

Strategic Home Care Commissioning Group Terms of Reference (ToR)

Project Title	Home Care Redesign and Commissioning Project
Project Reference No.	130617 a PROJ Home Care Redesign and Commissioning
Directorate / Service	Adult Social Care
Project Sponsor	Mick Ward, Head of Commissioning
Project Executive/Business Lead	Michelle Atkinson, Older People's Commissioning Manager, ASC
Project Management Lead	Georgia Young, Project Leader, ASC
Better Lives Theme	Better Lives for Housing, Care and Support
Document Version and Status	V0.6
Date	20.02.2014
Author	Annemarie Bradley, Senior Project Officer, ASC Georgia Young, Project Leader, ASC Michelle Atkinson, Commissioning Manager, ASC

Purpose:

This document can be used by the Project Executive to confirm that the terms of reference for a specific Group are clearly defined, and roles and responsibilities are clearly understood. This is a generic set of terms that can be expanded to reflect the requirements of a specific project.

1.0 Overarching Objectives & Functions

Overall Objective	<ul style="list-style-type: none"> To provide strong and effective strategic leadership for the Home Care Redesign and Commissioning Project.
Specific Functions	<ul style="list-style-type: none"> The membership of the Strategic Home Care Commissioning Group (Strategic Group) has been selected so as to provide a wide range of views and experience. Its aim will be to ensure a connection between strategy and delivery, and city-wide and local interests. To provide high quality, well considered advice and recommendations on matters arising during the project lifecycle which require wider consideration than possible at the Project Board and project team levels. To report to and provide feedback to the Project Board on key developments. Provide a quality assurance role during the consultation and, subject to the necessary approvals, implementation phase. Act as a channel of communication with communities of place and interest.

2.0 Membership & Attendance

Strategic Home Care Commissioning Group Membership			
Name	Title	Organisation/ Department	Role
Cllr. Adam Ogilvie	Executive Board Member	Labour Party	Chair
Cllr. Shirley Varley	Elected Member, Morley	Morley Borough Independent Party	Member
Cllr. Graham Latty	Shadow Spokesman, Health and Adult Social Care	Conservative Party	Member
Cllr. Ann Blackburn	Green Party Group Whip	Green Party	Member
<i>Cllr. to be confirmed</i>			
Bernadette Murphy	Public Health	LCC	Member
Tim Sanders	Dementia Strategy Lead	ASC	Member
Diane Boyne	Commissioning Lead – Community Services and Continuing Care	Leeds S&E CCG	Member
<i>To be confirmed</i>		Leeds Community Healthcare	Member
Louise Copley	Complete Care Agency	Independent Sector Home Care Provider with LCC contract	Member
Lucy Towers	Vive Social Care Ltd	Independent Sector Home Care Provider with LCC contract	Member
Theresa Constive	Allied Healthcare Group	Independent Sector Home Care Provider with LCC contract	Member
<i>To be confirmed</i>	Springfield Home Care	Independent Sector Home	Member

		Care Provider with LCC contract	
Dan Donahue	The Human Support Group Ltd	Independent Sector Home Care Provider with LCC contract	Member
Allison Wilcock	Moorcare (Leeds Jewish Welfare Board)	Third Sector Home Care Provider with LCC contract	Member
<i>Voluntary, Community and Faith Sector to be confirmed</i>			Member
<i>Trade union rep to be confirmed</i>			
Hatim Hassan	Service User Representation	Service User	Member
Shindi Dahri	Service User Representation	Service User	Member
<i>To be confirmed</i>	Service User Representation		
<i>To be confirmed</i>	Service User Representation		

In Attendance /Reporting

Project Sponsor	Mick Ward, ASC Head of Commissioning
Project Lead	Georgia Young, Project Leader, ASC
Project Support	Annemarie Bradley, Senior Project Officer, ASC
Project Executive/ Business Lead	Michelle Atkinson, Older People's Commissioning Manager, ASC
Meeting Support	Barry Bridle, Support Services Officer, ASC

3.0 Governance, Delegated Powers & Administration

3.1	The Strategic Group will be Chaired by Councillor Ogilvie. In the event of the Chairs' absence at the Board and Cllr. Latty will act as deputy.
3.2	The Chair and the Head of Service for ASC Commissioning will jointly agree membership of this Group.
3.3	The Group will be quorate when at least 5 members are in attendance, to include representation at a minimum of 2 Councillors, 2 Providers, and a Service User.
3.4	Others may, at the discretion of the Chair, be invited to attend meetings when required or may be co-opted on to the Group.
3.5	In the event of absence, named deputies should be allocated by each member. These deputies must have authority to speak on behalf of the organisation or stakeholder group they represent, so they can respond appropriately to issues raised within the Group.
3.6	Meetings can be convened at the discretion of the Chair outside of the 6-weekly meetings if the need arises. Notice of these meetings will be given in advance as far as possible.
3.7	The Group will provide strong and effective strategic leadership for the Home Care Redesign and Commissioning Project. The Group will provide high quality, well considered advice and recommendations to the Project Board which is the decision-making body for the project.

3.8	The Group will receive updates from the Home Care Redesign and Commissioning Project Board and report to this Board.
3.9	The Strategic Home Care Commissioning Group will receive reports, advice, support and information routinely at its meetings and upon request from: <ul style="list-style-type: none"> • Head of Commissioning (Project Sponsor) • Project Leader • Commissioning Manager (Project Executive) • Advisers (internal and external) appointed by the Project.
3.10	Where agreement on any issue cannot be reached by the Strategic Group it will be referred to the Project Board.
3.11	Pre-meeting briefings will be conducted for Cllr Ogilvie and other Councillor members and will be led by the project executive/business lead (Michelle Atkinson) with the project leader in attendance as required.
3.12	The Strategic Group will meet for 2 hours on an agreed regular cycle of every 6 weeks.
3.13	An agenda will be prepared by the secretariat for this Group and approved by the Project Sponsor and Chair.
3.14	The agenda for the meeting will be sent out five working days in advance of the Strategic Group meeting taking place. The agenda will be prepared by the meeting support staff, project leader(s) and approved by the Chair.
3.15	Support for the Group will be provided by ASC Commissioning and ASC Programme Office.
3.16	Meeting notes will be produced following each meeting and circulated five working days prior to the next meeting once approved by the Chair as an accurate record.
3.17	The Terms of Reference will be reviewed after six months.

4.0 Roles and Responsibilities

Strategic Home Care Commissioning Group	
Role	Purpose & Responsibilities
Chair	<ul style="list-style-type: none"> • The Chair of the Strategic Home Care Commissioning Group will be Executive Member (for Adult Social Care), Councillor Adam Ogilvie. • The Chair will be supported by the Head of Service for Commissioning, Mick Ward, whenever appropriate due to the specialist nature of the project. • The Chair will oversee effective management of the political interface with other local elected ward members and area committees. • The Chair will share the responsibilities set out below for the Group members and will have oversight of all recommendations made.
Group Members	<p>Strategic Group Members will provide support to the Chair in relation to the project and are responsible for:</p> <ul style="list-style-type: none"> • Providing an input to the development, planning and design of home care services that meets the needs of the citizens of Leeds. • Advising on key project products and outcomes.

- Monitoring and advising on implications of developments on policy that affect home care in Leeds.
- Providing an input and monitoring the development, planning and implementation of the Home Care Re-Design and Commissioning project.
- Providing input to the resolution of strategic and directional issues throughout the project.
- Providing input on the acceptable risk profile and risk thresholds for the project monitoring progress against the project plan.
- Ensuring the integrity of the project.
- Ensure a connection between strategic interests and local interests.
- Provide assurance to their service area, or community of place or interest.
- Reporting back to and obtaining input from their service area or community of place or interest on relevant issues to inform discussions at the Group meetings.
- Maintain an overview of partnership activity ensuring that relevant links are made between the city and locality based partnerships and that cross cutting issues are reflected in the work of the Project.
- Contribute to the effective management of the political interface with other local elected ward members and area committees.
- To provide a platform to monitor all aspects of diversity and equality and their relevance and impact to the project.
- Help to identify equality and sustainable developments within the project.
- Ensure transparency, sharing of good practice and collaborative working.

5.0 Terms of Reference Revision History and Approval:

Version	Status	Date	Authors	Description of Changes
0.1	draft	15.11.13	AB	First Draft
0.2	draft	20.11.13	GY & MA	Amendments
0.3	draft	29.11.13	AB	Consolidation
0.4	draft	14.01.14	AB	Amendments from first Strategic Group
0.5	draft	23.01.14	GY	Amendments re membership
0.6	draft	20.02.14	GY	Amendments requested by Project Board

6.0 Distribution:

This document has been distributed to:

Name	Title	Date of Issue	Version
	Strategic Home Care Commissioning Group	13.01.14	V0.3
	Home Care Redesign and Commissioning Project Board	14.02.14	V0.5

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