

Commission for Social Care Inspection
CSCI Regional Office: East Midlands

DELIVERY AND IMPROVEMENT STATEMENT
(Performance Assessment of Social Services)
Spring 2006

Nottinghamshire
Shire Counties
S **511**

Updates: Fixit 1

Whilst this Instrument has been prepared using Microsoft Excel 2000 it will also work on Excel 97, please see instructions.

For information on how to make your return, please read the **Instruction sheet**

Please ensure that the authorisation box below is completed

AUTHORISED BY

Name	Date	
David Pearson	31.05.06	Director of Social Services
		Business Relationship Manager

DATA VERSION NUMBER (CSSR internal use)
[Optional]

Status of Return:

Draft

DELIVERY AND IMPROVEMENT STATEMENT

Workbook Instructions and Guidance

The Delivery Improvement Statement has been prepared using Excel 2000. Whilst this DIS will function if councils are using Excel 97, there could be a loss of functionality. If councils do not have a version of Excel 2000, or above, and cannot work with the DIS available in their locality, they need to get in touch with their regional contact for a version of the DIS designed to work on Excel 97.

If you are using Excel 2000, Visual Basic for Applications has to be enabled, and the security level should be set so that macros can be run. If you are unsure of how to do this, please contact your IT helpdesk for guidance.

This questionnaire should be completed electronically and returned to your CSCI Regional contact at (enquiries.eastmidlands@csci.gsi.gov.uk) via e-mail. Please enter your local contact name[s] at the top of each of the three sections to be completed.

The DIS Guidance 2005-06 has been provided separately and contains help with definitions and context. Further clarifications around many questions has been provided in this guidance. Please ensure you obtain a copy of this guidance from your PIM.

Opening Questionnaire

Before opening the Questionnaire, please ensure that all other Excel documents are On opening the Delivery Improvement Statement, click the "Enable Macros" button. If you fail to do so, you will not be able to access the questionnaire. You will be presented with a customised toolbar at the top of the spreadsheet. Some of the buttons will at first be greyed out, but will become enabled when the Questionnaire has been accessed. Please note if you are an Excel 2002 user you may not see the Enable Macros dialog box - in such cases the macros will run automatically.

Access To Questionnaire

In order to gain access to the Questionnaire, use the "File" option on the menubar and choose "Show DIS". All of the sheets of the questionnaire will become visible and the previous greyed out buttons will now be enabled.

Some of the options may still be greyed out. To enable them, click in any cell on the sheet.

Completing the Sections

Throughout each section coloured boxes indicate differing types of information and cell content.

The ivory boxes contain questions and general information etc.

The green boxes indicate where responses from you are required.

Some boxes have "drop down" lists for you to choose from - please click in the box and then select your response by clicking on the arrow at the right hand end.

Similar green boxes, but without the "drop downs" will provide you with options to enter different types of data [text or numeric]. In all cases the type of data and maximum length permitted [if text] will be indicated.

If using the cut and paste facility from Word to Excel it is possible to exceed the physical size of data entry areas whilst remaining within the character limit. Care should be taken to avoid this as text could be lost and printing problems will arise.

Other than the green boxes, all other parts of the Workbook are "protected" to prevent accidental alteration.

Copy and Paste

The only way to copy and paste information into the DIS is by the following steps

1. Open the DIS
2. Open another instance of excel, or open the document from which you wish to paste information from.
3. Copy the information from the source file by using the buttons Ctrl+C
4. In the DIS, click onto the cell in which you want to paste data and then click on the formula bar.
(If you formula bar is not visible, click View on the menu bar at the top pf the screen and click Formula Bar)
5. Press the buttons Ctrl+V to paste the information into the formula bar. The information will now be pasted into the DIS.

Customised Toolbar

There are five options on the top toolbar. The first option "File" has a number of functions . "Show DIS" opens all the data sheets."Save" and "Save As..." operate as for a standard Excel workbook. This is also the same for the "Print" function and you can also set and clear print areas. This allows you to only print out sections that you want, without having to print the entire page. To do this please follow these steps:

1. Click on the first cell of the desired print area, in first column (ie. the extreme left hand column with the question reference numbers)
2. Press and hold the shift key
3. Click on the last cell of the desired print area, in the last column
4. Click on the "Set Print Area" option on the menu

The desired print area should now be set, you can check this by using print preview and modify if necessary.

*If "Clear Print Area" option does not work, the area can be reset by simply clicking back into the cell originally highlighted in 1. above - your selected print area will then be cleared.

The "Edit" option allows you to undo the previous action taken, in case an error needs correcting.

The "Bookmark" option allows you to navigate round the DIS sheets by choosing the appropriate sub-option.

Spellchecking is available under the "Tools" option.

Converting the DIS into a word document

The DIS can be converted in a word document by clicking on the "Tools" option, on the toolbar followed by "Convert To Word". The word version will be downloaded into the same directory as the DIS, and will have the same filename, but will display a word document file extension. The word document can then be edited as desired.

Closing Questionnaire

On closing the questionnaire, your toolbars will be returned to how they were before the questionnaire was opened. In the event of the toolbars failing to re-appear after closing the questionnaire, close and re-open Excel and the toolbars will re-appear.

The Director responsible for adult social care is requested to confirm that: -

- The DIS is a fair representation of the council's commitments and intentions for social services in 2005-06.-

- Where the DIS refers to improvements that must be delivered in co-operation with other organisations, or departments of the council, it is consistent with current or expected agreement with the key partners concerned.

Space is provided below for the Director to give a brief summary of the improvement outlook for the year ahead, including the main elements of strategy, risks and contingencies, and an indication of how resources will be directed towards priority improvements.

This DIS is a fair representation of the council's achievements in 2005/06 and intentions during the coming year. I believe that performance in 2005/06 represents sound progress during a period of organisational change (internally and externally), financial challenge and continued change and modernisation of services. Many of these developments have been delivered through strong and inclusive partnerships. We will continue to strengthen outcomes for adults in Nottinghamshire through effective user engagement and partnership. We will: - Finalise joint commissioned strategies with health in all areas based on strategies that were developed during 2005/06; - increase choice and control through an extra £1 million for Direct Payments and their more flexible use, more extra care housing provision, increased person centred planning and supported living in learning disability services, and continued development of advocacy.

Character length 930

No. Words: 132

- enhance our very strong performance in the area of prevention and participation through Link Age Invest to Save and Link Age Plus and the implementation of the Best Value Review of Promoting Independence for Young Disabled Adults; - deliver change to modernise services through modernised learning disability day services, continued development of integrated teams and single line management (Mental health and learning disability); - ensure transition to a new County Council structure reflecting the requirements of the Children Act to appoint a Director of Adult Social Services (planned to be in place by September 2006; - continue to deliver significant levels of efficiency savings towards greater levels of value for money.

Character length 735

No. Words: 112

Character
length 634

The main risks to this progress are: (1) Transition to new County Council structure (being robustly managed through corporate programme and Adult Care project); (2) Financial difficulties in the health service (subject of constructive dialogue and communication with health colleagues - the recent commitment of all PCTs to joint commissioning strategies is very positive); (3) Managing within resources (the very strong performance in the latter part of 2005/06 allied to a fundamental review and revision of processes and systems will be maintained to ensure the effective utilisation of resources to deliver strategic priorities).

No.
Words: 93

The space provided below is for you to comment on any additional performance related matters that have not been covered elsewhere in this Delivery and improvement statement.

Character
length
409

Questions 2617 & 2618 - POVA training. We do not currently have a system for recording numbers of staff trained prior to 2005/06. This is currently being addressed. The figures supplied are those for staff who received training in 2005/06 and the number of training places planned for 2006/07 and are a significant under-representation. More accurate figures will be available once the new system is in place.

No.
Words:
67

S 511 Nottinghamshire

Thank you for completing the Return

Please ensure that the return is signed off in the spaces provided on the front page

Please SAVE the file using your Local Authority code as the filename

that is: **S511.xls**

Send the file by e-mail to your CSCI contact at:

East Midlands

enquiries.eastmidlands@csci.gsi.gov.uk