting the department, progress in achieving service objectives set out in the main service plans of the department. It also presented a comparison of planned and actual

revenue and capital expenditure, together with the current overall staffing position.

RESOLVED that the Quarterly Operations Report be received.

366 **Revenue Budget 1999/2000 (Item 2)**

The Committee considered a report on the Social Services & Housing Revenue Budget 1999/2000. The report had been prepared within the framework set by Strategy & Policy Committee on 6 January 1999.

All service committees were considering their revenue budgets during this cycle and were making recommendations to the Strategy & Policy Committee meeting on 16 February. Strategy & Policy Committee would then draw together each service committees proposals and recommend an overall budget to the Council meeting on 3 March 1999.

The report provided details of the Committee's draft base budget for 1999/2000, service developments and budget pressures, the scope for budget efficiencies and proposed increases to fees and charges. The Director answered questions on the report.

RESOLVED that

- (i) the Committee agrees its draft base budget for 1999/2000 as shown in paragraph 4.6
- (ii) the Committee recommends that Strategy and Policy Committee in considering the Council's budget for 1999/2000:
 - (a) approve the changes to the base budget as identified in the latest Commitment Budget as shown in Annexe A of the report;
 - (b) note the potential for cash limiting running expense budgets set out in Annexe B of the report;
 - (c) consider the potential service developments, pressures and economies identified in Annexes C and D of the report respectively; and
 - (d) increase fees and charges from 1 April 1999 as shown in Annexes E and F of the report.
- (iii) the Committee agrees to consider applications for grant funding received from voluntary organisations within the cash limit set within the budget agreed in paragraph 4.6 at its special meeting on 16 February 1999
- (iv) the Committee agrees to charge all home care clients on the basis of the same hourly cost, rather than the specific hourly cost charged by an individual supplier, as referred to in paragraph 4.15 and specified in Annexe F of the report.

367 **Joint Commissioning Agreement (Item 3)**

The Committee considered a report on the re-provision programme for people with learning disabilities who had been resident in a long-stay hospital. The strategy had been developed between Berkshire County Council and Berkshire Health Authority and subsequently adopted by the six unitary authorities. The re-provision programme was funded via a transfer of funds from the Health Authority to the local authority via a Memorandum of Grant under Section 28 (A) of the National Health Services Act 1977.

At its previous meeting the Committee had agreed to a 6 month extension of this Memorandum of Grant to enable further negotiations with Berkshire Health Authority and the other 5 unitary authorities aimed at resolving the areas of possible concern regarding the Church Hill House Hospital re-provision programme. It was noted that the proposed Memorandum of Grant agreement satisfactorily addressed the areas of concern for Bracknell Forest.

RESOLVED that

- (i) the Committee endorses a proposed draft Memorandum of Agreement; and
- (ii) the Committee agrees that the Director of Social Services & Housing, in consultation with the Chairman, can agree the final version of the Agreement between Berkshire Health Authority and Bracknell Forest Borough Council

368 **The Quality Protects Initiative (Item 4)**

The Committee received a report regarding the preparation of a Management Action Plan for submission by the Borough Council in response to the requirements of the Quality Protects Initiative, launched in September 1998 by the Department of Health. The aims and requirements of the Quality Protects Initiative and the framework local authorities were required to follow when submitting the Management Action Plans had been outlined in a report to the Joint Social Services & Education Advisory Sub Committee on 9 December 1998. The report was attached to the agenda for the Committee's information.

The latest draft of the Management Action Plan was available to Committee Members, although it had not yet been finalised. The final version was to be submitted to the Department of Health by 31 January 1999.

RESOLVED that

- (i) the Committee endorses the draft Management Action Plan and the approach adopted; and
- (ii) the Committee agrees that the Director of Social Services & Housing, in consultation with the Chairman, can agree to the final version to be submitted to the Department of Health by the end of January deadline.

369 **Integration of the Report of the Review of Day Care Provision under Section 19 of the Children Act with the Childcare Plan (Item 5)**

The Committee considered a report advising of the relevant elements of the Childcare Plan 1999 – 2000 that directly addressed and incorporated the elements of the Review of Day Care Provision under Section 19 of the Children Act 1989, for which the Committee retained responsibility.

The progress of the Review of Day Care Provision had been reported to the Joint Advisory Sub Committee on 9 December 1998 and the Social Services Sub Committee on 15 December 1998. The Social Services Sub Committee had approved the proposal to integrate the findings of the Review into the Borough Council's Childcare Plan which was required to be published by February 1999. The report outlined the scope of the Section 19 Review and the relationship of its requirements with those of the Childcare Plan. Although the Childcare Plan was not yet completed, a draft version had been considered by the Early Years and Childcare Partnership on 18 January 1999. The Committee recorded its appreciation of the efforts of Officers in the Education Department and the Social Services & Housing Department in preparing these detailed documents.

RESOLVED that the Director of Social Services & Housing, in consultation with the Chairman, be authorised to approve those parts of the Childcare Plan which meet the responsibilities of this Committee for the Section 19 Day Care Review, as detailed in the report.

370 **Development of a Local Youth Offending Team – Current Position (Item 6)**

The Committee considered a report on the current position with regard to the development of a Youth Offending Team as required under the Crime and Disorder Act 1998. The Social Services Sub Committee on 15 December 1998 had considered a progress report on this matter and had requested updated information at the main committee meeting.

Negotiation with the Royal Borough of Windsor & Maidenhead over the proposal to plan a joint Youth Offending Team was still continuing but indicated that the Royal Borough was unlikely to enter into a joint arrangement with Bracknell Forest Borough Council. In order to establish a local Youth Offending Team by April 2000, it was necessary for all partner agencies to have a clear sense of direction during this paratory period.

RESOLVED that

- (i) the Committee gives approval to Officers to proceed with the planning for a stand alone Youth Offending Team with Bracknell Forest Borough area, subject to the approval by Finance & Property Sub Committee; and
- (ii) the Committee request a more detailed plan for the proposals to be brought to the Social Services & Housing Committee in March 1999.

371 **Social Services Complaints Procedure Joint Agreement between Berkshire Health Service Providers and Purchasers and Bracknell Forest Social Services (Item 7)**

The Committee considered a report on a Joint Agreement established between Berkshire Social Services and the Health Authority Trusts in September 1996 to handle complaints involving both Health Services and Social Services.

The report outlined the background to the Joint Agreement and presented a re-statement of the document to form the basis of an agreement between Health Service providers and purchasers and the Borough Council for handling complaints.

RESOLVED

- (i) that the Joint Agreement attached at Annexe A to the report be adopted; and
- (ii) that the Committee agree that an approach be made to the Berkshire Health Authority, NHS Trusts and the Bracknell Forest Primary Care Group to establish a Joint Agreement set out in Annexe A to the report specifically on behalf of Bracknell Forest Borough Council.

372 **Social Services Appeals (Item 8)**

The Committee considered a report advising of the need for the Council to establish a Sub Committee to consider representations made under the Children Act 1989, the Registered Homes Act 1984 and other legislative provisions.

RESOLVED

- (i) that the Committee establish a Social Services Appeals Sub Committee of three Members (political proportionality 2:1) plus six substitute Members drawn from the Social Services Committee with the following terms of reference:-
 - (a) to receive and consider representations made pursuant to Section 77 of the Children Act 1989 and to determine what action the Council should take in light of such representations;
 - (b) to receive and consider representations made pursuant to Section 13 of the Registered Homes Act 1984 and to determine what action the Council should take in light of such representations;
 - (c) to receive and consider representations made pursuant to any statutory right to make representations under legislation which must stand referred to a Social Services Committee and to determine what action the Council should take in light of such representations.

- (ii) that the Membership of the Sub Committee be Councillors Barnard, Jones and Worrall with substitute Members: Councillors Egan, Miss Haydon, Mrs Pile, Simonds, Bayle and Mrs Clifford

373 Authorisation of Officers to Inspect Premises (Item 9)

The Committee considered a report regarding a proposal that the appropriate Directors be delegated authority to give authorisations for the entry and inspection of premises. A number of statutes in the Social Services and Housing spheres contained provisions to permit Officers duly authorised by the Council to enter and inspect premises. Hitherto, the Council had adopted the process of having individual Officers authorised by a Committee resolution upon their commencing employment with the Council. It was now proposed that the appropriate Directors be delegated authority to give the necessary authorisations.

RESOLVED that

- (i) the Director of Social Services & Housing be given delegated authority to authorise persons to exercise powers of entry and inspection for those functions which must stand referred to a Social Services Committee including:-
 - (a) Sections 62 and 64 Children Act 1989 (Voluntary Organisations Children's Homes and Local Authority Children's Homes)
 - (b) Section 76 Children Act 1989 (Child Minding and Day Care)
 - (c) Section 87 Children Act 1998 (Inspection of Independent Schools Providing Accommodation for Children)
 - (d) Section 17 Registered Homes Act 1984 (Registered Care Homes)
- (ii) the Director of Public and Environmental Services be given delegated power to authorise persons to exercise powers of entry and inspection in respect of those functions of this Committee discharged by the Public and Environmental Services Department

374 Review of Allocations Policy (Item 10)

The Committee considered a report on the outcome of consultation with Registered Social Landlords on the draft Housing Allocations Policy. The Housing Sub Committee on 1 September 1998 had considered a report reviewing the Council's Housing Allocation Policy and had accepted a motion to award three additional points to couples applying to join the housing register who were legally married, on the basis that they contributed to promoting stable communities. Following consideration of the motion by the Council under Standing Order 47, the Council's partner Registered Social Landlords had been consulted on the proposed changes to the Housing Allocations Policy.

A list of the 18 organisations consulted was attached at Annexe A to the report and the comments received by the closing date of 14 December 1998 was summarised in the report.

RESOLVED that

- (i) the Committee notes the response to the consultation process and in the light of the concerns expressed, not include the amendment contained in the motion referred to above; and
- (ii) the Committee approves adoption of a new Housing Allocations Policy with effect from 1 March 1999.

375 Items submitted for Information

The Committee noted the following items submitted for information only:

- (i) Housing Investment Programme and Capital Receipts Initiative Allocations 1999/2000 (Item 11)
- (ii) Right to Buy and Other Home Ownership Incentive Schemes Changes to Discount (Item 12)
- (iii) White Paper – Modernising Social Services (Item 13)
- (iv) Social Services Statutory Complaints Procedures 6-monthly Monitoring Report – April to September 1998 (Item 14)
- (v) Health Developments and their links with Social Services & Housing (Item 15)

376 Exclusion of Public and Press

RESOLVED that pursuant to Section 100A of the Local Government Act 1972, members of the public and press be excluded from the meeting for the consideration of items 16 to 19 which involve the likely disclosure of exempt information under the following category of Schedule 12A of that Act.

- (1) Information relating to employees (Item 17)
- (9) Information relating to terms proposed for a contract (Item 16 & 19)
- (3) Information relating to occupiers of accommodation provided by the authority (Item 18)

377 The Term Contract for Jobbing Maintenance and Repairs (Item 16)

The Committee considered a report regarding the contract for the day-to-day repairs and maintenance of housing properties. The contract had been awarded in 1996 for an initial three year period with a provision for the period

to be extended to a maximum of 5 years. The initial three years term was due to expire on 4 April 1999 and a decision was required to approve an extension to the contract.

The Property Services DLO had won the contract in 1996. The report described the competitive rates for repairs and the high standard of service delivery which were being provided through the contract.

RESOLVED that approval be given to formally extend the contract from 5 April 1999 to Sunday 1 April 2001.

378 Joint Arrangements – A Review of the Social Services Emergency Duty Team (Item 17)

The Committee considered a report on the Emergency Duty Team, one of a small number of County-wide services remaining since local government reorganisation as a joint arrangement between the 6 unitary authorities. The Team specialised in crisis intervention, responding to social work emergencies for all client groups, and for filling the statutory responsibilities of the six local authorities in relation to Community Care, protection of children and mental health etc.

The Team had been transferred from Berkshire Social Services to Bracknell Forest Borough Council on 1 April 1998, with a commitment to review the service and to examine how it might integrate with the Borough's other emergency and out-of-hours provision, especially with the Forestcare community alarm control centre. The report described the current arrangements for the Emergency Duty Team and the Forestcare Control Centre Team and proposed detailed work on reorganisation of the teams to deliver a streamlined and co-ordinated emergency response service.

RESOLVED that

- (i) the Committee support the proposal to integrate the Social Services Emergency Duty Team and the Forestcare Control Centre Team to provide an integrated and co-ordinated Borough-wide "out-of-hours" emergency response;
- (ii) this should be achieved within existing budgets unless the service developments are identified for further consideration; and
- (iii) detailed proposals be brought forward to the next meeting of the Social Services & Housing Committee in March 1999.

379 Glenfield House – A Proposal to Develop a new Supported Housing Project for People with mental health needs in Bracknell Forest (Item 18)

The Committee considered a report on a proposal to develop a new supported housing project for people with mental health needs in Bracknell Forest. This client group were currently supported in their own homes, in supported group homes across the Borough and in shared staffed accommodation for people with severe and enduring mental health problems

at 16-21 Banbury. It had been identified that additional supported housing resources were required to provide adequate community support for those people whose mental health needs required longer term support and intervention.

Glenfield House in Easthampstead was in need of improvement and refurbishment to bring it up to the standards required of a modern sheltered scheme. Funding had been provided in the current year's budget to carry out a scheme appraisal and start to decant existing tenants. Consultation meetings had been held with residents in November 1998 and individual plans for move on arrangements had been agreed with all the existing tenants, their relatives and carers. The report described the difficulties associated with Glenfield House as a provision for older people. The loss of 23 units of sheltered accommodation would be reviewed in the on-going "review of services for older people".

RESOLVED that

- (i) the reuse of Glenfield House be approved as a supported housing project for people with mental health needs;
- (ii) the reuse of 16-21 Banbury be approved for general housing needs and used to meet the need for temporary accommodation for homeless families located in the Borough;
- (iii) the Finance & Property Sub Committee be requested to approve capital funding to enable essential improvements and refurbishment;
- (iv) Officers be requested to provide an implementation to Committee in the June cycle.

380 **Request for Local Authority Social Housing Grant - Thames Valley Housing Association (Item 19)**

The Committee considered an application from the Thames Valley Housing Association for an allocation from the 1998-99 Local Authority Social Housing Grant Budget to fund an affordable housing scheme at Rounds Hill, Bracknell. The proposed scheme offered a range of house types and was in line with the Council's Housing Strategy for providing shared ownership opportunities where appropriate.

RESOLVED that an allocation of £1,148,803.00m (plus – 5%) be approved for the development of a total of 35 affordable housing units to be offered as shared ownership opportunities to existing Council or Housing Association tenants, applicants from the housing register, or applicants on the shared ownership register.

The meeting commenced at 7.30pm
and concluded at 9.50pm

CHAIRMAN