

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

Date: 28th September 2010, Time: 2 – 4pm

Venue: Coaver Club, County Hall, Exeter

Attendees: Max Sillars (SP), Clare Miller (DCC), Kevin Oke (Supporting People - SP), Ian Higgins (North DC), Debra Montague (Independent Futures), Jo Ward (Independent Futures), John Denness (Independent Futures), Julia Page (NHS), Amanda Downie (Teignbridge DC), Robert Norley (Exeter City Council)

Agenda Item		Action
1.	Apologies: Drew Powell	
2.	Minutes of last meeting and matters arising	The Strategic Policy Forum has agreed to the proposal to extend the HIA contract for 6-12 months. Funding allocations are unknown at present.
3.	HIA Performance Report Quarter 1	Single page summary of the HIA performance report will be provided to the Early Intervention & Prevention Board. Action - Jo, Clare, Julia
4.	DCR Manager's report	Action - DCR to determine how many requests relate to the delivery of a targeted service. Action – Foundations to advise the Board of minimum data set for HIAs.
5.	Safe at Home Quarter1	Action – DCR to investigate ways to enhance delivery of structural minor adaptations.
6.	Procurement Process & Tendering	Agreed DCR as innovative and trusted provider will negotiate the best to end outcome for practitioners and clients and deliver value for money (VfM). DCR will write message of undertaking (MOU) offering a menu of mechanism to demonstrate VfM for the fund holder, which will include client, the district and DCC. Districts will sign up to the schedule of rates (SOR) or alternative options. The draft MOU will be sent to Julia, Max & Clare prior to finale version being emailed to partners. Outcomes delivered will be: - faster service and optimum value - DCR discretion to make SOR etc. work locally

7.	DCR key worker	Action – Max/Clare to ensure that a person can be referred back to ACS if Disabled Facilities Grant application appears to fail.
8.	RSL work	Deferred to next meeting
9.	Risk Log	Deferred to next meeting
10.	AOB	None

Next meeting

Date: 16th December 2010

Time: 1:30pm

Venue: County Hall, Coaver Club, Pinney Rm