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

**Date:** 16th December 2010, Time: 1.30 – 4pm  
**Venue:** Pinney Room, Coaver Club, County Hall, Exeter

**Attendees:** Clare Miller (DCC), Kevin Oke (Supporting People - SP), Jo Ward (Independent Futures), John Denness (Independent Futures), Robert Norley (Exeter City Council), Drew Powell (South Hams District Council)

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<th>Agenda Item</th>
<th>Action</th>
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| 1. Apologies: Max Sillars, Ian Higgins, Debra Montague, Julia Page | (2) Minutes of last meeting / matter arising – District Council DFG funding allocations for 2011-12 still not known and degree of match funding not known either. Regional Housing grant will terminate wef April 11  
(3) HIA summary performance report for EIP Board – not yet completed, carried forward. Action-Jo, Clare, Julia  
(4) DCR Manager’s report – DCR to determine how many requests relate to the delivery of a targeted service - not yet completed. Agenda item for next HIA Task Group meeting. Action - Clare  
Foundations to advise Board of minimum data set for HIAs  
(7) DCR key worker – deferred to next meeting.  
(8) RSL work – see agenda.  
(9) Risk Log – see agenda. |
| 2. Minutes of last meeting and matters arising | Mid Devon Major adaptations zero (page 13) MD DMG were not able to answer as to the reason as they were of the opinion some cases did actually go through however IF advised no referrals were passed through to DCR in quarter 2.  
Action – Review next quarter  
Minor Adaptations Exeter, Teignbridge, East and West Devon exceeded an average of 8 weeks from requisition to completion during the quarter. Action IF DCR – work on SOR for minor work. |
| 3. HIA Performance Report Quarter 2 |  |
| 4. DCR Manager’s report |  |
| 5. Safe at Home Quarter1 |  |
| 6.  | Adopting a new procurement and tendering agreement. | Wessex loans DMG feedback indicates currently there is only one case (Torridge) going through. IF raised case in MD which did not appear to meet the eligibility criteria – it will be referred back to MDDC.  

**Stairlift procurement** A Powell that this has reduced the price to less than £1,000 per installation which he suggested could mean this coming under minor as opposed to major adaptation work. There was no news on how the stairlift procurement for Devon DCs was progressing.  

**Action** – Clare asked that a formal approach be made to DCC if it was the intention of DCs to seek funding from DCC so that this could be carefully explored.  

**Safe At Home**. The numbers (vouchers being issued) accessing this service has seen a healthy increase during Q2. In addition to which Management Information being provided by Westbank has also improved. However, it has been confirmed that the CLG funding for this purpose in Devon will cease wef 31st March 2011. |
|---|---|---|
| 7.  | Managing work until 2011 – exit strategy | Procurement Process and Tendering for non complex major adaptations – launch event for the Schedule of Rates has taken place. Went ‘live’ on the 22 Nov 10 in Teignbridge, Exeter & Torridge (limited). South Hams, West Devon and East Devon have yet to decide whether to adopt SOR. A ‘fast-track’ pilot is currently taking place in North Devon where individual pricing is used. Mid Devon remains as is for the present.  

The need to ensure a smooth transition to any future revised arrangements was discussed. The SMDB was presented with a table of cases within the HIA and an indicator of the estimated DFG/funds which could be required to process this demand. Bob N advised that in future this work could attract fee income on tapered levels but legacy cases would need to be agreed on a case by case basis. The SMDB will therefore set up one/two exit strategy meetings to facilitate the wind down of work within the current contract period.  

**Action**: SP to set up  
**Action**: DCR to update figures to build a picture of service types and volumes of work. |
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<th>RSL work – District update</th>
<th>A draft protocol is being produced by the Steering Group. The aim is that it will become the core business of RSLs to adapt tenants’ properties without recourse to DFG.</th>
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<td>9.</td>
<td>Timeline monitoring</td>
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<td>10.</td>
<td>Risk Log</td>
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<td>11.</td>
<td>AOB</td>
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**Next meeting**
Date: 1st March 2011
Time: 1:30 – 4pm
Venue: County Hall, The Annexe Board Room