

**Devon Care and Repair
Service Monitoring and Development Board
Interim Contract Group**

Date: 30th November 2009, Time: 9:30am – 12 noon

Venue: Coaver Club, County Hall, Exeter

Attendees: Max Sillars (SP), Clare Miller (DCC), Dick Scott (Mid Devon DC), Kevin Oke (Supporting People - SP), Drew Powell (South Hams DC), Ian Higgins (North DC), Robert Norley (ECC), Vanda van der Linden (SP)

It was agreed that Max will chair the Interim Contract Group.
Agenda items for this meeting were accepted by all present.

Meeting minutes were agreed.

Matters arising

Districts have not yet produced a report on the impact of 'loan schemes' on the HIA contract and business. More details are required before it can be understood what the impact might be.

Action:

- Districts to advise SMDB of Districts' Published Policy on 'loan based' products. Update to be reported at the next meeting 7th January
- RSL guidance available from the attached link: http://www.habinteg.org.uk/pages/adaptations_has.html

Main agenda

1. Agree Interim Contract Management membership.

A current membership was accepted. The purpose of this group is to analyse / interpret management information and decide on actions.

The Management Information (MI) Group will act as a contact point with the Agency (DCHA).

2. MI reporting.

Agreed:

- collectively monitor the major adaptations time line
- monitor DCR elements under this contract monitoring group
- MI subgroup will meet again to agree definitions and the reporting process from the provider – 8th December

Action:

The MI group to:

- clarify time line
- using historic / current analyses identify areas where delays occur
- link to organisation / improvement plans

At the next meeting MI to:

- prepare an indicative report of the volume of delays
- discuss tenures which are not part of the contract i.g. RSL and council tenants. Who is monitoring them?
- Drew to prepare a case from South Hams from start to finish to demonstrate major adaptations time scales by the next meeting 7th January

3. Finance

Discussion took place around financial issues. As a result it was agreed that Kevin will work on developing district level framework to establish unit/cost and present it at the next meeting.

Action:

- Kevin to report on the major adaptations and repairs as the priority elements - next meeting

Next meeting: 7th January, County Hall, Annexe, AG06. Time: 1:30pm