



Perth & Kinross Health & Social Care Partnership

Carer's Services Programme Board Terms of Reference

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0.1	Draft	Alison Gallacher	First draft for review
0.2	Draft	Michelle Smart/Karyn Sharp	Compare and contrast with MHW TOR
1.0	Approved	Alison Gallacher/Karyn Sharp	Approved following consultation

1. **Purpose of the Carer's Board (Background)**

The Health and Social Care Strategic Planning and Commissioning Board is responsible for ensuring that there is a coordinated and consistent approach to commissioning services on behalf of partner agencies in Perth and Kinross. It aims to ensure a joined up approach to strategic planning and service delivery in order to maximise best use of public resources and deliver seamless services by working across organisational boundaries.

There are four "sub" Boards sitting within the framework for delivery of the Strategic Planning and Commissioning Board:

- Older People's & Unscheduled Care Board
- Carers Board
- Mental Health & Wellbeing Board
- Primary Care Board

The Carer's Services Board will oversee the development and implementation of the strategic delivery plan for Carer's Services in line with the objectives of the P&K IJB Strategic Commissioning Plan and within resources available.

2. **Chairperson**

The Carer's Services Board will be chaired by the Perth & Kinross Health & Social Care Partnership (P&K HSCP) Head of Social Work and the Co Chair of the Board will be the Service Manager, Older People Strategic Lead.

3. **Support**

The meetings will be serviced by the P&K HSCP.

4. **Membership**

The membership of the Board, the Senior Responsible Officer (SRO) / Chair and Co-Chair will be reviewed annually.

The core membership is detailed below but it is expected that additional members will be co-opted as necessary from time to time:

Chair/SRO	Head of Adult Social Work/Social Care
Co-Chair	Service Manager, (Strategic Lead Older People)
Strategic Lead	Service Manager, (North Locality, Learning Disabilities & Employability)
Nursing Lead	HSCP Lead Nurse
Locality Management Representation	South Perthshire Locality Manager
Finance Lead	Senior Finance Officer
Children's Lead	Improvement Officer, ECS
Commissioning Lead	Service Manager, Strategic Commissioning
Corporate Lead/Portfolio Lead	Business Improvement Officer
TEC Lead	TEC Development Officer
Voluntary & Third Sector Lead	Service Manager, Carers Hub, PKAVS, Third Sector
Carers Representatives	As agreed (rotational)
Project Manager	Business Improvement Officer
Performance /Workforce Lead	Service Manager, Business Improvement
Project Support	Business Improvement Support Assistant
Administrative Support	Business Services Assistant

Each individual member will act in accordance with the delegated authority they hold on behalf of their organisation.

Lead Clinicians, Service Managers and Officers from relevant organisations will undertake the necessary day to day work on behalf of the Board.

5. Quorum

Meetings of the Carer's Services Board will be quorate when 50% members including at least the Chair or the Co-chair.

6. Frequency of Meetings

Meetings will take place a minimum of 6 times per year. Additional meetings may be required from time to time in order that any urgent matters are dealt with promptly.

7. Roles & Responsibilities

The main responsibilities are specifically to:

1. Develop a Strategic Delivery Plan including already agreed transformation and savings plan; establishing clear priorities and objectives;
2. Approve and oversee the implementation of the Strategic Programme Plan for Carer's Services to include key milestones, risks, and savings plan in order that identified benefits are realised;
3. Ensure investment and disinvestment implications are clear;
4. Ensure a clear performance framework is implemented with targets that demonstrate the delivery of strategic objectives;
5. Consider implications for each locality and equity of spend, reflective of local needs;
6. Develop a stakeholder engagement plan including service and carer input;
7. Ensure the appropriate resources required by the projects within the programme are made available when required;
8. Review the risk register and escalate any risks/issues that the Board cannot resolve or manage, to IMT;
9. Receive update reports from project groups as to the progress of the programme in their area of responsibility, highlighting any risks or issues which would impede the progress of the programme;
10. Contribute to the Partnership Workforce plan setting out challenges and innovative approaches to workforce development across Carer's Services;
11. Contribute to the Partnership Annual Performance Review setting out and explaining performance against targets on an annual basis;
12. Through development of a clear investment and disinvestment plan set out a 1 year and 3 year financial plan for Carer's Services.
13. Develop and ensure the delivery of the Communications, Participation and Engagement, Workforce and Organisational Development plans as they relate to the work of the Board

The Board will be expected to ensure that plans are scrutinised to ensure alignment with the core Principles of the Strategic Commissioning Plan and that outcomes are achieved within the agreed timescales. Where deviation from expected outcomes is identified, the Partnership will require assurance that appropriate remedial action has been taken, and will monitor performance and delivery accordingly and produce regular progress reports for the Strategic Planning and Commissioning Board and the IJB.

The Carer's Services Board will also contribute to the Partnerships Engagement Strategy to support the engagement of service users, carers and citizens and identify opportunities to improve user participation in co-producing services.

8. Dealing with Sensitive Matters and Possible Conflicts of Interest

The Carer's Services Board may at times have to consider confidential information on matters related to commissioning, procurement or performance. Members are individually required to declare known conflict of interests prior to commencement of meetings.

The Partnership will determine whether or not any declaration necessitates exclusion from discussion on specific issues.

9. Authority

The Senior Leadership Team of the Carer's Services Board has devolved executive accountability to define the strategic direction of Carers (Adult /Young) in Perth & Kinross.

The Carer's Services Programme Board is authorised by the P&K HSCP IJB to prioritise issues and take decisions within the scope of its remit.

In accordance with the Partnership Risk Management Framework, any significant service changes or strategic risks which arise will be brought to the attention of the IJB, through the Strategic Planning and Commissioning Board.

The Carer's Services Programme Board may establish sub groups, short life working groups and commission individuals to carry out work on its behalf, as it deems necessary.

10. Review

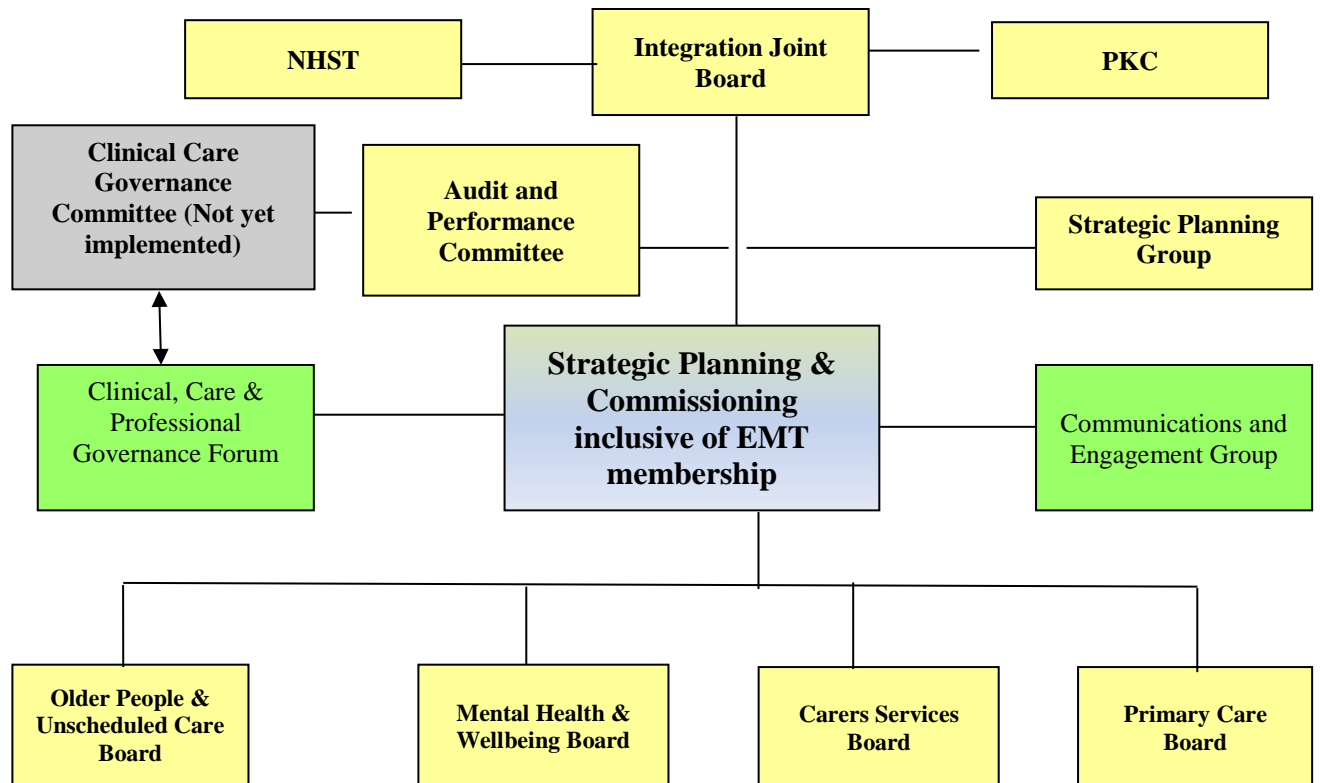
It will be necessary to evaluate the effectiveness of the Carer's Services Board and adapt arrangements as necessary. Terms of Reference will be reviewed annually and may also be altered at other intervals in accordance with the implementation of health and social care national policy reforms and subsequent guidance. Proposed changes will be submitted to the Strategic Planning and Commissioning Board, for subsequent approval by Integrated Joint Board.

11. Strategic Priorities

The Carer's Services Board will identify the priorities for progression and direct additional tasks when necessary.

12. Reporting Arrangement

PKHSCP - Governance Structure



The Carer's Services Board will work with the Integrated Management Team for the implementation of the Carer's Services Programme of works.