

Appendix 1

Terms of Reference

LD Strategy Implementation Group

**North Somerset Council
LD Strategy Implementation Group
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1. Purpose of the Group

- 1.1 The LD Strategy Implementation Group has been set up following the conclusion of the Adult Social Care Review for LD Services to help manage the implementation of the recommendations arising from the Review, to ensure delivery of the joint commissioning strategy and to ensure appropriate involvement of Carers and Service Users.

2. Membership

Stuart Palmer –Head of Housing - Strategic Housing

Gerald Hunt – ASSH Finance Resources & Strategic Commissioning - Chair

Rose Barker – Joint Service Manager – LD

Tim Wye –PCT – Associate Director - Commissioning

Shaun Fitzpatrick –Supporting People

Teresa Maguire – ASSH Contracts

Lynne Parkin – Area Manager

Alison Stone – Planning Manager

Jackie Edwards – Carers Co-ordinator – Feedback to Carers

Sue Hogarth – NSPF - Feedback to Service Users

Kate Curran – Project Manager & Co-ordination (temp)

3. Main Responsibilities

- 3.1. To agree the project plan and contribute to its ongoing development as a working document.
- 3.2. To advise of any service impact and individual risks not envisaged by the review as it affects a service.
- 3.3. To ensure that any action needed to progress implementation of work streams that affects your service area or specialist area is carried out.
- 3.4. Facilitate access to information / staff to assist with the implementation, should help be needed.
- 3.5. To ensure the best interests of service users and / or service areas are represented.
- 3.6. To ensure appropriate consultation with service users, carers, staff and other stakeholders, where applicable.

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- 3.7. Reporting on risks to the financial modelling / savings. Signposting of other issues that might impact on the delivery of the implementation plan.
- 3.8. To be jointly responsible for seeking solutions for issues that arise which may include sourcing additional funding to manage an issue.
- 3.9. To jointly assess and manage the risk and issues log.

4. Expectations of members

- 4.1. To ensure representation from your service area at all meetings
- 4.2. To contribute views and actions on specific issues between meetings when necessary.
- 4.3. To ensure good communication of the project within your service area.
- 4.4. To maintain appropriate confidentiality regarding sensitive issues; communication to non members of the group should be limited to the agreed communication briefing agreed at the end of each meeting.

5. Meeting Frequency

- 5.1 Meetings will take place at least 6 weekly.

6. Agenda Setting and Servicing

- 6.1 Meeting notes and setting of dates will be undertaken by the project co-ordinator.
- 6.2 A standard agenda will be adopted, shown below.
- 6.3 Additional agenda items can be sent to the Project Manager prior to the next meeting.

7. Reporting Arrangements

- 7.1 The group is chaired by Gerald Hunt, who is responsible for ensuring that progress and any issues raised are reported and agreed by DLT prior to reporting to the Joint Commissioning and Transformation Board (JCTB).
- 7.2 The Council's Executive has endorsed the recommendations made in the ASC Review. Established channels exist to monitor progress and consider any changes recommended by the Project.
- 7.2 The Learning Disability Partnership Board will receive regular progress reports.