

**APPENDIX 3.1 SCHEDULE OF HEALTH AND ADULT SOCIAL CARE SERVICES
THAT WILL TRANSFER TO THE CARE TRUST**

1. TORBAY COUNCIL SERVICES

The following list of services are those that are proposed to be transferred from Torbay Council to the Care Trust.

1.1 The services provided by the Contact & Assessment team being:

- 1.1.1 the Contact Team
- 1.1.2 the Assessment Team
- 1.1.3 the Hospital Discharge Team
- 1.1.4 Occupational Therapy
- 1.1.5 Disability Information Service
- 1.1.6 the Crisis & Rapid Response Intervention Team (CARRIE)
- 1.1.7 the Emergency Duty Team

1.2 The services provided by the Review & Reassessment Team being:

- 1.2.1 Strategic Contract & Commissioning
- 1.2.2 the Review & Reassessment Team
- 1.2.3 the Sensory Disabilities Team
- 1.2.4 Community Equipment Services (Joint with Torbay PCT)

1.3 The adult community services functions exercised at or by the:

- 1.3.1 St. Kilda Community Care Support Centre and Day Centre
- 1.3.2 Dunboyne Community Care Support Centre and Day Centre
- 1.3.3 St Edmunds Community Care Support Centre
- 1.3.4 Fernham Day Care Centre
- 1.3.5 Community Alarms Service
- 1.3.6 Domiciliary Care Service
- 1.3.7 Domiciliary Care Crisis Response Team
- 1.3.8 Drug Action Team

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1.4 The services provided by the Learning Disabilities Team at or by the:

- 1.4.1 Community Learning Disabilities Team
- 1.4.2 Torquay Community Resource Centre
- 1.4.3 Hollacombe Community Resource Centre
- 1.4.4 Occombe House Residential Respite Care Centre
- 1.4.5 Fairwinds Special Development Centre
- 1.4.6 Baytree House Respite and Assessment Centre

1.5 The financial services provided to support the Council Functions by:

- 1.5.1 Finance & Benefits team
- 1.5.2 Direct Payments team
- 1.5.3 Debt Management team
- 1.5.4 Free Nursing Care team
- 1.5.5 Receiverships team
- 1.5.6 Finance Administrative Support to adult social care

1.6 Administrative and other support in relation to the above services will be made available by the Council in accordance with Clause 14.

1.7 The services that will not be delegated to the Care Trust from Torbay Council are:-

- 1.7.1 Children's Social Care Functions;
- 1.7.2 Supporting People Functions (including associated charging administration);
- 1.7.3 Housing Services Functions;
- 1.7.4 Policy & Performance Information Functions; and
- 1.7.5 Working Age Mental Health Services.

2. TORBAY PRIMARY CARE TRUST

The following list of services are those currently undertaken by Torbay Primary Care Trust, that will form part of the Care Trust.

The services provided by the Trust at, by or in relation to:

- 2.1 Paignton Community Hospital
- 2.2 Brixham Community Hospital
- 2.3 Brixham Clinic
- 2.4 Midvale Clinic
- 2.5 Castle Circus Health Centre
- 2.6 District Nursing Services
- 2.7 Occupational Therapy Services
- 2.8 Physiotherapy
- 2.9 Podiatry
- 2.10 Crisis & Rapid Response Intervention Team (CARRIE)
- 2.11 Community Acquired Brain Injury Team
- 2.12 Health Visitors
- 2.13 Primary care mental Health
- 2.14 Public health
- 2.15 Drug Action Team
- 2.16 Medicine management & prescribing functions
- 2.17 Finance & Corporate Services Team

In addition, whilst not part of the Partnership arrangements, the following services will form part of the Care trust.

2.18 Primary care management of independent contractors including:

- 2.18.1 General Practitioners
- 2.18.2 Dental services
- 2.18.3 Pharmacists
- 2.18.4 Optometrists

APPENDIX 3.2 LIST OF SUPPORT SERVICES FOR THE CARE TRUST

A significant amount of work has been undertaken to identify which of the current support services used by both community health and adult social care services, that the Care Trust would want to continue to use, if it were created. There are a number of services providers involved in these discussions, but the two key service providers are Torbay Council and South Devon Healthcare Trust, who provide services to Adult Social Services and Torbay Primary Care Trust respectively.

The options and elements for support service provision are :-

- Support service provided solely in house within the Care Trust
- Support service provided solely by an external service provider, such as Torbay Council
- Advice and support only provided to the Care Trust from an external service provider, e.g. Torbay Council to reflecting knowledge of social care
- Simply ensuring that the Care Trust plans are in harmony with the plans of the service provider, e.g. Emergency planning services need to be integrated between Torbay Council and the Care Trust.

The following summary gives an indication of the current assumptions for the provision of support services for the Care Trust. If the Care Trust is approved a series of Service Level Agreements, or something similar, will need to be drawn up to ensure that the relevant service provision is secured.

This list is still work in progress, and options for the provision of some support services are still being discussed and debated, therefore this list will be updated if we move towards Care Trust status

Support Services That Will Be Provided By Torbay Council

The following list of services indicates those support services which will be provided to the Care Trust, from Torbay Council which includes includes, but is not limited to :-

- Business Continuity Planning
- Communication & Public Relations
- Customer Services
- Education Training & Development
- Emergency Planning & Major Incident Planning
- Equality & Diversity
- Estates & Building Services
- Exchequer & Benefits
- Finance Services including Charging functions
- Freedom Of Information & Data Protection
- Health & Safety
- Human Resources Services

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- Information Management & Technology Services – including Social Care Systems Support, Computer Network Support, Desktop Support, Web Services & Training
- Internal Audit
- Legal Services
- Performance Management Information
- Property Services
- Transport Services

Support Services That Will Be Provided In-house By The Care Trust

This list of services indicates those support services which will be provided from within the Care Trust which includes, but is not limited to :-

- Business Continuity Planning
- Business Planning
- Caldicott Guardian Services
- Care Governance
- Carers Support
- Commissioning/Contracting Services for health and social care services
- Communications & Public Relations
- Complaints Functions
- Equality & Diversity
- Finance Services
- Freedom of Information & Data Protection
- Health & Safety
- Human Resource Services
- Incident Reporting
- Independent Contractor Support : General practitioners, Dentistry, Pharmacy & Optometry
- Medicines Management
- Patient/Service users & Public Involvement
- Performance Manage
- Policy Leads
- Prescribing Support
- Public Health Informatics Team Based Working
- Research Governance
- Risk Management

Support Services Provided From South Devon Healthcare Trust

Torbay Primary Care Trust currently uses a number of other community wide support services within health organisations. The Care Trust will continue to use these services, which includes, but is not limited to :-

- Clinical Waste Disposal

Appendix 3.2

- Education Training & Development
- Emergency Planning & Major Incident Planning
- Estates & Building Services – including Grounds & Gardens
- Medical Electronic Services
- Fire Safety
- Freedom of Information & Data Protection
- Health & Safety
- Hotel Services
- Payroll Provision
- Medical Devices Support
- Transport Services

In addition, the Care Trust will utilise services provided by the South Devon Health Informatics Services, which is community wide service for health organisations, hosted by South Devon Healthcare Trust.

- Information Management & Technology Services – including Health Care Systems Support, GP Systems Support, Computer Network Support, Desktop Support, Information Management, Health Records Management & Clinical Effectiveness, Web Services & Training

Shared Financial Services

The Primary Care Trust also uses the NHS Shared Financial Services for the provision of all its Financial Systems, and the Care Trust will continue to use these facilities in the future.

Integration Adults-Estates group

Torbay Primary Care Trust & Torbay Social Services Directorate

1. The Baseline Position of the Existing Estate: Torbay PCT

The PCT owns the following premises:

Table 1

Premises	Services
Castle Circus Health Centre	Community Dental Service Emergency Dental Service Community Nursing School Nursing Speech and Language Therapy Physical Disability Team CARRIE Community Dietician Health Visiting Learning Disability Services Podiatry Orthoptist Health Promotion resources Family Planning Continence clinic Health Promotion resource centre Smoking cessation and lifestyles Community Paediatrics Tympanometry Stress management groups
Midvale road Clinic	Audiology Speech and Language Therapy Community Nursing Health Visiting Podiatry OT
2 houses in Church Street, Paignton	Community Nursing Discharge Team Changing rooms?
Paignton Hospital	Care of the elderly In Patients GP beds OPD facilities

Appendix 3.3

	MIU OT Physiotherapy Phototherapy X-Ray PCT Offices
Brixham Hospital	GP beds OPD facilities MIU OT Physiotherapy Community Nursing X-Ray
Brixham Clinic	Health visiting

The PCT also rents:

Table 2

Premises	Landlord	Utilisation
Office Space	Rowcroft Hospice	PCT head Office
Clinic space	Croft Hall Medical Practice	Cardiac Rehab
Clinic space	Barton Surgery	
Joint Equipment Store	??	Community services Equipment

Table 3 shows that in terms of capital assets, the PCT estates have an existing use value of nearly £11 million. However, backlog maintenance amounts to nearly £500k.

Table 3: Values and costs associated with PCT estate

<i>Location</i>	<i>Backlog maintenance</i>	<i>Existing use value</i>
Brixham Clinic	£25,000	£128,090
Brixham Hospital	£151,000	£2,882,700
Church Street, Paignton	£0	£110,000
Midvale Road Clinic	£17,000	£371,970
Paignton Hospital	£52,000	£2,313,000
Castle Circus Health Centre	£4,000	£505,000
<i>Totals</i>	<i>£249,000</i>	<i>£10,855,760</i>

Source: Estates Portfolio, South Devon Healthcare Estates Department (2000)

The management of the estate is a specialist area, and we continue to purchase estates support and advice from South Devon Shared Services.

It is clear that the physical condition of our estates is variable but more importantly the functional suitability, statutory compliance, energy and space utilisation is such that there is now an urgent need for a review with the aim of developing modernised infrastructure that is fit for purpose.

GP Owned Premises

Although GPs own and maintain their own buildings, the NHS reimburses a proportion of costs through notional rent, cost rent and improvement grants.

Paul Mears,
Torbay Primary Care Trust

2. The Baseline Position of the Existing Estate: Torbay Social Services Directorate

Table 1- Adult Social Care: Torbay Council owns the following premises

Premises	Services
St Kilda	Older People- Community Support Centre
Paignton Day Centre	Older People- Occupied by Voluntary Sector provider, building only, no block contract
Fairwinds Special Unit (same site Ocombe)	Learning Disabilities -Day Centre
Ocombe House (same site Fairwinds)	Learning Disabilities- Care home
Fernham Day Centre (also temp offices)	Older People- Day Centre
Hollacombe	Learning Disabilities -Day Centre
Bay Tree House	Learning Disabilities- Care home
Dunboyne	Older People- Community Support Centre
Torquay Community Resource Centre	Learning Disabilities -Day Centre
St Edmunds Centre	Older People- Community Support Centre
Tor Hill Day Centre	Older People- Occupied by Voluntary Sector provider, with block contract

Appendix 3.3

Table 2- Torbay Social Services (adults) either leases the following accommodation or it forms part of the corporate accommodation portfolio, linked to the Council's Accommodation Strategy.

Premises	Staff group(s)	Leased	Corporate Accommodation
Oldway Mansion, Paignton	SS Directorate Staff and functions, Adults (& children's)	No	Yes
Union House, Union Street, Torquay (3 rd & 4 th floor)	Contact and Assessment / Commissioning Teams	Yes, expires 2008	No (but managed via accommodation strategy)
Oldway Mansion	Learning Disabilities Community Team	No	Yes (from early 2005)

Table 3 – Nominal Assets value, Torbay Social Services

St Kilda : £1,228,900 (as at 1/4/03)
Paignton Day Centre : £71,840 (1/4/03)
Torhill Day Centre : £50,803 (6/11/00)
Occombe House & Fairwinds : £1,060,000 (1/4/03)
Fernham Day Centre : £685,500 (1/4/03)
Hollacombe : £796,500 (1/4/03)
Bay Tree House : £472,667 (1/4/03)
Dunboyne : £590,488 (1/4/00)
Torquay Community Resource Centre : £630,375 (1/4/03)
St Edmunds Centre : £1,662,000 (1/4/03)
Total Net value = £7,249,073

Learning Disabled sites being re-valued autumn 2004.

- Maintenance provided by SLA from the Councils Environment Directorate.
- Small Capital budget for SS, Adults and Children's of approx £100,000 pa.

Steve Honeywill,
Torbay Social Services.
September 2004

SUMMARY OF DRAFT ARRANGEMENTS FOR THE MANAGEMENT OF SERVICES IN THE PROPOSED CARE TRUST

ZONE	TEAMS WITHIN THE ZONE
BRIXHAM TEAM	<ul style="list-style-type: none"> • Brixham Integrated Health & Adult Social Care Team • Brixham Hospital & Brixham Clinic • St Kilda Community Care Support Centre and Day Centre
PAIGNTON NORTH ZONE	<ul style="list-style-type: none"> • Paignton North Health & Adult Social Care Team • Paignton Hospital • Fernham Day Centre
PAIGNTON SOUTH ZONE	<ul style="list-style-type: none"> • Paignton South Health & Adult Social Care Team • Midvale Clinic • Domiciliary Care
TORQUAY NORTH ZONE	<ul style="list-style-type: none"> • Torquay North Health & Adult Social Care Team • Hospital Discharge Team • St Edmunds Community Care Support Centre • Dunboyne Community Care Support Centre and Day Centre
TORQUAY SOUTH ZONE	<ul style="list-style-type: none"> • Torquay South Health & Adult Social Care Team • Castle Circus Health Centre • Contact Team Central Provision
BAYWIDE DISABILITIES TEAM	<ul style="list-style-type: none"> • Learning Disabilities Team • Disability Information Services • Sensory Disabilities Team

This is work in progress, and how services will be structured both within the zones and baywide/central functions is still being developed and clarified.

	<ul style="list-style-type: none"> • Community Acquired Brain Injury Team • Community Equipment Services
PUBLIC HEALTH TEAM	<ul style="list-style-type: none"> • Health Visitors, School Nurse & Primary Care Mental Health Team • Drug Action Team

Notes

1) There are still ongoing discussions regarding the Podiatry Service, Emergency Duty Team, Community Alarms Service & Domiciliary Care Crisis Response Team. It is accepted that these services will transfer to the Care Trust, however the most appropriate arrangements within the structure are still to be confirmed.

2) The Peninsula Cancer Network, National Primary Care Collaborative & National Primary & Care Trust Development Programme are currently services that are hosted by Torbay Primary Care Trust. These services will transfer to the Care Trust, and will continue to be transferred.

This is work in progress, and how services will be structured both within the zones and baywide/central functions is still being developed and clarified.

ZONE STRUCTURE AND ATTACHED GP PRACTICES

The five health and social care zones within Torbay are :-

- 1 Brixham Zone** – comprised of the following GP Practices with a total registered population of approximately 22,000 patients:
 - 1.1 St Luke's Medical Centre,
 - 1.2 Compass House Medical Centre
 - 1.3 Greenswood Surgery

- 2 North Torquay** – comprised of the following GP Practices with a total registered population of approximately 27,000 patients:
 - 2.1 St Marychurch Medical Practice
 - 2.2 Chilcote Surgery
 - 2.3 Kirkham Medical Practice

- 3 South Torquay** – comprised of the following GP Practices with a total registered population of approximately 43,600 patients:
 - 3.1 Croft Hall Medical Practice
 - 3.2 Southover Medical Practice
 - 3.3 Barton Surgery

This is work in progress, and how services will be structured both within the zones and baywide/central functions is still being developed and clarified.

- 3.4 Parkhill Medical Practice
- 3.5 Shiphay Manor & Abbey Road Surgery
- 3.6 Walnut Lodge Surgery
- 3.7 Old Mill Surgery

4 North Paignton – comprised of the following GP Practices with a total registered population of approximately 24,800 patients:

- 4.1 Old Farm Surgery
- 4.2 Bishop's Place Surgery
- 4.3 Pembroke House Surgery
- 4.4 Grosvenor Road Surgery
- 4.5 Withycombe Lodge Surgery
- 4.6 Upper Manor Road Surgery

5 South Paignton – comprised of the following GP Practices with a total registered population of approximately 25,500 patients::

- 5.1 Cherrybrook Medical Practice
- 5.2 Mayfield Medical Centre
- 5.3 Corner Place Surgery

This is work in progress, and how services will be structured both within the zones and baywide/central functions is still being developed and clarified.