

Transforming Care and Commissioning Steering Group

Terms of Reference

1. Introduction

A deadline for inpatients with learning disability or autism inappropriately placed in hospital to move to community-based support by 1 June 2014 has been missed. NHS England is currently delivering an Action Plan with other key stakeholders to recover the situation. The voluntary sector, people with learning disability or autism and their families / carers as well as other key stakeholders will co-commission a plan with NHS England to support and enhance existing work, and to speed up the delivery of person-centred solutions by bringing resources and expertise to bear. Further information can be found in a paper presented to the NHS England Board on 3 July 2014: <http://www.england.nhs.uk/wp-content/uploads/2014/07/item8-board-0714-fin.pdf>.

2. Objective

With input and guidance from partners working in this field, and with people with people with learning disabilities or autism (PWLD/autism) and their families, the Steering Group will develop a report by the end of October 2014 describing a national framework for local commissioning. The national framework will be locally delivered in partnership with the third sector, local government and create new pathways of care in the community, to support people with learning disability to live at or near home and not in hospital.

NHS England has committed to ensure that the voices of people with a learning disability and their carers are central to this work. This is a key consideration in the work of the programme.

3. Membership

Name	Organisation
Sir Stephen Bubb (Chair)	ACEVO
Jane Cummings (CNO)	NHS England
Andrea Pope-Smith	ADASS
Andrea Sutcliffe	CQC

Bob Ricketts	NHS England
Dave Williams	CCG Salford
David Sparks OBE	Local Government Association
Dominic Slowie	NHS England
Dr Roger Banks	Independent Psychiatrist
Gavin Harding	Co-chair Department of Health Transforming Care Assurance group
Hazel Watson	NHS England
Jan Tregelles	Mencap
Juliet Beal	NHS England
Kate Quail	Mencap
Robert Longley-Cook	HFT
Sharon Allen	Skills for Care
Shaun Clee	NHS Confederation/2gether NHS Foundation Trust
Steve James	Avenues Group
TBC	National Forum Representative
Vicki Raphael	Families and Carers
Vivien Cooper	Challenging Behaviour Foundation

4. Reference Groups

As well as the input and guidance provided by the Steering Group members described in section 3, the Group will be advised by two expert reference groups that will meet as required:

- (i) The Patient/User/Carer Reference Group, which will include PWLD/autism, families and carers (Chair to be confirmed).

- (ii) The Social Investment Reference Group, which may include social finance experts, social investors, Cabinet Office representatives, housing and support organisations. This will be chaired by Jonathan Jenkins, Chief Executive Officer of Social Investment Business.

It will also take advice from user-led organisations and other experts.

5. Outcomes

The Steering Group will:

- (i) be responsible for the delivery of a National Framework for commissioning that can be locally delivered in partnership with those described above and create new pathways of care in the community to support PWLD/autism to live at or near home and not in hospital. The scope of this Framework will include:
 - a. establishing outcomes that are patient-centred and meet the needs of PWLD/Autism, which then drive the approach to commissioning;
 - b. setting out the behaviours we wish to incentivise through a commissioning framework and the levers available;
 - c. developing funding models for new services;
 - d. identifying the best revenue funding flows that address current budget barriers to local commissioning;
 - e. identifying innovative capital funding sources for the proposals, including from social investment;
 - f. establishing a care Skills Development Plan, which is an essential element of service quality and sustainability;
 - g. provider market development for locally integrated solutions and local housing, that may necessitate the closure of some current in-patient facilities and how this would work in practice;
 - h. taking into account any other commercial, financial, procurement, legal or service delivery consideration, deemed appropriate by both the Chair and the CNO;
 - i. recommendations as to how delivery of the Framework could be embedded in mainstream performance management and assurance processes.
- (ii) be responsible for delivering the National Framework by the end of October 2014 to help inform the learning disability provisions in the planning guidance 2014 refresh;

- (iii) will consider the Steering Group's future suitability, effectiveness and purpose in monitoring or reviewing ongoing performance and local delivery as the National Framework is implemented;
- (iv) be afforded all reasonable support in the pursuance and execution of these responsibilities from NHS England and other key stakeholders. In particular, this will include, but not be limited to:
 - a. the provision of appropriate management and performance information at intervals agreed by the Chair and CNO;
 - b. a Programme Director to support and manage the outcomes and actions of the Steering Group and carry out the instructions of the Group as agreed by the Chair and the CNO;
 - c. access to appropriate subject matter expertise; and
 - d. secretariat functions to support the Steering Group.

6. Meetings

The Steering Group will meet at least every three weeks and will conduct formal business at additional meetings as necessary and as agreed by the Chair.

7. Budget and resources

The Steering Group will have an allocated budget. Secretariat will be provided by NHS England.

8. Accountability

- (i) The Group will report to and be accountable to NHS England and its Learning Disability Programme Board.
- (ii) The reference groups will inform the steering group's work. The Steering Group will, with reference to the NHS England Executive Team, work in partnership to achieve the aims as set out in Section 2 above.
- (iii) A diagram will be produced to illustrate the lines of accountability and where the steering group fits in with other change work on learning disability.

9. Member responsibilities

RACI Matrix	Chair	CNO	VCS Members	NHS England and LGA Members	'Independent' members	Programme Director
Deliver National Framework by October 31 st	A	R	R	R	C	R
Develop Social Finance Plan	A	R	R	R	C	R
Manage internal Stakeholders	R/A	R/A	I	C	I	C
Develop communications plan and materials	A	C	R	R	C	C
Manage budget	C	A	I	C		R
Progress reports to NHS CEO	R/A	R/A				C
Progress reports to LDPB	A	R				C

KEY

R: Responsible

A: Accountable

C: Consulted

I: Informed