

Item 3b: 10 April 2017

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SRO Chair	Andy Begley	Version	1.5
Author	Kit Roberts	Version issue date	15/02/2017

Terms of Reference

Shropshire Transforming Care Partnership Board

covering Shropshire and Telford and Wrekin

Document management

Revision history

Version	Date	Summary of changes
1.1	10/05/2016	First draft
1.2.	June 2016	Second Draft
1.3	July 2016	Third Draft
1.4	12/09/2016	Membership changes
1.5	15/02/2017	Annual Review

Reviewers

This document must be reviewed by the following people:

Reviewer name	Title/responsibility	Date	Version
Andy Begley	TCP SRO for Shropshire Footprint	15/02/2017	1.5

Approved by

This document must be approved by the following people:

Name	Title	Date	Version
Andy Begley	TCP SRO		1.5
Chris Morris	Deputy SRO		1.5

Related documents

Title	Owner	Location
Building the Right Support (Oct 2015)	LGA, ADASS, NHS England	https://www.england.nhs.uk/learningdisabilities/natplan/
Shropshire TCP Template	Shropshire Footprint	

Document control

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1 Introduction

Terms of Reference (ToFR) are used to set out the parameters within which authority is delegated to the Transforming Care Partnership (TCP) Board. The ToFR will specify membership, frequency of contact, remit and reporting. They have been produced to inform future delivery of the TCP and will be refreshed at least annually.

1.1 Background

The overarching purpose of the TCP Senior Responsible Owner (SRO) is to ensure:

- alignment of the TCP workstream within the broader context of the Learning Disability Commissioning Strategies for the two separate areas (Shropshire and Telford & Wrekin),
- delivery of the TCP Programme, and
- ensure all partners and stakeholders are involved and communicated with in a manner which supports delivery.

2 General responsibilities

1. Maintaining a Strategic overview of TCP under two key priorities:
 - Repatriation from assessment & treatment centres (ATC's) and
 - Prevention.
2. Overseeing the progress of the TCP Work Streams
 - Finance
 - Service Development, including health and market development
 - Integrated Clinical Care
 - Workforce Development: Workforce and Providers
 - Housing/ Operations – Home is Normal.
3. Cross Cutting Themes
 - Ensure Co-production.
4. Managing risks and issues, escalating as appropriate.
5. Communicating information to appropriate stakeholders, including STP Board, Learning Disability Partnership Boards and Autism Partnership Boards.
6. Ensuring that the plan development remains on course to deliver within timescales set.
7. Maintain communication with NHSE, for example, monthly reporting on Milestones.

3 Accountability and Oversight

The TCP Board will be accountable to the Health and Wellbeing Boards for Telford and Wrekin and Shropshire with oversight from the Strategic Transformational Board.

4 Quorate

The meeting must have a representative from each lead organisation to be quorate.

5 Membership of TCP Board

Name/Title	From	Role
Andy Begley, Director of Adult Services	SC	SRO
Chris Morris, Executive Nurse,	TWCCG	Deputy SRO
Helen Bailey, Lead Nurse: Integrated Clinical Care & Safety	SCCG	Member
Colin Thomas, Programme Finance Director	TWCCG	Member
Frances Sutherland, Head of Commissioning - Mental Health, Learning Disabilities and Children	TWCCG	Member
Tracey Dufton, , Service Manager – Provider Services	SC	Member
Francean Doyle	SC	Member
Sarah Dillon, Assistant Director Early Help and Support	TWC	Member
Manny Jhawar-Gill, Commissioning Specialist	TWC	Member
Kit Roberts, Project Worker, TCP	TWC/TCP	Member
Catherine Eaton, Transforming Care Programme Manager, NHS England – North Midlands	NHSE	Member
Dean Robinson, Senior Case Manager Transforming Care, NHS England, Midlands and East	NHSE	Member
Jane Randall-Smith, Chief Officer, Shropshire (receive papers)	Healthwatch	Member
Kate Ballinger, Chief Officer Telford and Wrekin (receive papers)	Healthwatch	Member
Claire Spencer, Finance Business Partner for Adult Social Care & Public Health, as required.	SC	Member
Richard Peach, Finance Team Leader, Business, Education & Care Finance as required.	TWC	Member

Membership will be identified as fixed members although members may send a representative.

6 Chair

The Chair is responsible for:

- Chairing meetings and deciding upon the frequency required;
- Providing strategic direction, support and decision making;
- Disseminate information and actions to members;
- Ensuring the group achieves its overall objectives & delivers the anticipated plan;
- Monitoring the progress of development and subsequent implementation; and
- Escalating issues as necessary and in a timely manner.

7 Skills and attributes of members

Members should be able to:

- Understand and act on those factors that affect the successful delivery of the plans.
- Maintain relationships with stakeholders within and outside the meeting.
- Provide delegated authority, as required, to ensure the plan meets its objectives.
- Review plans and progress making recommendations as required.
- Highlight any risks, issues and successes.
- Provide constructive criticism and support to colleagues to ensure plan success.

8 Frequency of meetings

The group will meet on a monthly basis.

This will be reviewed in June 2017 with a view to moving to bi-monthly meetings, if appropriate.

9 Standing agenda

1. Welcome and Introduction
2. Review minutes and actions from the previous meeting
3. Issues Arising
4. Work Stream reports
 - a. Finance
 - b. Integrated Clinical Care
 - c. Housing
 - d. Work Force Development
 - e. Service Development – Task and Finish Group
5. NHSe reporting
6. Any other business

10 Secretariat

Meetings will be held at Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND between 9.30 – 11.00am.

Dates:

2017: 10 April; 8 May; 12 June; 10 July; 14 August; 11 September; 9 October; 13 November; 11 December.

2018: 8 January; 12 February; 12 March

The meeting will be serviced by the Project Worker, TCP.

