

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

Date: 1st March 2011, Time: 10.30 – 12.30 am

Venue: Board Room, The Annexe, County Hall, Exeter

Attendees: Clare Miller (DCC), Jo Ward (Independent Futures), Robert Norley (Exeter City Council), Drew Powell (South Hams District Council) Ian Higgins (North Devon District Council) Julia Page (NHS Devon) Debra Montague (IF DCR)

Agenda Item		Action
1.	Apologies: Max Sillars, Rebecca Beasley, Kevin Oke	
2.	Minutes of last meeting and matters arising	Agreed. Contract end date confirmed as March 27 th 2011 Outstanding actions: Minimum data set for HIAs - source Foundations Volumes of activity which relate to targeted services
3.	HIA Performance Report Quarter 3	Data was presented in a slightly different format by DCR and it was easier to track volumes and costs for the year <i>to date</i> which are:
4.	DCR Manager's report	Major adaptations Value of work processed £2,261,352 Numbers 521 Monitor problems with SON in MD next qtr
5.	Safe at Home Quarter 3	Minor Adaptations Value of work processed £327,391 Numbers 997 Action IF DCR – working on SOR for minor adaptations Average cost per case £328 Repairs Value of work processed £448,286 Numbers 185 Total value of work procured for these 3 services (for non RSL clients): £3,037,029

		<p>Safe At Home.</p> <p>Total referral received in the period at 497 indicates a continuing rise in demand for the service.</p> <p>The severe weather/holiday period in December was likely to have contributed to the lower numbers for that month.</p>
6.	Adopting a new procurement and tendering agreement.	DCR advised that work is continuing to develop the process.
7.	Managing work until 2011 – exit strategy	<p>The Exit Strategy group (reporting to SMDB) has concluded its business. There have been extensive discussions there about the practical impact of disaggregating the joint contract and the defining of legacy cases and how they will be managed at the transition point.</p> <p>Data has been produced by DCR on the volumes of business under each service element, identifying long term work which will continue beyond the contract end. Each Commissioning Authority will proceed with individual discussions with IF to ensure disruption to the client is minimised.</p> <p>The SAH Project Group is working on the transition plan for the service, which will continue in a revised form in April 2011.</p>
8.	RSL work – District update	<p>Districts are seeking RSL sign up to the agreement which will be launched shortly.</p> <p>Bob to advise on cost thresholds for the adaptations provided under the agreement.</p>
9.	Timeline monitoring	CF
10.	Risk Log	CF
11.	AOB	The SMDB will meet on May 31 st to receive final quarter reports, to conclude the business of jointly monitoring the contract and to pick up any outstanding issues arising under this contract period.

Next meeting

Date: 31st May 2011

Time: 10.30 – 12.30 am

Venue: County Hall, the Annexe, Board Room