

EAST AYRSHIRE COUNCIL SUPPORTING PEOPLE PROGRAMME ACTION PLAN – ‘FINANCES AND COMMITMENTS					
Objective		Action Required	Current Situation	Timescale	Responsible Officer
F1	Maximise take up of Transitional Housing Benefit	Review all Social Work client services to identify support services	Temporary staff being employed	Ongoing to March 2003	Eddie Fraser / Geoff Crow / Trish McLean
F2	Map existing & planned housing support services to identify commitments for 2003/4	Issue questionnaires, log results on database issued by Scottish Executive and keep updating	Reports to Executive as required	Ongoing	Geoff Crow
F3	Agree capital programme for 2002/3 and later	Get approval from Communities Scotland on pipeline projects	Done	March 2002	Joe Cassidy/Deborah Brady
F4	Resolve cross-authority issues	Identify clients who are funded by another authority or whose funding is unclear	Done	October 2002	Geoff Crow
F5	Develop framework for cost comparisons between schemes and providers	Establish mechanisms for accurately identifying costs- Proforma to be worked up for consideration by Practitioner’s Network	Done	December 2002	Geoff Crow
F6	Maximise Housing Revenue Account to be matched by Executive grant for 2003/4 and beyond	Identify housing support services paid from pooled rent income in 2001/2 Housing Revenue Account (£ 825,235)	Done	End October 02 for accurate return, Jan 03 audited return	Geoff Crow/David McLellan
F7	Agree 100% Interim Contracts with providers	Draw up service specifications and determine funding amounts- payments to be made from April	Negotiations on contracts ongoing	February 2003	Geoff Crow

**EAST AYRSHIRE COUNCIL SUPPORTING PEOPLE PROGRAMME
ACTION PLAN – ‘PLANNING’**

Objective		Action Required	Current Situation	Timescale	Responsible Officer
P1	Devise strategies for disseminating information to all partners and consulting with users and providers	Draft strategies and submit to Core Co-ordination Group for approval	Done	November 2001	Geoff Crow
P2	Identify areas where enhancement is needed to SWIFT system	Map existing levels of functionality & compare with those required for supporting people	Done- SPLS under development	April 2002	Geoff Crow
P3	Identify local service aims for each client group	Develop user involvement approach for approval by Core Co-ordination Group	Ongoing as part of consultation on Strategic Plan	February 2003	Geoff Crow
P4	Conduct full needs survey	Identify information sources and conduct survey	Ongoing as part of consultation on Strategic Plan	March 2003	Geoff Crow
P5	Prepare scheme review strategy	Conduct survey of types of service and develop framework for cost comparisons	Discussion Paper submitted to C&P Group- scoring matrix being developed to select priorities	February 2003	Geoff Crow
P6	Devise post-2003 strategy and include in Local Housing Strategy	Gap analysis between supply and need to identify unmet need ongoing	Ongoing to take account of the effects of THB	March 2003	Geoff Crow
P7	Produce final draft of first strategic plan	Prioritise service enhancements and resources for 2003 on based on gap analysis	Report to March Committees for approval prior to re-submission to Scottish Executive	March 2003	Geoff Crow

**EAST AYRSHIRE COUNCIL SUPPORTING PEOPLE PROGRAMME
ACTION PLAN - 'SYSTEMS AND PROCESSES'**

Objective		Action Required	Current Situation	Timescale	Responsible Officer
S1	Discuss and agree with North and South Ayrshire common approaches to issues	Discuss and agree with North and South Ayrshire common approaches to issues	Done	March 2002	Chris McAleavey/Geoff Crow
S2	Develop commissioning and purchasing process for Supporting People	Decide on composition of C & P Sub Group, identify what systems can be copied across and used	Community Care Commissioning & Purchasing framework being developed to include Supporting People	February 2003	Chris McAleavey /Geoff Crow/ Andy MacDonald
S3	Develop scheme review system	Conduct survey of types of service, establish protocols for prioritizing reviews	To follow on from strategy preparation	February 2003	Geoff Crow
S4	Develop I.T system to meet the needs of the Supporting People Programme	Work with Anite and other users to enhance SWIFT where required	Functional specification completed and contingency system under development	February 2003	Martin Mason/Geoff Crow
S5	Develop registration, tendering and contract processes for Supporting People.	Identify what systems can be used or copied across to Supporting People. Adapt as necessary.	Commissioning and purchasing framework being adopted	February 2003	Geoff Crow/Andy MacDonald
S6	Develop payments system	Identify what systems can be used or copied across to Supporting People. Adapt as necessary.	Contingency system under development due to delays with SPLS	February 2003	Geoff Crow
S7	Develop audit system	Identify what systems can be used or copied across to Supporting People. Adapt as necessary.	Contingency system under development due to delays with SPLS	February 2003	Geoff Crow