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**LEARNING DISABILITY PARTNERSHIP BOARD**

**POOLED BUDGET EXECUTIVE GROUP**  
**NOTES OF THE MEETING HELD ON**  
**WEDNESDAY, 4 AUGUST 2004**

**PRESENT**

Nicky Cooper      Director of Finance - Walsall tPCT  
Kathy McAteer     Assistant Director – Adult Services  
Terry Mingay      Director of Health & Social Care - Walsall tPCT

**IN ATTENDANCE**

John Greensill     Head of Learning Disability Services - WMBC  
Andie Oliver       Commissioning Development Officer - WMBC  
Helen Dennis       Accountancy – WMBC

**APOLOGIES**

James Walsh       Head of Finance - WMBC  
Robin Miller       Service Manager (Care Management &  
Commissioning)

1.	<b><u>MINUTES OF MEETING HELD ON 4 AUGUST 2004</u></b>  Noted as accurate.	
2.	<b><u>MATTERS ARISING FROM 4 AUGUST 2004</u></b>  Confirmed that SLA had been signed and dated.  <u>External Auditors</u> Noted second draft of Pooled Budget Report had not been seen.  Nicky advised that the Auditors confirmed that SLA Partnership Agreement was in force for the whole of the last year.	

3. **FINANCIAL MONITORING ENDING 30 JUNE 2004**

The report sets out the predicted year end financial position as at the end of June 2004 and the current position in relation to new demand. Noted the report should read 3 month period ended 30 June, not 9 month.

Appendix 1 of the report shows an estimated break even year end position for the Learning Disability Pooled Budget this is assuming the budget for growth is spent in full. The expenditure is shown split between service objectives.

Following discussion, it was agreed Helen would produce budget in different format which would show actual expenditure to date and predicted outturn. This would be split between existing placements SLA's for provider services and new demand, rather than service objectives. Nicky also requested details of commitments to the £98K underspend carried forward from last financial year. John to liaise with Helen on format and bring to next meeting for approval.

Appendix 2 gives a breakdown of commitments to the growth budget as at the end of June 2004. Helen advised that the figures were comparable with last year but highlighted the importance of continued close management of the remaining budget.

Nicky requested that the growth commitments be split between new placements and investment in services, with an explanatory paragraph giving details of the new investment.

**Action**

- (a) Adjust Pooled Budget Report to show actual expenditure to date and predicted outturn.
- (b) Details of commitment to the 98K underspend carried forward from last year.

**HD**

**JG**

	(c) Growth commitments split between new placements and investment in services with an explanatory paragraph giving details of the new investment.	RM
4.	<p><b><u>ACTIVITY REPORT ON NEW CLIENT DEMAND</u></b></p> <p>This report shows an analysis of the activity and costs relating to new demand during 2004/05. Table 1 shows an analysis of the breakdown across funding criteria of the total number of individuals receiving a funding approval for a new or changed care package compared to forecast. Table 2 shows an analysis over age category and Table 3 shows a breakdown of the type of service received. Graphs are also included to show comparisons of numbers approved with 2003/04. It was requested that a further graph comparing cost be included in the next report.</p> <p>The pattern of activity shows a higher number of lower cost level 1 funded packages were approved but Level 2 and 3 were in line with forecasts. The trend has been to provide more community-based support, with the highest number of packages provided to service users living with family. This has been due to the increased number of reviews carried out and the increased take up of services offered due to the changing models of care available.</p> <p><b>Action</b> Further chart to be produced comparing costs of expenditure in 2003/2004 with the current period.</p>	HD
5.	<p><b><u>BUDGET ANNUAL REPORT ENDING 31 MARCH 2004</u></b></p> <p>The report gives a summary of the final position for the Learning Disability Pooled Budget 2003/04, audit issues and activity.</p> <p>Activity information is provided by a number of graphs analysing the new and changed packages approved during 2003/04.</p>	

Appendix 1 shows the final Memorandum Account following the Pooled Budget audit.

6.

## **QUARTER 1 MONITORING OF SERVICE PLAN**

John Greensill produced a table consolidating all the Learning Disability objectives into one document. With regard to PCT objectives, he advised that he was meeting with Stella Forsdyke to fine tune it.

The meeting noted that there was some remedial actions required in the first quarter monitoring, specifically to increase the rate of carer assessments to achieve the defined objectives.

Noted that the number of working days lost to sickness was an important target for both the MBC and tPCT, early indications were that the MBC sickness rate was beginning to drop.

### **5 Lakeview**

John Greensill reassured the meeting that the closure of the residual services at Lakeview were a very important objective. The meeting noted the range of potential moves, including the move of the staff at 5 Lakeview.

### **Consultant – Dr Khan**

John Greensill reported that there was an overspending trend on the budgets allocated to support Dr. Khan. It was noted that Lorraine Gilbert was looking into the £5,000 overspend.

### **Staff Costs**

The meeting noted the pressure on the PCT budgets with regard to staff costs, this included concerns regarding the underfunding of base budgets at Wightwick and Daisy Bank which were both likely to be growth bids for the LDP.

	<p>Additional cost pressures were brought about by the use of bank and agency staff to cover vacancies and sickness, noted that John Greensill would be meeting with Pauline Martin to assess the situation.</p> <p><u>Local Authority Provider</u></p> <p>Noted that there was an overspend developing at Beacon View. Ann Middlemiss to investigate the issues at this Local Authority Home.</p> <p><u>Conclusion</u></p> <p>John Greensill advised that the overall performance on service plan objectives was acceptable. Nicky Cooper added that the information was very helpful and it was good to see the review of provider budget issues under the performance heading.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>(a) Review of overspending trend in Consultant budget.</li> <li>(b) Feedback regarding staffing issues.</li> <li>(c) Feedback regarding overspending in Local Authority Homes.</li> </ul>	<p><b>LG</b></p> <p><b>JG</b></p> <p><b>JG</b></p>
7.	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>None</p>	
8.	<p><b><u>DATE AND TIME OF NEXT MEETING</u></b></p> <p>DATE: WEDNESDAY 3 NOVEMBER 2004</p> <p>TIME: 2.30 PM</p> <p>VENUE: KATHY McATEER'S OFFICE</p>	