



# AGENDA

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## MAYOR AND CABINET (CONTRACTS)

**Date: WEDNESDAY, 4 MARCH 2015 at 5.55 pm**

**Committee Rooms 1 & 2  
Civic Suite  
Lewisham Town Hall  
London SE6 4RU**

**Enquiries to: Kevin Flaherty 0208 3149327  
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### **MEMBERS**

Sir Steve Bullock	<b>Mayor</b>	(L)
Councillor Alan Smith	<b>Deputy Mayor - Growth &amp; Regeneration</b>	(L)
Councillor Chris Best	<b>Health, Well-Being and Older People</b>	(L)
Councillor Kevin Bonavia	<b>Resources</b>	(L)
Councillor Janet Daby	<b>Community Safety</b>	(L)
Councillor Joe Dromey	<b>Policy and Performance</b>	(L)
Councillor Damien Egan	<b>Housing</b>	(L)
Councillor Paul Maslin	<b>Children &amp; Young People</b>	(L)
Councillor Joan Millbank	<b>Third Sector and Community</b>	(L)
Councillor Rachel Onikosi	<b>Public Realm</b>	(L)

**Members are summoned to attend this meeting**

**Barry Quirk  
Chief Executive  
Lewisham Town Hall  
Catford  
London SE6 4RU  
Date: Tuesday, 24 February 2015**



INVESTOR IN PEOPLE

The public are welcome to attend our committee meetings, however occasionally committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.

## ORDER OF BUSINESS – PART 1 AGENDA

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<b>MAYOR &amp; CABINET (CONTRACTS)</b>		
<b>Report Title</b>	Declarations of Interests	
<b>Key Decision</b>	No	Item No. 1
<b>Ward</b>	n/a	
<b>Contributors</b>	Chief Executive	
<b>Class</b>	Part 1	Date: March 4 2015

## **Declaration of interests**

Members are asked to declare any personal interest they have in any item on the agenda.

### **1 Personal interests**

There are three types of personal interest referred to in the Council's Member Code of Conduct :-

- (1) Disclosable pecuniary interests
- (2) Other registerable interests
- (3) Non-registerable interests

### **2 Disclosable pecuniary interests** are defined by regulation as:-

- (a) Employment, trade, profession or vocation of a relevant person\* for profit or gain
- (b) Sponsorship –payment or provision of any other financial benefit (other than by the Council) within the 12 months prior to giving notice for inclusion in the register in respect of expenses incurred by you in carrying out duties as a member or towards your election expenses (including payment or financial benefit from a Trade Union).
- (c) Undischarged contracts between a relevant person\* (or a firm in which they are a partner or a body corporate in which they are a director, or in the securities of which they have a beneficial interest) and the Council for goods, services or works.
- (d) Beneficial interests in land in the borough.

- (e) Licence to occupy land in the borough for one month or more.
- (f) Corporate tenancies – any tenancy, where to the member’s knowledge, the Council is landlord and the tenant is a firm in which the relevant person\* is a partner, a body corporate in which they are a director, or in the securities of which they have a beneficial interest.
- (g) Beneficial interest in securities of a body where:-
  - (a) that body to the member’s knowledge has a place of business or land in the borough; and
  - (b) either
    - (i) the total nominal value of the securities exceeds £25,000 or 1/100 of the total issued share capital of that body; or
    - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person\* has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

\*A relevant person is the member, their spouse or civil partner, or a person with whom they live as spouse or civil partner.

### **(3) Other registerable interests**

The Lewisham Member Code of Conduct requires members also to register the following interests:-

- (a) Membership or position of control or management in a body to which you were appointed or nominated by the Council
- (b) Any body exercising functions of a public nature or directed to charitable purposes , or whose principal purposes include the influence of public opinion or policy, including any political party
- (c) Any person from whom you have received a gift or hospitality with an estimated value of at least £25

### **(4) Non registerable interests**

Occasions may arise when a matter under consideration would or would be likely to affect the wellbeing of a member, their family, friend or close associate more than it would affect the wellbeing of those in the local area generally, but which is not required to be registered in the Register of Members’ Interests (for example a matter concerning the closure of a school at which a Member’s child attends).

## (5) Declaration and Impact of interest on members' participation

- (a) Where a member has any registerable interest in a matter and they are present at a meeting at which that matter is to be discussed, they must declare the nature of the interest at the earliest opportunity and in any event before the matter is considered. The declaration will be recorded in the minutes of the meeting. If the matter is a disclosable pecuniary interest the member must take no part in consideration of the matter and withdraw from the room before it is considered. They must not seek improperly to influence the decision in any way. **Failure to declare such an interest which has not already been entered in the Register of Members' Interests, or participation where such an interest exists, is liable to prosecution and on conviction carries a fine of up to £5000**
- (b) Where a member has a registerable interest which falls short of a disclosable pecuniary interest they must still declare the nature of the interest to the meeting at the earliest opportunity and in any event before the matter is considered, but they may stay in the room, participate in consideration of the matter and vote on it unless paragraph (c) below applies.
- (c) Where a member has a registerable interest which falls short of a disclosable pecuniary interest, the member must consider whether a reasonable member of the public in possession of the facts would think that their interest is so significant that it would be likely to impair the member's judgement of the public interest. If so, the member must withdraw and take no part in consideration of the matter nor seek to influence the outcome improperly.
- (d) If a non-registerable interest arises which affects the wellbeing of a member, their, family, friend or close associate more than it would affect those in the local area generally, then the provisions relating to the declarations of interest and withdrawal apply as if it were a registerable interest.
- (e) Decisions relating to declarations of interests are for the member's personal judgement, though in cases of doubt they may wish to seek the advice of the Monitoring Officer.

## (6) Sensitive information

There are special provisions relating to sensitive interests. These are interests the disclosure of which would be likely to expose the member to risk of violence or intimidation where the Monitoring Officer has agreed that such interest need not be registered. Members with such an interest are referred to the Code and advised to seek advice from the Monitoring Officer in advance.

## (7) Exempt categories

There are exemptions to these provisions allowing members to participate in decisions notwithstanding interests that would otherwise prevent them doing so. These include:-

- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
- (b) School meals, school transport and travelling expenses; if you are a parent or guardian of a child in full time education, or a school governor unless the matter relates particularly to the school your child attends or of which you are a governor;
- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception)

# Agenda Item 2

MAYOR AND CABINET (CONTRACTS)		
<b>Report Title</b>	Minutes	
<b>Key Decision</b>		Item No.
<b>Ward</b>		
<b>Contributors</b>	Chief Executive	
<b>Class</b>	Part 1	Date: March 4 2015

**Recommendation**

It is recommended that the minutes of that part of the meeting of the Mayor and Cabinet which were open to the press and public, held on February 11 2015 be confirmed and signed as a correct record. (copy attached).

# MINUTES OF THE MAYOR AND CABINET (CONTRACTS)

Wednesday, 11 February 2015 at 6.30 pm

PRESENT: Sir Steve Bullock (Chair), Councillors Alan Smith, Chris Best, Kevin Bonavia, Janet Daby, Joe Dromey, Damien Egan, Paul Maslin, Joan Millbank and Rachel Onikosi.

ALSO PRESENT: Councillor Jonathan Slater.

## 55. Declaration of Interests

None were made.

## 56. Minutes

RESOLVED that the minutes of the meeting held on January 14 2015 be confirmed and signed as a correct record.

## 57. Exclusion of Press and Public

RESOLVED that in accordance with Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations 2012 and under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs [3, 4 and 5] of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information

4. Prevention and Inclusion Contract Extension

5. School Meals Procurement Contract

6. Commissioned Youth Provision 2015-16

## 58. Prevention and Inclusion Contract extension

Having considered a confidential officer report and a presentation by the Cabinet Member for Health, Well-Being & Older People, Councillor Chris Best, the Mayor and Cabinet (Contracts), for the reasons set out in the report:

RESOLVED that

(i) an extension of the contracts listed below be approved for a period of one year to run until 31 March 2016: **Page 6**



SERVICE NAME	CLIENT GROUP
Equinox – Lewisham Mental Health Accommodation based services	People with mental Health problems
Family Action	People with mental Health problems
Foundation 66 Assessment and 2 <sup>nd</sup> Stage	People with Alcohol Problems
Hestia MAPPA Floating Support service	Ex Offenders
Hexagon Newstead Road.	People with mental Health problems
Housing 21 Cedar & Cinnamon Court	Frail Elderly
Keyring	People with Learning Disabilities
Marsha Phoenix Tressillian Road and 2 <sup>nd</sup> stage accommodation	Young People at Risk
Penrose Jigsaw Winterstoke Road and Jigsaw Service	Offenders/People at Risk of Offending
Quo Vadis Community Group Homes	People with mental Health problems
St Mungos Hither Green	Single Homeless with Support Needs
Thames Reach	LICC Gypsy Roma

(ii) an extension and variation of the contracts listed below be approved for a period of one year to run until 31 March 2016

SERVICE NAME	CLIENT GROUP
Thames Reach Lewisham Reach	Single Homeless with Support Needs
Thames Reach Lewisham Supported Housing	Single Homeless with Support Needs

## 59. School Meals Procurement Contract

Councillor Paul Maslin said he was pleased to be able to report the proposed contract had the potential to provide a significant improvement in quality with a considerable saving on annual costs while implementing the London Living Wage.

Having considered a confidential officer report and a presentation by the Cabinet Member for Children and Young People, Councillor Paul Maslin, the Mayor and Cabinet (Contracts) for the reasons set out in the report:

RESOLVED that:

(i) the award of the Contract to Compass Group Plc (Trading as Chartwells) be approved for the new School Meals Contract for a period of five years with the option to extend for a period of up to two years, to commence 1 May

2015, subject to sufficient schools buying into the service thus ensuring the contract's viability which includes the costing for the inclusion of the following variant bid services:

- Civic Catering – Inclusive of Wearside Canteen,
- vending services and the Laurence House trolley
- service.
- London Living Wage on a phased implementation.

(ii) the option for schools to choose whether they wish to include the variant bids of Food for Life Gold accreditation and the offer of Halal, which will be assessed for approval by the Executive Director for Children & Young People on a case by case basis, be approved;

(iii) the Executive Director of Children & Young People be authorised to finalise the terms and conditions of Contract on the advice of the Executive Director for Resources and Regeneration and the Head of Law; and

(iv) the entering into of Governing Body Agreements and licences for the kitchen space with participating schools be approved and authority be delegated to the Executive Director for Children and Young People to finalise the Governing Body Agreements upon the advice of the Head of Law.

#### **60. Commissioned Youth Provision 2015-16**

Having considered a confidential officer report and a presentation by the Cabinet Member for Children and Young People, Councillor Paul Maslin, the Mayor and Cabinet (Contracts) for the reasons set out in the report:

RESOLVED that:

(i) the extension and variation of contracts with 20 organisations set out be approved for a period of one year;

(ii) authority be delegated to the Executive Director for Children and Young People to make decisions on continued negotiation and purchasing of the remaining funds in order to fill remaining gaps in provision, including known areas of spend as included.

The meeting closed at 9.25pm


<b>Chief Officer Confirmation of Report Submission</b>			
<b>Report for:</b>	<b>Mayor</b>	<input type="checkbox"/>	
	<b>Mayor and Cabinet</b>	<input type="checkbox"/>	
	<b>Mayor and Cabinet (Contracts)</b>	<input checked="" type="checkbox"/>	
	<b>Executive Director</b>	<input type="checkbox"/>	
<b>Information</b>	<input type="checkbox"/>	<b>Part 1</b>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<b>Part 2</b>	<input type="checkbox"/>
	<input type="checkbox"/>	<b>Key Decision</b>	<input type="checkbox"/>

<b>Date of Meeting</b>	4 March 2015
<b>Title of Report</b>	Using the Department of Health Autism Innovation (Capital) Grant to support local work on implementing Think Autism (updated Autism Strategy for England)

<b>Originator of Report</b>	Ekuba Edjah – Joint Commissioner	<b>Ext.</b> 48315
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At the time of submission for the Agenda, I confirm that the report has:

Category	Yes	No
<b>Financial Comments from Exec Director for Resources</b>	x	
<b>Legal Comments from the Head of Law</b>	x	
<b>Crime &amp; Disorder Implications</b>	x	
<b>Environmental Implications</b>	x	
<b>Equality Implications/Impact Assessment (as appropriate)</b>	x	
<b>Confirmed Adherence to Budget &amp; Policy Framework</b>	x	
<b>Risk Assessment Comments (as appropriate)</b>		
<b>Reason for Urgency (as appropriate)</b>		

Signed   
 Cabinet Member for Health, Wellbeing and Older People

Signed   
 Executive Director for Community Services

**Control Record by Committee Support**

Action	Date
Listed on Schedule of Business/Forward Plan (if appropriate)	
Draft Report Cleared at Agenda Planning Meeting (not delegated decisions)	
Submitted Report from CO Received by Committee Support	
Scheduled Date for Call-in (if appropriate)	
To be Referred to Full Council	

<b>MAYOR AND CABINET (CONTRACTS)</b>			
<b>Report Title</b>	Using the Department of Health Autism Innovation (Capital) Grant to support local work on implementing Think Autism (updated Autism Strategy for England)		
<b>Key Decision</b>	Yes	Item No.	
<b>Ward</b>	All		
<b>Contributors</b>	Executive Director for Community Services		
<b>Class</b>	Part 1	Date:	4 March 2015

## **1. Purpose of Report**

- 1.1 The purpose of this report is to bring to the Mayor and Cabinet's attention the Do Autism Capital Grant and to seek approval to award this grant to Burgess Autistic Trust (BAT).

## **2. Supporting Documents**

- 2.1 The following documents are attached as appendices in support of this report:

- Appendix 1: A proposal setting out how Burgess Autistic Trust (BAT) will utilise the £18,500 DoH Autism Capital Grant.
- Appendix 2: A letter from DoH of the reasons for funding and conditions
- Appendix 3: An Email from DoH regarding the release of funding.
- Appendix 4: Attendees at Housing and Autism Joint Project Group – 1st December 2014
- Appendix 5: Options for the use of DoH 2014/15 Autism Capital Grant of £18,500
- Appendix 6: List of members of the Autism Reference Group

## **3. Recommendations**

It is recommended that the Mayor and Cabinet:

- 3.1 Approves the award of the £18,500 DoH Autism Capital Grant to purchase Autism friendly technology and equipment, in line with the conditions of the grant.

## **4. Policy Context**

- 4.1 The contents of this report are consistent with the Council's policy framework. It supports the achievements of the Sustainable Community Strategy policy objectives:

- Ambitious and achieving: where people are inspired and supported to fulfil their potential.

- Empowered and responsible: where people can be actively involved in their local area and contribute to tolerant, caring and supportive local communities.
- Healthy, active and enjoyable: where people can actively participate in maintaining and improving their health and well-being, supported by high quality health and care services, leisure, culture and recreational activities.

4.2 The content is also in line with the Council policy priorities:

- Strengthening the local economy – gaining resources to regenerate key localities, strengthen employment skills and promote public transport.

4.3 The Autism Act 2009 was the first legislation designed to address the needs of Adults on the Autism Spectrum. It placed a duty on the Secretary of State to prepare and publish a strategy for improving the provision of relevant services to meet the needs of this client group. Subsequently, 'Fulfilling and Rewarding Lives – Strategy for Adults with Autism in England' was published by the Department of Health in March 2010.

4.4 An update was published by the Department of Health, Social Care, Local Government and Care Partnership Directorate in April 2014 - "*Think Autism*". The "Think Autism" strategy identified three reasons for its publication:

- It was a requirement in the Autism Act for the Autism Strategy to be reviewed and to reflect what was heard from people with Autism, their families and from services during this review.
- A huge amount has been done nationally to deliver on the strategy and it was necessary to take stock and move on.
- Many things have changed in services since 2010 with widespread transformation programmes taking place across public services. There is a need to take account of these reforms and how they can be used to improve the lives of people with Autism.

## 5. Background

5.1 On 7 November 2014, the Department of Health wrote to all Local Authorities including Lewisham Council to advise that a non-recurrent Autism Innovation (Capital) Grant of £18,500 will be made available to Local Authorities during 2014/15 Autism Innovation (Capital) Grant. The communication made it clear that the funding should support work on implementing Think Autism, the recent update to the 2010 Adult Autism Strategy for England. It was also clear that the grant should be used to purchase Capital such as new electrical equipment or IT developments, or for making environments used by people with autism such as public buildings more autism friendly. Further details are in Appendix 2.

5.2 Confirmation from the DoH that the funding is being processed and passed to Local Authorities was received on Monday 9th February 2015 (Appendix 3).

5.3 A condition of the grant was that Local Authorities engaged with relevant stakeholders (including adults with autism and their carers) on the use of the grant.

## **6. Stakeholder Engagement**

- 6.1 Possible use of the capital grant in Lewisham was discussed with the Lewisham Housing and Autism Project Group in December 2014 (attendees listed at Appendix 4). Specific options were then drawn up.
- 6.2 Two options were favoured by the Autism Reference Group and CLASH following consultation with their membership.
- 6.3 The preferred options were:
  - 6.3.1 Option 1 – “To purchase IT equipment to support people with complex needs to actively participate in support planning (e.g. small board tablets, software development).” It was hoped that this equipment could be used especially to enhance independent living skills and support provision of a “training flat”.
  - 6.3.2 Option 2 – “To purchase a web-based application that would provide autism-specific information and sign posting service.
- 6.4 It was not possible to reach agreement on a preferred option and therefore a provider was sought who could deliver both options and with a short timescale to ensure that delivery could be finalised within the current financial year.
- 6.5 Although more than one organisation could have provided Option 2 there was only one organisation able to respond to both specifications within the agreed timescale.
- 6.6 NHS Lewisham Clinical Commissioning Group currently has a contract with BAT to provide some information and advice services. The organisation can therefore extend its contract offer to accommodate more autism specific information and advice services. The BAT office in Lee High Road can also facilitate a kitchen and living area being customised as a training space for independent living. There is a commitment to continue to involve the relevant stakeholder groups in the delivery of the schemes.
- 6.7 The contract will be monitored as part of the current established contract monitoring process with this organisation.

## **7. Financial Implications**

- 7.1 This report seeks approval for a one-off grant for £18,500 to Burgess Autistic Trust for the purposes set out in appendix 1.
- 7.2 This grant will be funded from DoH Autism Capital Grant. Confirmation from the DoH that the funding is being processed and passed to Local Authorities was received on Monday 9th February 2015 (Appendix 3).

## **8. Legal Implications**

- 8.1 Under S1 of the Localism Act 2011 the Council has a general power of competence to do anything which an individual may do unless it is expressly prohibited.

- 8.2 The giving of grants to voluntary organisations is a discretionary power which must be exercised reasonably taking into account all relevant considerations and ignoring irrelevant considerations.
- 8.3 The Equality Act 2010 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 8.4 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - advance equality of opportunity between people who share a protected characteristic and those who do not.
  - foster good relations between people who share a protected characteristic and those who do not.
- 8.5 The duty continues to be a “have regard duty”, and the weight to be attached to it is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. It is not an absolute requirement to eliminate unlawful discrimination, advance equality of opportunity or foster good relations.
- 8.6 The Equality and Human Rights Commission has recently issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at: <http://www.equalityhumanrights.com/legal-and-policy/equality-act/equality-act-codes-of-practice-and-technical-guidance/>

## **9. Crime and Disorder Implications**

- 9.1 There are no crime and disorder implications arising from this report.

## **10. Equalities Implications**

- 10.1 Lewisham has the highest prevalence of children with Autism Spectrum Disorder (ASD) known to schools of all local authorities in England (1.74%). People with ASD who have other conditions including mental health and learning disabilities are supported by the services commissioned for those conditions. However, those autistic people who have no other condition apart from autism tend to have little or no support as there are usually no definitive services available to meet their needs. It

is predicted that there are 1,963 Autistic adults in Lewisham but the number / proportion who are not FACS (Fair Access to Care Services) eligible is unknown.

- 10.2 In Lewisham, BAT provides the local Information Advice and Support service for adults in the borough with Autistic Spectrum Disorder (ASD) who are not FACS eligible. The service is jointly commissioned by NHS Lewisham CCG and Lewisham Council but is currently fully funded by NHS Lewisham CCG. 301 people from this population group have accessed the service since June 2012, with 172 of them currently accessing the service for ongoing support.
- 10.3 The award of this grant to BAT will help to increase support to the adults in Lewisham with Autistic Spectrum Disorder (ASD) who are FACS ineligible.

## **11. Environmental Implications**

- 11.1 There are no environmental implications arising from this report.

## **12. Conclusion**

- 12.1. Lewisham is looking to establish a community that accepts and understands Autism and which has an infrastructure that provides opportunities for adults with Autism/Asperser's syndrome to live fulfilling and rewarding lives.
- 12.2 The Council will continue to work with partners in Health, Voluntary Sector and those with Autism and their Carers to ensure we maximise opportunities to achieve the above aim.
- 12.3 Officers are confident that by awarding the grant to BAT, officers are reflecting the views of the boroughs autism reference group who have identified that acquiring independent living skills is a priority for this client group. By enabling BAT to purchase the equipment as set out in Appendix 1, they will be able to continue to work with service users to deliver this outcome.

## **Background Documents**

Think Autism

<https://www.gov.uk/> Think Autism Fulfilling and Rewarding Lives, the strategy for adults with autism in England: an update. April 2014

Sustainable Community Strategy

<http://www.lewisham.gov.uk/mayorandcouncil/aboutthecouncil/strategies/Documents/Sustainable%20Community%20Strategy%202008-2020.pdf>

**If there are any questions about this report please contact Corinne Moocarme on 020 8314 3342 or at [corinne.moocarme@nhs.net](mailto:corinne.moocarme@nhs.net)**



## Appendix 1

### Option 1: Proposal on how Burgess Autistic Trust (BAT) will utilise the £18,500 DoH Autism Capital Grant

<b>1. Equipment for an autism training flat at the Burgess HUB at Lewisham(Lee High Rd) = £5,000</b>	
How would you use the money?	We would buy equipment and furnishings to develop training flat. Service users would come to spend the day at the training flat, practicing their daily living skills. This could include washing, cleaning, ironing, budgeting, shopping, eating and cooking etc. The flat will be equipped with items you would require in an average home.
How would it support people in the borough?	It would practically support individual's to prepare and develop skills required for living independently
How it would enhance an existing service.	It will complement our existing training workshops and expand opportunities for Service Users to get real experience of day to day living.
How you will use what you have proposed.	We will turn a room in our existing hub into training flat where they will be able to get hands on experience of living independently.
How people with autism would benefit.	-Better prepared for living independently in the future, -Less reliant on their carers to support them, -Relieving stress on family members. -Increased confidence and increased self-worth
Whether there is any additional match funding/revenue to combine with.	We will use the existing service to fund the support and training involved with using the training flat. We will use the Burgess funded HUB at Lewisham to provide the resource.
<b>2. Autism friendly technology for training and workshops = £9,500</b>	
How would you use the money?	-We run programmes of training workshops for our service users to help them to develop the skills required to live independently, gain employment and build social skills. -We will be able to run the workshops from the Burgess HUB at Lewisham -We would use some of the money for equipment. -This equipment can also be used to support individuals to seek employment and other opportunities as well as have the opportunity to use new equipment they have not used before -The technology we wish to purchase provides a range of media to accommodate different learning styles for individuals with different abilities and needs. -The workshops give people the opportunity to experiment first before investing in the technology themselves to test the suitability of such products.  -We have identified the following equipment for purchase:

	<ul style="list-style-type: none"> <li>• iPads/tablets</li> <li>• An interactive TV would provide a message board for visitors to the HUB. It would also promote information and events to ensure our service users have access to the most relevant and up to date information when visiting our hub.</li> </ul> <p>We would use it for small workshops with service users as well as delivering training sessions to staff, parents and professionals etc.</p>
How would it support people in the borough?	Anyone on the autistic spectrum in the borough would have access to the workshops and use of equipment. We also aim our programs of workshops to families and carers with children on the spectrum.
How it would enhance an existing service.	There are already existing support mechanisms in the borough and the additional equipment and training programs would enhance what is already available, benefitting all those on the spectrum. Burgess works in partnership with all organisations working to support people with autism and their families and carers.
How you will use what you have proposed.	Some of the equipment would be portable so it will be possible to transport the equipment to other venues if need be. We would extend and market our existing training and workshop program to Lewisham and adapt it to local demand and requests.
How people with autism would benefit.	<p>People on the spectrum will develop the skills required to live independently, gain employment and build social skills.</p> <p>We employ service users as ICT Practitioners to run sessions for other service users/parents to demonstrate apps, teach them how to use them and answer questions etc.</p>
Whether there is any additional match funding/revenue to combine with.	The workshops will be run by Burgess using Burgess resources. Voluntary contributions and charges form the basis of the income to achieve sustainability. Burgess contributes from its own charitable reserves to those who cannot afford to pay for the workshops. The reserve pot is achieved through fundraising and sponsorship.
<b>3. Sensory Equipment = £4,000</b>	
How would you use the money?	<p>We will purchase sensory equipment that has been designed and recommended to help people manage with their sensory difficulties. Many adults with ASC struggle on a day to day basis, some are not able to leave the home because of the pain and distress it causes. Some of the equipment is costly and not widely recognised. By raising awareness of Sensory difficulties and providing equipment on loan to adults with ASC, we can help them overcome the barriers they face.</p> <p>Examples of sensory equipment include;</p> <p>Weighted Jackets – to help reduce the anxiety around touch when out in the community or in the work place</p> <p>Ear defenders – to reduce the loud noises, or background noise that adults with ASC can find distressing</p> <p>Gentle waking alarm clock – to support Service users to develop a return and reduce sleep reverse cycles.</p>
How would it support people	It would enable people with ASC to become more independent and allow them to access environments that previously may have been

in the borough?	unmanageable. This includes employment, education and leisure activities.
How it would enhance an existing service.	It would support our existing service to raise awareness of sensory issues and also provide possible solutions to allow individuals access to a more independent and fulfilling life
How you will use what you have proposed.	We would purchase equipment and loan them to individuals who report their sensory difficulties are restricting them from accessing opportunities
How people with autism would benefit.	With equipment to manage difficulties, adults will be able to trial equipment to see what works for them without having to spend money on equipment that may not be suitable for them, or that they would not be able to afford. With the appropriate equipment they are likely to gain a significantly improved standard of living.
Whether there is any additional match funding/revenue to combine with.	The existing service will provide the support and advice required to make effective use of equipment. It will also set up and manage the loan scheme.

## Appendix 2



Department  
of Health

Social Care Local Government Care Partnerships  
79 Whitehall  
London SW1A 2NS  
T 020 7210 5348  
E [Jon.Rouse@dh.gsi.gov.uk](mailto:Jon.Rouse@dh.gsi.gov.uk)  
Twitter: [JonRouse@RouseJonDGDH](https://twitter.com/RouseJonDGDH)  
[www.dh.gov.uk](http://www.dh.gov.uk)

To : Local Authority Chief Executives  
Directors of Adult Social Services  
Local Autism Leads

7<sup>th</sup> November 2014

Dear Colleague,

### **Autism Innovation (Capital) Grant**

I am writing to you with details about a new, small and non-recurrent grant that the Department of Health is making available to Local Authorities during 2014/15.

### **Background**

The funding is to support work on implementing Think Autism, the recent update to the 2010 Adult Autism Strategy for England. The funding could be used to purchase new electrical equipment or IT developments, or for making environments used by people with autism such as public buildings more autism friendly. Equipment such as iPads could be purchased to help people manage their day to day lives better or rooms in places where people with autism go for advice and support could be equipped with computers to support job searches and applications.

Work could also include actions such as refurbishing space to provide a new facility that is sensitive to the needs of people with autism, such as a quiet or sensory room, and so improve access to local services, or help make changes to people's homes. The idea is that even such a small amount of funding can be used to demonstrate what is possible in a local area and promoted with the aim of encouraging other similar developments. There is likely to be parallels with work that might be being undertaken locally for people with dementia. **Annex A** of this letter has general details on what capital funding can be spent on.

The expectation is that your local Autism Lead can agree with your Autism Partnership Board or equivalent group how the funding will be spent. This should include discussion with people who have autism. The funding could be used to fund work led by the Local Authority or by one of its local partners, including the NHS, other public bodies including education establishments or the voluntary and third sector. The funding should be seen as seed corn investment. You should look to see how it could be combined with your own resources and contributions in kind, including from the third sector.

I am very interested in how the money can be used and would like a short clear statement outlining your plans. Please e-mail it to [autism@dh.gsi.gov.uk](mailto:autism@dh.gsi.gov.uk) by Friday 12 December.

### **Purpose**

The purpose of this grant is to provide Councils with a contribution to the cost of supporting work around helping people with autism in line with Think Autism.

### **Funding**

Funding of £18,500 will be issued as a single payment under the provision of Section 31 of the Local Government Act 2003 for use in 2014/15 only. This funding is not ring fenced and there is no linked revenue funding to this capital funding. However, it is issued with a Memorandum of Understanding which is attached **at Annex B**.

### **Memorandum of Understanding**

The Memorandum of Understanding is an agreement of expectations between the Department of Health and recipient Local Authorities. A question will also be included in the upcoming national autism self-assessment exercise (to be completed by early February), asking how the funding has been spent. We will compile a report on how the money has been used across the country, so that we can share what impact it has had. The Grant Determination is attached **at Annex C**.

### **Declaration**

Within the Memorandum of Understanding there is also an expectation that each Local Authority will return a declaration to the Department agreeing to utilise the grant. This can be combined with the reply on how you plan to spend it.

Yours sincerely

A handwritten signature in black ink that reads "J Rouse". The signature is written in a cursive style with a large initial "J" and "R".

JON ROUSE

Director General of Social Care, Local Government and Care Partnerships

## Appendix 2 Annex A (of grant letter)

### Capital

For the purpose of these allocations capital is classified as work that generates an asset with an expected life of more than one year with a total cost greater than £5,000. Department of Health capital resources may only be used to finance the delivery of what, under International Financial Reporting Standards (IFRS), are regarded as non-current assets (tangible, intangible or investments).

A key requirement of non-current assets is that there is a reasonable probability that they will deliver future economic benefit (i.e. valuable service) over more than one year (in most cases many years). A non-current asset can be bought or enhanced (e.g. by building an extension, carrying out a refurbishment or an internal modification to a building or property) with capital funds. Expenditure to maintain an asset at its current state is not normally regarded as capital expenditure and cannot be funded with Department of Health capital.

A threshold value of £5,000 per item inclusive of VAT must generally be reached before expenditure can be funded with capital. Exceptions may be allowed, where the assets form part of a group of assets that aggregates to more than £5,000. The most common example of this is in the initial equipping of a building.

To qualify as a group, the assets must meet all of the following criteria:

- Functionally interdependent (egg an equipment network);
- Acquired at same date and likely to be disposed of at about the same date;
- Under single managerial control;
- Each component asset of the group must cost £250 or more.

Only costs that are directly attributable to bringing a non-current asset into being and into appropriate condition for their intended use can be capitalised and funded with Department of Health capital. For example, professional fees associated with acquiring the asset, delivery costs, installation costs, site clearance and stamp duty are capital expenditure. In-house costs, e.g. staff time that is directly identifiable to bringing a fixed asset into being, may be capitalised but not general administration and wasted costs.

Capital funding may be used to fund grants to non-NHS third parties, where the grant-giving power exists, and where the funding will be used to deliver fixed assets in the recipient's books, i.e. assets that meet all of the above qualifying criteria, including the £5,000 de minimis threshold.

## **Appendix 2 Annex B**

### **Autism Innovation (Capital) Grant 2014/15**

#### **Memorandum of Understanding**

##### **Purpose of the grant**

1. The intended purpose of the funding is for making environments used by people with autism, such as public buildings, more autism friendly or for assisting people with autism through the purchase of new equipment or IT. This grant is to be considered in line with Think Autism, the update to the 2010 Adult Autism Strategy.

##### **National Autism Self-Assessment Exercise 2014/15**

2. Councils in receipt of this grant are requested to respond as part of the national autism self-assessment exercise by early February on how the funding has been spent.

##### **Payment Arrangements**

3. The grant will be paid in one single instalment.

##### **Declaration**

4. The Chief Executive and Director of Adult Social Services of each of the recipient authorities is required to return to the Autism Team in the Department of Health a declaration by Friday 12<sup>th</sup> December 2014, in the following terms :

“We agree to utilising this one-off grant to enable progress with the implementation of Think Autism as per this Memorandum of Understanding.”

##### **Declaration returns**

5. To be sent to : [autism@dh.gsi.gov.uk](mailto:autism@dh.gsi.gov.uk)

## **Appendix 2 Annex C**

### **Grant Determination**

#### **AUTISM INNOVATION (CAPITAL) GRANT DETERMINATION (2014/15): No 31/2424**

The Minister of State for Care and Support (“the Minister of State”), in exercise of the powers conferred by section 31 of the Local Government Act 2003, makes the following determination:

#### **Citation**

1) This determination may be cited as the Autism Innovation (Capital) Grant Determination (2014/15) : No 31/2424

#### **Purpose of the grant**

2) The purpose of the grant is to provide support to local authorities in England towards expenditure lawfully incurred or to be incurred by them.

#### **Determination**

3) The Minister of State determines as the authorities to which grant is to be paid and the amount of grant to be paid, the authorities and the amounts set out in Annex A.

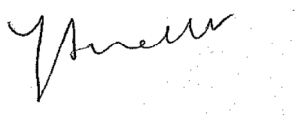
#### **Grant conditions**

4) Pursuant to section 31(4) of the Local Government Act 2003, the Minister of State determines that the grant will be paid subject to the conditions in Annex B.

#### **Treasury consent**

5) Before making this determination in relation to local authorities in England, the Minister of State obtained the consent of the Treasury.

Signed by authority of the Minister of State for Care and Support:



Frances Smethurst  
Deputy Director, Independent Living  
Social Care, Local Government and Care Partnerships  
Department of Health

7/11/2014



## **Appendix 2 ANNEX B of grant determination**

### **GRANT CONDITIONS**

1. Grant paid to a local authority under this determination may be used only for the purposes that a capital receipt may be used for in accordance with regulations made under section 11 of the Local Government Act 2003.

2. The Chief Executive and Chief Internal Auditor of each of the recipient authorities are required to sign and return to the team leader of Social Care Finance in the Department of Health (via [scfinance-enquiries@dh.gsi.gov.uk](mailto:scfinance-enquiries@dh.gsi.gov.uk)) a declaration, to be received no later than June 30 2015, in the following terms:

“To the best of our knowledge and belief, and having carried out appropriate investigations and checks, in our opinion, in all significant respects, the conditions attached to the Community Capacity Grant No 31/2393 have been and will be complied with”.

3. If an authority fails to comply with any of the conditions and requirements of paragraphs 1 and 2, the Minister of State may-

a) reduce, suspend or withhold grant; or

b) by notification in writing to the authority, require the repayment of the whole or any part of the grant.

4. Any sum notified by the Minister of State under paragraph 3(b) shall immediately become repayable to the Minister.

## Appendix 3

### Letter from DoH regarding the release of £18,500 Grant

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**From:** Swaffield, Michael [<mailto:michael.swaffield@dh.gsi.gov.uk>]  
**Sent:** 11 February 2015 12:15  
**Subject:** FW: Autism Capital Funding (£18,500) - Payments have been processed

**From:** Swaffield, Michael  
**Sent:** 11 February 2015 12:13  
**Subject:** Autism Capital Funding (£18,500) - Payments have been processed

Dear Colleagues

Payments have now been processed. They will already be with your local authority or will be received in the next few days.

You may wish to follow up with your Finance Department and ensure they have a copy of the original letter and Grant notification form (attached) so they can link the funding to your work.

Please also remember that a question has to be answered in the Autism self-assessment exercise on how the funding is being spent. The deadline for that exercise is 9 March. If you have any queries about this please let me know.

Best wishes

Michael



Michael Swaffield  
Autism Policy Lead  
Mental Health and Disability Division  
Room 2E60 Quarry House  
Leeds, LS2 7UE  
Tel: 0113 2545 002  
Email: [Michael.Swaffield@dh.gsi.gov.uk](mailto:Michael.Swaffield@dh.gsi.gov.uk)

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## **Appendix 4**

### **Attendees at Housing and Autism Joint Project Group – 1st December 2014**

Rita Craft – Chair of CLASH

Nickie Roome – CLASH

Sue King – CLASH

Erica Turner – Housing Delivery Manager

Corinne Moccarme – Joint Commissioning

Ekuba Edjah – Joint Commissioning

Dave Shiress – Housing Strategy Officer

Jerry Hughes – Burgess Autistic Trust

Hannah Bowley – Burgess Autistic Trust

## **Appendix 5**

### **Options for the use of DoH 2014/15 Autism Capital Grant of £18,500**

- Option 1**            Purchase IT equipment to support people with complex needs to actively participate in support planning (e.g. smart board; tablets, software development)
- Option 2**            To purchase a web based application that would provide autism specific information and signposting service.
- Option 3**            A Library of equipment that could be used during assessment or for a trial period by adults with autism

## Appendix 6

### Autism Reference Group

Ann Wallace	Team Manager, Transitioning Planning, Kaleidoscope
Bev Meddens	National Autistic Society
Cathy Collymore	Carers Lewisham
Sajid Suleman	MAP Clinical Director, South London and Maudsley NHS Foundation Trust
Kevin Hulls	Operations Director, Burgess Autistic Trust
Luky Trenchard	Lewisham Community Education
Miriam Long	Healthwatch Lewisham
Nadjia Alim	South London and Maudsley NHS Foundation Trust
Rachel Reid	National Autistic Society
Rita Craft	Campaign for Lewisham Autism Specific Housing (CLASH)
Dene Robertson	South London and Maudsley NHS Foundation Trust
Yvonne Browne	London Borough of Lewisham, Children and Families Commissioning
Hannah Bowley	Manager, Burgess Autistic Trust
Jerry Hughes	Chief Executive, Burgess Autistic Trust
Jo Clare	Three Cs
Max Pozzoni	Three Cs

# Agenda Item 4

MAYOR & CABINET (CONTRACTS)		
<b>Report Title</b>	Exclusion of the Press and Public	
<b>Key Decision</b>	No	Item No.
<b>Ward</b>		
<b>Contributors</b>	Chief Executive (Head of Business & Committee)	
<b>Class</b>	Part 1	Date: March 4 2015

## Recommendation

It is recommended that in accordance with Regulation 4(2)(b) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information)(England) Regulations 2012 and under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs [3, 4 and 5] of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information

5. Office Stationery Contract

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted