

Social Services Programme Board Terms of Reference

1. Purpose

To bring together the work of the Housing & Social Care Board and key commissioning/procurement projects into one space

To ensure that staffing and revenue costs for the aforementioned projects is given due consideration

Receive progress updates from Project leads who will be invited into the meeting for specific agenda items. Updated to highlight progress, next steps, issues / challenges /risks.

To track progress between board meetings via a tracker, managed by the Business & Project Support Manager – Housing & Regeneration, in order that oversight of all major projects is located at a central location (Sharepoint site).

To identify and agree a forward plan for up and coming projects that need to be brought into the Programme

2. Chair of the Meeting

The meeting will be chaired by Sarah McGill, Corporate Director for People & Communities.

3. Membership

Name	Designation
Sarah McGill (Chair)	Corporate Director, People & Communities
Amy Harmsworth	OM Commissioning
Angela Bourge	Operational Manager, Resources
David Jaques	Operational Manager, Development & Regeneration
Deborah Driffield	Assistant Director, Children's Services
Jane Thomas	Assistant Director, Housing & Communities
Matthew Seymour	Asset Management Officer
Rebecca Hooper	Operational Manager, Neighbourhood Regeneration
Rachael Jones	Business & Project Support Manager

4. Meetings

Meetings will be held monthly.

Project Leads and relevant speakers or experts will be invited to attend the meetings to provide updates on specific projects.

Colleagues from other Directorates (eg, Finance / Legal / C&P) will be invited to attend for specific agenda items on a needs led basis.

5. Administration

A brief written progress highlight report will be submitted by Project Leads to the Business & Project Support Manager, seven working days before the Board.

The Business & Project Support Manager will circulate agenda and related papers for the Board, at least five working days before Board meeting.

6. Remit

Core Projects that are in scope for Social Services Programme Board are as follows:

- **All Capital Projects**

- **Adult Services**
 - Recommissioning of Domiciliary Care
 - Extra Care
 - Advocacy
 - Internal Supported Living
 - Care Homes APL / regional contracts & specification
 - Direct Payments
 - Financial Support & Advice Services

- **Children's Services**
 - Supervised Contact
 - Therapeutic Fostering
 - Residential Provision including. respite provision for disabled children
 - Sessional Support & Domiciliary Care
 - Adolescent provision
 - Young People's Gateway Accommodation provision
 - Children's regulated placements frameworks (4Cs)
 - Internal Fostering

7. Review & Project Duration

These terms of reference will be reviewed periodically to ensure they continue to reflect the Board's purpose. It is anticipated that the work of the Board will be ongoing.

8. Reporting/Governance

The Board will provide overall governance for the monthly Children's Placement Projection Meetings chaired by the AD Children's Services and the monthly ASMT & Commissioning Meetings chaired by the AD Adult Services.