

Supporting People Grant Allocation 2005/06 - 2007/08

Since the announcement on 1st October regarding the next 3 years funding for Supporting People in Scotland, representations have been made by various organisations including COSLA, CCPS and SFHA, to the Minister for Communities, Malcolm Chisholm MSP. A key point made to the Minister was the need to slow down the redistribution of grant; the Minister has acted on this and the rate of redistribution has now been slowed.

Revised allocations

The revised allocations result in some authorities facing an 18% reduction in grant over 3 years. This signifies a slowing down of the redistribution of grant from the 31% reduction some faced under the October announcement.

The revised allocations mean that:

- an additional £3.4M has been included in the allocations as 'transitional support'
- no local authority will be offered an increase in Supporting People grant in 2005/06
- 15 local authorities will face a reduction in Supporting People grant in 2005/06
- 12 local authorities will face the maximum reduction in grant in 2005/06 of 7.5% (compared to 15% under the October announcement)
- 10 local authorities will face an 18% reduction in grant by 2007/08
- 14 local authorities will be offered an increase in grant by 2007/08

These figures do not take account of inflation.

The Revised Grant

2004/05	£422.5 M
2005/06	£407.3 M
2006/07	£399.0 M
2007/08	£401.1 M

Tracking the impact of the changes to the Supporting People grant

The Minister stated that the Scottish Executive 'will be tracking the impact of these budget changes very carefully, both to ensure that the expected efficiency gains are delivered, and also that any funding changes do not disproportionately affect any one type of provider'.

Providers have expressed particular concerns about how local authorities will implement the changes and have expressed a desire to see a 'level playing field' operating when it comes to reviews of services directly provided by a local authority as well as by the voluntary and private sectors.

Broadly speaking, under the THB system, the distribution of funding between the sectors was: 63.6% to the voluntary sector, 30.9% to local authority provision and 5.7% to the private sector.

Distribution Formula

Full details of the Formula were provided in November and can be viewed on the Scottish Executive website at:

www.scotland.gov.uk/housing/supportingpeople/new.asp

If the Formula were applied without qualification the adjustment to grant for a local authority would range from a 60% reduction to a 307% increase. For this reason, protection has been built into the calculations of grant.

supportingpeople

enabling unit

Bulletin

January 2005 Issue 5

Funding
Announcement

Service Review

Care Commission

SSSC

Disclosure Scotland



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SCOTTISH EXECUTIVE

The Supporting People Enabling Unit is a partnership initiative between Community Care Providers Scotland (CCPS) and the Scottish Federation of Housing Associations (SFHA), funded by the Scottish Executive.

The Revised Allocations 2005-2008

Local Authority	2003/04 Year One £M	2004/05 Year Two £M	2005/06 Year Three £M	Yr 3 %Diff from Yr 2	2006/07 Year Four £M	2007/08 Year Five £M	Yr 5 %Diff from Yr 2
Aberdeen	12.31	12.31	12.31	0%	11.88	11.88	-3.5%
Aberdeenshire	9.37	9.37	9.37	0%	9.44	9.71	3.5%
Angus	6.4	6.4	6.4	0%	6.46	6.69	4.4%
Argyll & Bute	16.6	14.9	13.78	-7.5%	13.26	12.22	-18.0%
Clackmannanshire	3.09	3.09	3.09	0%	3.24	3.85	24.5%
Dumfries & Galloway	15.08	15.08	13.95	-7.5%	13.42	12.37	-18.0%
Dundee	11.67	11.67	11.67	0%	11.75	12.06	3.3%
East Ayrshire	6.18	6.18	6.18	0%	6.46	7.61	23.0%
East Dunbartonshire	5.53	5.53	5.44	-1.6%	5.24	5.24	-5.3%
East Lothian	9.37	9.37	8.66	-7.5%	8.34	7.68	-18.0%
East Renfrewshire	6.26	6.26	5.79	-7.5%	5.57	5.13	-18.0%
City of Edinburgh	44.69	44.69	41.34	-7.5%	39.78	36.66	-18.0%
Eilean Siar	0.36	0.36	0.36	0.1%	0.45	0.85	138.4%
Falkirk	8.28	8.28	8.28	0%	8.44	9.11	10.1%
Fife	28.33	28.33	26.21	-7.5%	24.51	24.51	-13.5%
Glasgow City	71.77	71.77	71.77	0%	73.16	78.85	9.9%
Highland	13.89	13.89	12.85	-7.5%	11.73	11.73	-15.6%
Inverclyde	8.12	8.12	7.98	-1.8%	7.68	7.68	-5.4%
Midlothian	6.07	6.07	5.62	-7.5%	5.4	4.98	-18.0%
Moray	6.92	6.92	6.4	-7.5%	6.16	5.68	-18.0%
North Ayrshire	14.71	14.71	13.6	-7.5%	12.24	12.07	-17.9%
North Lanarkshire	24.84	24.84	24.84	0%	25.04	25.86	4.1%
Orkney	0.36	0.36	0.36	0%	0.42	0.69	92.7%
Perth & Kinross	6.22	6.22	6.22	0%	6.4	7.09	13.8%
Renfrewshire	18.35	18.35	16.97	-7.5%	16.33	15.05	-18.0%
Scottish Borders	5.96	5.96	5.96	0%	5.75	5.75	-3.5%
Shetland	0.79	0.79	0.79	0%	0.81	0.93	17.4%
South Ayrshire	8.17	8.17	8.17	0%	7.98	7.97	-2.4%
South Lanarkshire	23.42	23.42	23.19	-1.0%	22.33	22.33	-4.6%
Stirling	3.8	3.8	3.8	0%	3.97	4.65	22.3%
West Dunbartonshire	19.2	17.5	16.19	-7.5%	15.58	14.35	-18.0%
West Lothian	9.76	9.76	9.76	0%	9.78	9.87	1.1%
Totals	425.87	422.47	407.30	-3.6%	399.00	401.10	-5.1%

For presentational purposes the figures above were rounded up to two decimal places. However, all percentage calculations were done with full amount announced.

Funding Cuts

Continued ring fencing for Supporting People

The Supporting People grant will continue to be paid to local authorities under section 91 of the Housing (Scotland) Act 2001.

This means that local authorities are required to account for the use of the grant separately and cannot use the funding for anything other than housing support. This is something that providers have expressed a desire to see continued though it is not known if this will go beyond 2006.

Service Review Process

In a letter to local authorities, the Minister has called on them to go through a 'systematic service review process' and avoid making across the board reductions to contracts but to seek 'efficiency savings'. He also expects to see all services scrutinised as to their strategic relevance and discontinued if they are not found to be strategically relevant.

The new guidance on the Service Review process will be drawn up in consultation with the Convention of Scottish Local Authorities (CoSLA) and other stakeholders. Community Care Providers Scotland (CCPS) and the Scottish Federation of Housing Associations (SFHA) have been pressing for a role in developing the Review process. The new guidance will have a broader scope than current guidance on Service Reviews.

The Minister advised that the new guidance will include a requirement on local authorities to demonstrate how savings have been made and how providers from different sectors have been affected and how service users from various client groups have been affected.

The SP Enabling Unit understands that the Scottish Executive is also considering a revision to the 2006 deadline for completion of reviews. An announcement on this may be made in the early part of 2005.

A call on other funding sources

In those local authorities where services are judged to be strategically relevant but are at risk under the new grant allocation the Minister suggests they consider other funding streams that might help.

This approach is in line with that taken in England where the Office of the Deputy Prime Minister (ODPM) has been keen to involve Health spending on housing support and has been keen to demonstrate the contribution housing support makes in the form of savings to health and social services budgets.

The Picture in England

Next year's SP Grant allocation in England

On 2nd December the Office of the Deputy Prime Minister (ODPM) announced the allocation of the Supporting People grant for each council for 2005/06.

The maximum any council faces is a 7.5% reduction. This is in line with the commitment made by Lord Rooker earlier this year. 118 out of 150 councils face a 5% or more cut and no council is being offered an increase. These figures exclude inflation.

Wendy Jarvis, ODPM, stated that the ODPM expects Authorities to be able to deal with this reduction by making savings through service reviews. Grant allocations have not yet been made for 2006/07 and 2007/08 but the ODPM has stated that no Authority will face more than a further 5% reduction in either year nor more than a 10% increase.

Slowing down redistribution in England

The Distribution Formula being developed in England has helped to inform rather than dictate the allocations for 2005/06. The ODPM stated that there will be a consultation process in England to help shape the Formula early in 2005 with a view to using it to set SP allocation from 2006.

Targets for Supporting People in England

The ODPM has started to collect data from Authorities against 3 key performance indicators:

- service users who are supported to establish and maintain independent living (for long term services)
- service users who have moved on in a planned way from temporary living arrangements (for short term services)
- fair access to people who are eligible for SP service

Authorities in England have been urged to ensure that Supporting People funding is used to help reach local government targets around, for instance, homelessness, engaging with people using drugs and promoting independent living among older people.

The ODPM stressed that it expects Authorities to work in conjunction with health and social services to ensure people whose needs go beyond housing related support have a fully funded care and support package.

SITRA, an organisation working with providers of housing support in England suggested that services working with people with learning difficulties may find it increasingly difficult to obtain funding under Supporting People.

Service Reviews - Current Picture

In September 2004 a survey was carried out by the SP Enabling Unit in which 45 providers were asked about their experience of Service Reviews. We learnt that:

84% had not taken part in a Service Review

89% of these did not know when they would be asked to undertake a Service Review

However, 31% had been consulted by their local authority on the process it should take.

Local authorities are now drawing up Service Review Programmes. In December contact was made with all local authorities to ask them if they had set up a Review Programme. We were told by 24 (out of 32) councils that they now have a programme in place. Further information about how local authorities and providers are progressing with service reviews is available on the Unit's website at www.cccpscotland.org/spunit

Moving ahead

One of the first councils to start carrying out service reviews was Renfrewshire Council. It started carrying out Service Reviews in October 2003. Colette Weir, Supporting People Manager (Acting), told the Unit that they have been conducting more thorough reviews than they would have if the Care Commission had been in a position to carry out inspections this year. Renfrewshire Council took the decision to do this in order to get to know and to be assured of the quality of the services they are commissioning.

Amongst the services still to be reviewed in Renfrewshire are sheltered housing, in-house services and services that were previously rent pooled.

The Service Review looks at many areas including the quality and type of task that is being carried out. Where issues are identified, discussions have taken place between the local authority and the provider and an action plan agreed to phase in changes. Colette Weir acknowledges that it is very important in this sort of situation to agree with a provider the timescale for making any such changes.

Experience of Supporting People Reviews in Renfrewshire

So far the reaction to the Service Review process in Renfrewshire has generally been a positive one. Blue Triangle (Glasgow) Housing Association, Paisley project, recently completed the Service Review process with Renfrewshire Council. This is what David Lyon, Area Manager, has told us about it:

'There was an initial visit to the project which was then followed up with day visits over a week or two. At times it was necessary to simply allow the team access to the information while staff continued with their normal work. This posed no major challenges.

The second phase involved the checking of records held at head office and meetings with senior management. The purpose of this was to check centrally held records such as personnel files, Disclosure Scotland checks, and policy folders. A draft report with recommendations and actions was produced.

While it is never comfortable being inspected, particularly by outsiders, the process highlighted positive aspects of the Association and some shortcomings. Through identification we have been able to address these issues, which in the long run, allows us to be better placed when it comes to other inspections conducted by Communities Scotland. It helps us bring our policies and procedures up to date and through all this the service offered to our clients is improved.

Where there were recommendations for change we were given a time scale for the actions and where we had difficulties in achieving the outcomes some leeway was allowed. We found the inspection team to have a good understanding of the issues faced by a voluntary sector organisation working with disadvantaged and vulnerable people, and all this entails.'

If you would like more information about the approach Renfrewshire Council is taking, contact Collette Weir, Supporting People Manager, at colette.weir@renfrewshire.gov.uk

Or David Lyon, Area Manager, Blue Triangle Housing Association at dlyon@btha.org.uk

Model Contract Framework

A meeting took place in October between the LA Solicitors Group and stakeholders (including providers and their representatives) to consider the results of the consultation process that took place in September. The Core Clauses will form part of the Contract Framework which the Scottish Executive is producing. The final draft of the Contract Framework will be put out to limited consultation in the early part of 2005. The Unit will be involving a small number of providers in producing feedback to the Scottish Executive on this final draft.

The Unit recently asked local authorities if they are intending to use the Core Clauses: 22 said 'yes', 9 are thinking about it and 1 will not. It is likely, therefore, that the majority of local authorities will use the Core Clauses though individual negotiation of other areas of the Contract will be necessary.

Care Commission Update

Draft Pre-Inspection Documentation

In October/November 2004 the Care Commission invited organisations to comment on its proposed Pre-inspection Documentation namely a:

- letter to staff
- pre-inspection return
- staff questionnaire
- service user questionnaire

The Unit contacted five providers of differing size and client groups to find out their reaction to the draft documentation and collated their comments. Their general response was positive as the providers found that the documents are easy to use, well laid out and do not take too much time to complete. Providers welcome the fact that the Care Commission plan to make the forms available in an electronic format in the future

Providers stated that the level of information required was reasonable and achievable though some concern was expressed about overlap with local authorities and Communities Scotland's regulations.

A full copy of the Unit's consultation response is available on request.

Terminology: the use of 'Care Services'

Liz Norton, Regional Manager (South West) told the unit that she appreciates providers taking time to give feedback on the documentation and acknowledged that 'one point which was consistently made in the feedback was about 'housing support service' being preferable to the term 'care service'' She went on to explain that in terms of the Regulation of Care (Scotland) Act 2001 the term Care Service includes housing support services (Part 1 Section 2 n). This does not, however, detract from the fact that providers would greatly welcome the use of the more precise term 'housing support service' in the documentation.

Pilot Inspections

The Care Commission is currently carrying out 28 pilot inspections of services. These services are provided by the 21 organisations/providers listed below, who have volunteered to participate in the pilot inspection process, to try out the paperwork, procedure and contribute to the development of the inspection process. The Lowland Group (a Housing Support & Care at Home Service- Integrated Service) was one of the first services to undergo a Care Commission Inspection.

In preparation for the inspection the Lowland Group completed the Pre-Inspection Questionnaire. Self assessment is considered an important part of the process and the Care Commission expects providers to acknowledge any aspects of the service that falls short of the regulations/standards and to draw up a plan of action to deal with this.

Director, Neil Watt, found the inspection to be a positive experience: "The whole process was handled in a constructive manner. The inspector was prepared when identifying areas for development to make suggestions as to how best to move forward. Personally I found the inspection relatively stress free, largely down to the fact that we had prepared well, knew where our areas of development were likely to be and acknowledged where improvement was required. The inspector treated the inspection as one which was likely to lead to improvement rather than trying to dig out skeletons/trip us up. I found this helped both myself and the care manager to understand what was expected of us."

Staff resource issue

In December the Unit held regional events in Aberdeen, Glasgow and Edinburgh. The Care Commission presented an update on the development of the Inspection Process at each event. One of the issues that was raised at various times by providers was that of the demands on staff time which the inspection process will make particularly where staff interviews are concerned. Karen Fraser, Care Commission Locality Manager, Dumfries, took this issue away and has since acknowledged that this has also been raised by providers taking part in the pilot inspections. She says that for the inspection of other care services, such as a care home, inspectors can observe the actual provision of the care service. This is not possible where support is being provided in a person's own home. This means that inspectors must rely more on the views of staff and service users. Karen advised that the Care Commission has recognised that this is a problem and is keen to work with providers to plan the inspection so that existing staff meetings can be used as much as possible to minimise the additional demand made on staff resources

Inextricable Link

Providers have frequently expressed fears that the Care Commission will ask them to register as Care Homes because of a perceived 'inextricable link' between the support and accommodation being provided.

The Unit put this to Liz Norton of the Care Commission who advised that 'the issue about inextricable link relates to care services not to housing support, so the fact that a provider is providing housing support and is also the accommodation provider does not mean they will be asked to register as a Care Home'. Indeed, under the Act at Part 1 Section 2 (3) it is stated 'a Care Home Service is a service which provides accommodation, together with nursing, personal care or personal support...'

Liz Norton was able to offer the further assurance that 'The Care Commission has no agenda to either re-register former Care Homes or to register services as Care Homes where housing support is being provided.

Scottish Social Services Council

An update from the Scottish Social Services Council in December 2004

At the recent Regional Events organised by the Unit, an update was provided by the Scottish Social Services Council (SSSC) on the steps it is taking to prepare for registering the housing support and care at home workforce.

Wendy Johnston, newly appointed as Project Officer Housing at the SSSC, outlined the approach that she will be adopting over the next year to scope the task of registration. She is working within the Learning and Development Team at the Scottish Social Services Council and her work will culminate in a report being presented to its Full Council in the autumn of 2005. The step after this will be to seek Ministerial approval.

Wendy explained that decisions about timescale for registration and the sort of qualifications that will be recognised have yet to be made. Consultation with providers along with other stakeholders is central to the project she is undertaking. The format this consultation will take has yet to be confirmed by the SSSC.

To assist the SSSC to carry out the task ahead of them a Short Life Working Group has been set up. The remit of the Working Group is as follows:

- to plan and coordinate scoping the housing support workforce in Scotland
- to consider information collected and **make recommendations on the qualifications criteria for all workers involved in housing support and care at home services**, as part of Phase Two of registration
- to ensure appropriate consultation with relevant stakeholders, Scottish Executive, employers, education providers, users and carers, trade unions and professional associations

The first task being undertaken by the SSSC is to develop a picture of the types of roles and tasks carried out by housing support and care at home workers. The SSSC recognizes that there is a high degree of diversity of roles. Alongside this, a picture will emerge as to the numbers of people that the SSSC will be required to register. To date only crude estimates have been made.

The SSSC will then move onto gathering information about the sorts of qualifications held and experience base existing housing support and care at home staff possess.

At the recent meetings with providers Wendy Johnston advised services to:

- continue to include cost of training / education in budgets
- take part in consultation exercises in 2005 around existing qualifications
- suggest how service users might be involved in this consultation
- examine the Codes of Practice and ensure all staff have a copy
- keep in touch with the SSSC via its website

Wendy also stated that she may be able to meet with staff teams and Board members if providers request this in addition to the consultation exercises that will take place.

To address specific queries or make comments to the SSSC you can contact Wendy Johnston at: the SSSC, 11 Riverside Drive, Dundee DD1 4NY Tel 01382 207 186. Email: wendy.johnston@sssc.uk.com

If you would like a copy of the Codes of Practice contact Lo Call 0845 60 30 891 or go to the SSSC website is at: www.sssc.uk.com

The **Short Life Working Group** is chaired by SSSC member, Professor Cherry Rowlings and its first meeting was held in early December 2004. The Group consists of:

Kathy Davidson, Aberdeenshire Council
Carla Findlay, Scottish Qualifications Authority
Julie McIntosh, Scottish Federation of Housing Associations
Clare Lai, Cornerstone Community Care
Ella Simpson, The Rock Trust
Moira Searl, Acorn Healthcare Services Ltd

Yvette Burgess, SP Enabling Unit
Yvonne Purcell, The Chartered Institute of Housing
Robert Bruce, City and Guilds
Liz Norton, Care Commission
Damian McGowan, Hillcrest Housing Association
Keith Quinn, Scottish Social Services Council
Wendy Johnston, Scottish Social Services Council

The Disclosure Scotland

Many providers have been updating their recruitment policies to ensure new members of staff go through disclosure checks before taking up a new post.

Exempted Questions

The Rehabilitation of Offenders Act 1974 (ROA) allows anyone who has been convicted of a criminal offence and sentenced to less than two and a half years in prison to be considered "rehabilitated" after a specified period with no further convictions.

The rehabilitation period, which varies from six months to ten years, is set according to sentence. After the specified period the original conviction is considered to be "spent".

This means that in most cases an individual whose conviction is spent does not have to declare it on a job application form and is allowed to say "no" if asked if he or she has a criminal record. It is against the law to refuse to employ someone on the grounds they have a spent conviction.

There are some types of employment to which the Act does not apply (generally those involving high degrees of trust) and these are laid out in an Exceptions Order. Employers are allowed to ask questions (which are known as exempted questions) about spent convictions only when recruiting for a type of employment outlined in the Exceptions Order. A list can be accessed from Disclosure Scotland's website www.disclosurescotland.co.uk.

Disclosure Scotland

Disclosure Scotland issues certificates - known as "Disclosures" - which give details of an individual's criminal convictions or state that they have none.

There are 3 types of Disclosures available under the Disclosure Scotland Service:

Basic Disclosure: it contains details of convictions considered unspent under the Rehabilitation of Offenders Act (1974).

Standard Disclosures: This includes convictions held on central records and includes both spent and unspent convictions.

Enhanced Disclosures: In addition to the details included in Standard Disclosures, Enhanced Disclosures may contain non conviction information which a Chief Constable may choose to disclose, which s/he feels is relevant to the job or voluntary work sought.

How to get a Disclosure Certificate.

Anybody can apply for a Basic Disclosure.

Standard and Enhanced Disclosures are only available to people applying for posts that require them to disclose spent convictions and must be applied for through a body that is registered with Disclosure Scotland.

An organisation that is likely to ask questions about individuals spent convictions can apply to register with Disclosure Scotland. It costs £150 to register and the fee for each Disclosure is £13.60.

Disclosure and Volunteers

The Central Registered Body in Scotland (CRBS) was established by the Scottish Executive to provide free Disclosures (police checks) for volunteers in the voluntary sector working with children, young people and vulnerable adults. Free checks are only available for volunteers working within the voluntary sector.

Disclosure and Supporting People Contract

There has been some discussion between local authorities and providers about how Disclosure should be addressed in the Supporting People Contracts.

The Unit contacted Andrew Morall, Compliance Manager with Disclosure Scotland to find out what the legal position is and received the following response:

"It is important to remember that there are a wide range of services provided within housing support and regular contact with children or vulnerable adults does not in itself mean that an organisation can obtain Standard and Enhanced Disclosures.

Local authorities are legally entitled to request organisations obtain Disclosure but if housing support organisations believe the levels of Disclosure requested are incorrect they must discuss this with the Local Authority otherwise organisations may inadvertently break the law by asking the exempted question where not applicable."

The Unit has a full briefing on Disclosure on the website at www.ccpscotland.org/spunit/info/workforce_issues.php. Or for more information, look at Disclosure Scotland's website on www.disclosurescotland.co.uk

For Your Noticeboard

Events

Community Care Providers Scotland 4th Annual Conference: Moving In, Moving Through, Moving On - Transitions in Care and Support

The conference is designed for people who are working at a senior level to develop, plan and provide care and support services for adults, children, carers and families.

10 and 11 February 2005
Hilton Dunblane Hydro
Bookings: Jo Hodgson
Tel: 0131 337 3295
Email: jo.hodgson@ccpscotland.org

Scottish Federation of Housing Associations Supporting People Conference: Accentuating the Positive

This event is aimed primarily at Supporting People staff from local authorities and at providers from all sectors and is designed to focus on some of the more constructive aspects of the SP programme.

1 March 2005
The Point Hotel
Edinburgh
Bookings: Kathleen McNeely
Tel: 0141 567 6229
Email: k.mcneely@sfha.co.uk

Publications

Supporting People: Benefits Realisation of the Supporting People Programme

Summary Report

Author: Matrix Research and Consultancy

Publisher: Office of the Deputy Prime Minister

Date: November 2004

The report details research carried out by Matrix and Consultancy Ltd into the impact that SP has had on spending on other programmes such as health, homelessness and social services. The report shows the value of potential benefits of SP in England to be £1.336 billion (this can be compared to SP funding in England of £1.751 billion next year).

Website News

The Unit undertook a survey to assess how often the Website is used and how it could be further improved. The results were very encouraging with 96% of respondents saying they used it as a reference point. Some suggestions were made about improving the Open Forum and continuing to make sure that information is always kept up to date. We have taken this on board so if you have not visited the website for a while then it may be time to give it another look on www.ccpscotland.org/spunit.

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