

## Terms of Reference for Supporting People Decision Making Groups in Cambridgeshire (updated July 2011)

| Supporting People Body   | Statement of Purpose / Prime Activities   |
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| <p>Cambridgeshire Community Wellbeing Board</p> <p>Chair: to be nominated by the group</p> <p>Role: to ensure that different local agencies work together effectively to improve the health and wellbeing of Cambridgeshire residents and to improve outcomes for adults with health and care needs. This incorporates preventive services, support for independent living, and provision of health and social care.</p> | <p>Under the Local Area Agreement, Supporting People is included in the Cambridgeshire Community Wellbeing Partnership. The board comprises members of the five District Councils and the County Council, as well as representatives from NHS Cambridgeshire, the Probation Service, the Police Authority, the Fire and Rescue Service, the Voluntary and Community Sector, the Business Community and Cambridgeshire and Peterborough Association of Local Councils.</p> <p>Main activities comprise</p> <ul style="list-style-type: none"> <li>• Ensuring that activity is aligned to the strategic aims and objectives of all partner member organisations and identify opportunities for collaboration.</li> <li>• Ensuring services are citizen focused and respond to the needs and wishes of communities.</li> <li>• Providing a strategic direction and county focus for the relevant outcomes, performance indicators and targets as included in the Cambridgeshire Vision and Local Area Agreement</li> <li>• Ensuring best practice principles and innovative practices, for example, joint commissioning, are adopted to improve service delivery.</li> <li>• Raising the awareness of key issues and facilitate the exchange of information between all organisations involved</li> <li>• Ensuring appropriate methods of communication with stakeholders, including service providers, potential service users and their carers/representatives – for example through an officer/provider forum; annual provider events.</li> <li>• Providing constructive challenge, especially in areas of underperformance against the national performance indicators and targets for which the partnership board is responsible.</li> <li>• Lobbying locally, regionally and nationally as appropriate.</li> </ul> |
| <p>Commissioning Body (CB)</p> <p>Chair: Director of Strategy and Commissioning (Adult</p>   | <p>The Commissioning Body is a group of senior officers with decision-making powers from partner organisations (District Councils, NHS Cambridgeshire, County Council and the Probation service). The Body sets strategic aims and objectives for the programme across Cambridgeshire.</p>  |

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| <p>Social Care),<br/>Cambridgeshire County Council</p> <p>Role: Direction setting; strategic decision-making (including commissioning)</p>  | <p>Main activities comprise</p> <ul style="list-style-type: none"> <li>• Deciding the overall strategic direction of the programme</li> <li>• Developing the Supporting People strategy and ensuring appropriate links with other strategies</li> <li>• Accountability for the delivery of the Supporting People strategy, within the grant available</li> <li>• Ensuring that the member representing their agency on the Community Well-being Board is kept fully informed of developments relating to Supporting People</li> <li>• Ensuring Supporting People developments are communicated throughout the agency they represent.</li> </ul>  |
| <p>Inclusive Forum</p> <p>Chair: Member of the Supporting People Team</p> <p>Role: To enable effective communication, consultation and exchange of information between Supporting People, Service Providers and Stakeholders.</p> | <p>The Inclusive Forum brings together Supporting People, service providers and key stakeholders to ensure effective communication and on-going consultation</p> <p>Main activities comprise</p> <p>Updating Service Providers and Stakeholders on current and future developments and give them an opportunity to question Supporting People on its programme.</p> <p>Receiving feedback from Service Providers and Stakeholders on practice and process issues, and on strategic developments.</p> <p>Consulting Service Providers and Stakeholders on issues being considered by the Commissioning Body of the Administering Authority and to communicate any decisions made.</p> <p>Presenting information arising from research, and from national, regional and local initiatives.</p> <p>Signalling investment priorities, and give early notice of any significant policy decision that may affect Service Providers and/or Stakeholders.</p> <p>Reporting the financial and budgetary position of the Supporting People Programme.</p> <p>Giving Service Providers an opportunity to elect representatives to sit on working groups, as appropriate, and to hold a private session as part of each meeting of the Forum to share information and discuss issues of common interest.</p> |
| <p>Supporting People Team</p> <p>Role: day to day administration of the Supporting People</p>   | <p>The Supporting People Team manages the day-to-day administration of the programme supported by resources from across the Administering Authority.</p> <p>Main activities comprise</p>   |

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| programme; supporting the Commissioning Body recommendations   | <ul style="list-style-type: none"> <li>• Financial administration and reporting to Commissioning Body</li> <li>• Service review and contract monitoring and management</li> <li>• Coordinating SP strategy development and commissioning services accordingly</li> <li>• Programme delivery,</li> <li>• Identifying and sharing best practice</li> <li>• Leading on, or taking a role in, cross-authority developments, engaging Development &amp; Implementation Group members as appropriate</li> <li>• Provider/user/carer/stakeholder/partner consultation</li> <li>• Producing composite reports from the Commissioning Body, where required</li> </ul> |
| <ul style="list-style-type: none"> <li>• The SP programme is led by the Accountable Officer, together with their line manager from the Administering Authority (Director of Strategy and Commissioning (Adult Social Care), The Supporting People Team is led by the Lead Officer</li> </ul> |  |