

## **ADULT SERVICES**

A record of decisions made by the Executive Member with responsibility for Adult Services on:-

**24TH FEBRUARY, 2010**

following consideration of the matters detailed below in the presence of:-

Councillor Sherrington	Executive Member for Adult Services
Councillor R. Ronson	Minor Opposition Spokesperson
Mr J Rutherford	Director of Adult and Community Services
Mr A Kilpatrick	Chief Officer for Health and Social Care
Ms S Crossley	Assistant Director of Adult and Community Services
Ms E Miller	Assistant Director of Adult Services
Mr A Scott	Policy Accountant
Mr J Almond	Operations Manager Support and Enablement
Mrs S Bailey	Principal Democratic Services Officer

### **36. MONITORING OF EXECUTIVE MEMBER DECISIONS**

The Director of Chief Executive's Department submitted a report which contained information relating to decisions taken at previous meetings of the Executive Member.

**The Executive Member NOTED the report**

### **37. 2009/10 PERFORMANCE, BUDGET AND EFFICIENCIES QUARTER 3 REPORT: ADULT AND COMMUNITY SERVICES**

The Director of Adult and Community Services submitted a report which provided the Executive Member with an update on performance for the period 1st April to 31st December, 2009, highlighted areas for concern and presented the actions needed to address them.

The report also highlighted areas of excellent performance achieved across the year so far and identified the changing areas for improvement against the backdrop of an uncertain economic climate.

The report went on to advise that Adult and Community Services were responsible for reporting on 61 indicators, excluding Community Safety, across the Community Strategy, National Indicator set and statutory social care indicators. Of the 61 indicators, 17 were annual performance measures and would be reported at the end of the performance year.

Of the 44 indicators reported quarterly:

- 13 were on track (29.5%);
- 7 were off track (16%); and
- 24 had provided no information (54.5%)

Therefore there were currently 20 available for reporting (45%).

The majority of the 24 indicators that were not yet available were health related indicators collected by NHS Bolton. Due to changes in CareFirst6, all social care indicators which reported on services and packages of care could not be reported at Quarter Three. This was being addressed as a priority.

The report informed that the general picture for Adult and Community Service was very positive. The Department was maintaining good overall performance this year despite seeing a slight decline at Quarter Three. Examples of good performance included:-

- excellent progress on vulnerable people supported to achieve independent living which had improved by almost 9% since last quarter, leaving it on track

to meet the year and target; and

- indication that engagement of young people in cultural activity continued to improve and use of cultural services was rising.

Excellent progress was being made against the indicators in the Recession Watch section, with significant reductions in the levels of crime that were expected to be increasing, and evidence of increased use of free activities in the Museums and Galleries.

A summary of financial performance was as follows:-

- there were revenue budget pressures of up to £2.2m within Adult Social Care. Additional funding streams were being explored;
- the Capital Programme was projected to spend £4.5m against resources of £6.6m; and
- the majority of the 2009/10 budget savings options were on track to be achieved.

**The Executive Member NOTED the Quarter 3 2009/10 service and financial performance, as detailed in the report now submitted; and ENDORSED –**

**The action plans to improve performance for those indicators which are currently off track**

### **38. COMMUNITY MEALS PROVISION**

Councillor R Ronson declared a personal interest in the following item of business as he had involvement in the community meals lunches in Horwich

The Director of Adult and Community Services submitted a report which put forward proposed changes to the production and supply of the Community Meals Services in Bolton during 2010.

By way of background information, the report advised that a Capital Investment Programme for the Albert Halls Civic Catering kitchen had been agreed and initiated in 2009. The Capital Programme for the major refurbishment of the production kitchens was now complete and facilitating the production of the Community Meals could be achieved with minor adjustments.

In this regard, the report outlined proposals to produce and supply all hot community meals from the Albert Halls main production kitchen and to carry stock to provide meals for at least two weeks. The delivery of the frozen meals to Pocket Nook Workshop would be by the Porter/Driver currently employed within the Albert Halls.

The Hot Meals contract supplied by Apetito Ltd through GMPC was due to end in May, 2010. It was proposed that a three month extension to this contract be negotiated to allow Albert Halls Civic Catering to be fully functional by September, 2010.

The Frozen Meals contract ended in December, 2009. It was proposed to extend the meals contract supplied by Berkley Care Management to December, 2010. This would be at no cost to the Department and would allow the Albert Halls kitchens to determine capacity for growth generally and specifically about frozen meal production.

The arrangement would be managed by a service level agreement between the Albert Halls Civic Catering and Community Meals.

In order to ensure customers were engaged in the process, it was proposed to run a 'pilot' of the meals supply. As well as testing the methodology of production and delivery, this would give customers a chance to feed back any issues/information regarding quality and individual preference. Letters would be sent out to all users identifying the changes and the process for giving feedback. The service would then need to be reviewed after 6 months.

The report went on to outline the financial implications of the proposals. The Albert Halls Civic Catering Service was able to produce the meals at an average cost of approximately 84p per meal, including packaging. Based on the existing number of meals provided (177,000), this would result in an annual saving of £115k.

Offsetting this reduction, there would be additional costs of £60k due to additional staff required to produce the meals and an estimated cost of around £15k to transport the meals from the Town Hall to the kitchens at Pocket Nook. Total additional costs would be £75k.

Overall there was a projected annual saving of £40k, based on the current number of meals produced however there was the potential for further savings if the number of meals increased either through increased take-up from service users or from other future developments.

The report provided details of additional salary costs on a fixed term for 1 year in the first instance amounting to £59,926.

The report would also be considered by the Executive Member for Human Resources, Organisational Development and Diversity at her meeting on 24<sup>th</sup> February, 2010.

**The Executive Member APPROVED, subject to the approval of the Executive Member for Human Resources, Organisational Development and Diversity, the following changes:-**

- (i) That the Albert Halls kitchen assumes responsibility for the production and supply of the Community Meals hot supply;
- (ii) The recruitment of the additional staff identified above that are required at the Albert Halls Kitchen;
- (iii) The extension of the frozen meals contract currently supplied through Berkley Care Management to December 2010;

- (iv) The extension of the current hot meals contract until August 2010, if necessary, currently supplied through Apetito; and
- (v) The recruitment of additional staff required at the Albert Halls kitchen, as detailed in the report now submitted.