

Report To: Scrutiny Committee for Social Services & Health

Date: 27 March 2002

By: Director of Social Services

Title of Report: Review of Grant Process (Community Partnership Finance (CPF), Carer's Grant and Promoting Independence Grant, (PIG))

RECOMMENDATIONS

The Scrutiny Committee for Social Services & Health is recommended to note the following draft proposals and to make comments on them prior to being finalised: -

- 1) process and timescales for the above grants;
 - 2) the development of a joint application form for PIG, Carers and CPF Grants;
 - 3) the proposed circulation for grant applications;
 - 4) the revised criteria setting, scoring and allocation processes for PIG, Carers and CPF Grants; and
 - 5) the revised monitoring systems for PIG, Carers and CPF Grants.
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1. Financial Appraisal

1.1 There are no direct financial implications for the Department as expenditure will not exceed budget allocation.

1.2 The administrative work for the three grants will be carried out by the administrative officer CPF. This post will be re-titled Grants Support Officer.

2. Issues

2.1. 3-year Contracts: following legal advice it is recommended that 3 year agreements are replaced with yearly agreements as they reach their end date, but that existing three year agreements are allowed to run their course.

2.2. Reports to Members: it is proposed to reduce the size of reports submitted to Members. In future a summary sheet will be produced detailing applications received and funding recommended. A short paragraph will be produced for organisations where funding is recommended.

2.3. Suspension of Process: where a significant reduction in the amount of grants available for allocation is anticipated, stakeholders will be given notification as early as possible. In the light of the draft Compact, the Department will engage in as much consultation with external stakeholders as timescales permit.

3. Monitoring:

3.1. It is the intention of the Social Services Department to move towards the allocation of money within a 'commissioning' rather than a 'grants' process, which is more specific about the services that the Council would wish to fund. In line with this a panel of senior representatives of Social Services Department and Primary Care

Trusts will develop clear criteria against which the allocation of money will be made. (See Appendix 1, which describes the proposed process and timescales, and Appendix 2 - flow chart)

3.2. It is recommended that sums allocated under £10,000 are dealt with as 'letters of agreement' and all allocations over £10,000 are dealt with as contracts. It is envisaged that there will be a small net reduction in the number of contracts as a result. Letters of agreement and Contracts are to be monitored differently.

3.3. Letters of Agreement – under £10,000:

- All organisations to complete a yearly self monitoring form (Appendix 4);
- 10% will receive a more detailed monitoring visit (from Operations Manager – Community Development, Grants Support Officer or a member of staff in the role of 'Liaison Officer'). A 'monitoring proforma' will be developed to assist in the monitoring of these grants.

3.4. Contracts – over £10,000:

- Monitoring of contracts will be completed in conjunction with the Contracts Unit;
- All organisations in receipt of a grant over £10,000 to be allocated a Practice or Operations Manager to act as liaison with the Department. A brief monitoring process will be undertaken each year and will include 1) quantitative review of outputs as detailed in service specification; 2) review of the match between the service specification and the criteria for the grant allocation and departmental priorities;
- A rolling programme of detailed reviews will be undertaken, each organisation being reviewed every three years. Detailed reviews will include 1) quantitative and qualitative review of outputs as detailed in the service specification; 2) user evaluation of the service; 3) review of policies as required within the application form; 4) review of match between the service specification and the criteria for the grant and departmental priorities.

4. Reviewing the Grants Process:

4.1. In order to ensure the grants allocation is as effective as possible, an ongoing review of the process will be implemented. Any changes to the process will be offered for consultation with stakeholders.

4.2. These proposals are in draft form, for comment by the Scrutiny Committee for Social Services & Health, after which they will go to the Lead Member for Social Services & Health for agreement.

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APPENDIX 1

Proposed process and timescales – Please read this in conjunction with the flow chart (appendix 2).

- 1.1. March to April:
 - Agree how much of PIG and Carers Grants are to be rolled over from previous allocation (both in house and to vol. orgs), and how much to be spent on new services;
 - Agree Criteria – Criteria for allocation to be agreed by *panels* (one for each grant). Members of panel to be officers of the SSD and representatives of PCT's. Criteria for PIG and Carers Grant will need to conform to the requirements of the DoH. Depending on the criteria for the Performance Fund, which is a new grant in 2002/2003, this should be included within this process.
- 1.2. March to May:
 - Consultation with voluntary sector, Borough and District Councils and other stakeholders regarding the criteria and the information pack – Grants Support Officer and Operations Manager – Community Development;
 - Revised process for grant allocation to Health and Social Care Integration Meeting, Lead Member and Scrutiny Committee for information.
 - Update of Information Pack, application forms and monitoring forms. The information pack will include a single application form covering all three grants.
- 1.3. May to June:
 - Information on revised process circulated to CVSs, Boroughs and Districts, PCTs.
- 1.4. June to July:
 - Information packs issued to organisations currently funded.
 - Advertised in CVS newsletters, and placed on County Council Website.
- 1.5. August to December:
 - Undertake Monitoring activity – see section 3.
 - Where there is a proposal to end an existing grant to an organisation, a letter of 'indicative notice' will be issued.
- 1.6. October 1st:
 - Deadline for receipt of application forms.
- 1.7. October to November:
 - Panels of SSD and PCT officers to score applications against criteria and produce recommendations for funding – see scoring sheet appendix 3;
 - Consultation process on recommendations with Voluntary Sector and Boroughs and Districts.
- 1.8. November to December:
 - Complete summary sheets for all grants;
 - Prepare Draft Committee Reports;
 - Recommendations of panels and of consultation process to Divisional Management Teams, Social Services Departmental Management Team (DMT), and Health and Social Care Integration Meeting for endorsement;

1.9. December to February:

- Recommendations of panels and of consultation process to Lead Member for approval, subject to County Council finalising the overall budget.
- Decisions to be shared with voluntary organisations.

1.10. February to March:

- Update Information Matrix;
- Review of Grants Process with recommendation for changes.