

LIT ACCOMMODATION & SUPPORT STEERING GROUP WORKPLAN - August 2008

LIT workplan

STRATEGY	ACTIVITY	RESPONSIBILITY	TARGET DATE	COMMENTS
<i>Minimising financial risk to the AA, ensuring financial & contractual procedures are fully implemented</i>	To work with providers to ensure contract compliance and issues of concern are addressed	Steering Grp SP	On-going	<ul style="list-style-type: none"> Regular reports to Lit Accom & Support Steering Grp. Standard report
	Oversee remodelling/reshaping of services in line with priorities & budget constraints	SP	On-going	
Consider longer term risks/opportunities of joint commissioning	Steering Grp SP	ongoing		
Feedback to the LIT Accom & Support Steering Grp on PI monitoring & Service Action Plans, looking in particular at issues of concern	Steering Grp SP	Quarterly		
	To report to HSSP/JSB	SP	Quarterly	Quarterly reports presented
STRATEGY	ACTIVITY	RESPONSIBILITY	TARGET DATE	COMMENTS
<i>Achieving partnership ownership & delivery of Devon's programme for MH services</i>	Promote/develop learning and development for Supported Housing, that address the needs of MH teams /managers & other statutory/ non statutory agencies /providers– in particular new staff members	Steering Grp SP	ongoing	<ul style="list-style-type: none"> Familiarisation visits/info pack Support & Recovery training. Link with Network Leads for Recovery & Independence. Link with appropriate PEG Groups/sub groups
	To link with the Devon Strategic Housing Group and other appropriate organisations & providers to ensure opportunities to bid for capital investment is maximised where possible.	Steering Grp	On-going	<ul style="list-style-type: none"> Links with LAA Links with Strategic Commissioning Manager for Housing.
	To work with the Joint Strategic Commissioning Manager to form the legitimacy & priority of development of services for the future, in particular post Sept. 2009.	Steering Grp SP	April 08 – March 09	<ul style="list-style-type: none"> Work with Joint Strategic Commissioning Manager for MH Further option appraisal/sectorial review to be carried out for longer term reshaping of MH sector.

LIT ACCOMMODATION & SUPPORT STEERING GROUP WORKPLAN - August 2008

	To work with providers to ensure services are strategically relevant	Steering Grp SP	ongoing	<ul style="list-style-type: none"> To ensure close working relationships with Network leads. To ensure close working relationship with Joint Strategic Manager Link with other areas of service development in MH
	To review the need to develop services that specifically address MH high complex needs, either through existing services or by commissioning new specialist services.	Steering Grp	ongoing	<ul style="list-style-type: none"> This work to link with further option appraisal/sectorial review To gather firm evidence of need. To work with housing providers.
	To develop a robust framework for commissioning priorities for new services and to project manage consultation, agreement and oversee implementation plans	SP	June 2008 – March 2009	<ul style="list-style-type: none"> This will be finalised in line with further Option Appraisal/sectorial review work and must link with DPT
	Align available needs analysis with areas for future investment	Steering Grp SP	ongoing	<ul style="list-style-type: none"> Align with Joint Strategic Review for Health & Social care
	Link in with other relevant areas of service development within mental health including other task groups eg. PEGS/FIGS	SP	Ongoing	
	To ensure complaints are linked and logged onto DCC complaints system, and are processed accordingly.	SP	Ongoing	
	Revise Group Terms of Reference and group membership	Lit Accom & Support Steering Grp / SP	April 07	<ul style="list-style-type: none">
STRATEGY	ACTIVITY	RESPONSIBILITY	TARGET DATE	COMMENTS
<i>To develop service user involvement, and to improve the</i>	Achieve user/carer involvement or to have plans to deliver a service user /carer response	DPT/SP	Ongoing	<ul style="list-style-type: none"> To link with local service user groups connected to DPT Link with Exeter CVA

LIT ACCOMMODATION & SUPPORT STEERING GROUP WORKPLAN - August 2008

accountability of the Devon S.P programme to local communities	To consult providers on future sectorial housing support development	SP	As & when appropriate	<ul style="list-style-type: none"> • Links with Provider Forums • To facilitate provider /stakeholder consultation events
				•
STRATEGY	ACTIVITY	RESPONSIBILITY	TARGET DATE	COMMENTS
quality and performance of Supporting People services	To ensure regular feedback from SP on performance of services. Monitor & performance manage existing housing support provision.To ensure where possible integration within other performance frameworks	SP	Quarterly - ongoing	<ul style="list-style-type: none"> • Through PI Workbooks & Action Plans & reports to Lit A&S Steering Grp
	To deliver best practice in housing related support for MH providers and publish best practice tool kit and/or framework	SP	ongoing	Through feedback from conference. Distribution of Good Practice guidance. Through familiarisation visits.
STRATEGY	ACTIVITY	RESPONSIBILITY	TARGET DATE	COMMENTS
Improving systems needed for assessment, access and referral to S.P services	Developing learning & development packages needed to assist referral organisations understand referral to S.P MH services.	DPT/SP	Ongoing	<ul style="list-style-type: none"> • Through familiarisation visits • Information to SP Directory • Individual teams involved, where appropriate, working with SP /provider. • Distriute SU leaflet

LIT ACCOMMODATION & SUPPORT STEERING GROUP WORKPLAN - August 2008

	To ensure providers develop robust joint working protocols with MH teams	Service Providers	On-going	<ul style="list-style-type: none"> Monitored through Action Plans and validation
STRATEGY	ACTIVITY	RESPONSIBILITY	TARGET DATE	COMMENTS
<i>Improving Information</i>	Ensure information is available of MH services for partners and other stakeholders.	SP		<ul style="list-style-type: none"> SP Directory Make available list of providers/services/contact details of all MH housing support services
	To ensure SP has user friendly information for service users/careers enquiring about SP services – plain English	DPT SP	Dec 06	SU Leaflet
STRATEGY	ACTIVITY	RESPONSIBILITY	TARGET DATE	COMMENTS
<i>Programme Goals from SP Workplan</i>	SP to increase the number of jointly commissioned services	SP DPT	ongoing	<ul style="list-style-type: none">
STRATEGY	ACTIVITY	RESPONSIBILITY	TARGET DATE	COMMENTS

LIT ACCOMMODATION & SUPPORT STEERING GROUP WORKPLAN - August 2008

Fair Access, Diversity & Inclusion

To ensure there is a commitment to the values of diversity & inclusion and to practice of equal opportunity (including accessibility in its widest sense) and the needs of minority service users are appropriately met.	Steering Grp SP	ongoing	<ul style="list-style-type: none"> • Through reviews, validation visits etc.