

TRANSFORMING CARE ASSURANCE BOARD

Terms of Reference v2.0 Issued
Effective July 2015

Amendment History:

Version	Date	Amendment History
0.1	19/8/2014	First draft
1.0	02/09/2014	First issue for comment
1.1	27/10/2014	Amends to membership and meeting dates
0.2	25/5/2015	Revised in the light of new governance arrangements

Reviewers:

This document must be reviewed by the following work stream leads and representatives of other organisations.

Name	Title	Date of issue	Version
Jon Rouse	SRO, Transforming Care Programme	01/09/2014	1.0
Jon Rouse	SRO, Transforming Care (Assurance)	14.07.2015	2.0

Distribution:

This document requires distribution/restriction to the following:

Names	Titles
Transforming Care Assurance Board Members	

Document Status

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1. Context

- 1.1 Following on from the Winterbourne View scandal, the Department of Health and partners put in place a Winterbourne View Concordat and a programme of work across the NHS and local government to implement changes. There was agreement that the ‘presumption should always be that services are local and that people remain in their communities; we expect to see a substantial reduction in reliance on inpatient care for these groups of people.”
- 1.2 Following disappointing progress in tackling this objective, *Winterbourne View Next Steps*, was published in January 2015 as a programme that will be delivered by six main delivery partners: NHS England, the Local Government Association, the Association of Directors of Adult Social Services, the Care Quality Commission and Department of Health.
- 1.3 New programme governance arrangements are in place which create a clearer separation between delivery and assurance. Jane Cummings, Chief Nursing Officer at NHS England is SRO for Delivery. Jon Rouse, Director General, Social Care, Local Government and Care Partnerships at the Department of Health, is SRO for Assurance. A new delivery board has been established, bringing together senior leaders from all the six organisations. NHS England Chairs this board, with ADASS providing the deputy chair. In order to provide a structured level of assurance that the programme board is delivering against its objectives, those involved in the Delivery Board will report to, but no longer be members of, the Transforming Care Assurance Board (TCAB). The TCAB will maintain its responsibility for accountability and engagement, reinforcing strategic focus and the better management of programme risks.
- 1.4 The strengthened delivery programme and governance mechanisms will mean empowering people and families to be involved in decisions about care; ensuring the current system works well; making changes for the future; tighter regulation of providers and holding providers to account.

2. Purpose

- 2.1 The purpose of the Transforming Care Assurance Board (TCAB) is to help DH check on how the Transforming Care Delivery Programme is working:
 - Is it delivering the actions it said it would do and are they on track?
 - Is it working with people well?
 - Is it making the difference that we want it to make?

3. Governance

- 3.1 Annex A provides a diagram to show how the governance for Transforming Care has changed. In the past the detail of the programme was overseen by the Transforming

Care Assurance Board. This has changed since the publication of Transforming Care Next Steps:

- Policy – is led by DH and is outside of the scope of the Transforming Care programme
- Delivery – is led through a Transforming Care Delivery Board (TCDB), with NHSE in the chair and ADASS as vice chair. The TCDB is a decision making body and manages the cross system delivery programme.
- Assurance – is led by DH with the Transforming Care Assurance Board supporting DH to assure the delivery of the programme.

3.2 These arrangements will be reviewed once per year.

4. Membership

4.1 Board membership will be limited to those that can contribute actively to the assurance of the programme, or could be critically affected by the programme's outcomes. Members of the Transforming Care Delivery Board will attend the meeting to report progress or answer questions not to make decisions relevant to the operation of the TCAB.

4.2 The Transforming Care Assurance Board will be co-chaired by Alistair Burt, Minister of State for Community and Social Care; and a self advocate, to be confirmed.

4.3 Additional attendees may be invited when certain issues are being discussed and they need to report on progress or answer questions.

4.4 A list of members of the Board is attached at Annex B.

4.5 The TCAB may:

- co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience;
- procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

5. Reporting

5.1 The minutes of the TCAB will be made available in easy read.

6. Role of Board Members

6.1 Board members role is to assure that the Delivery Programme is on track to review the overall programme direction and make decisions to make sure that:

- The TCDB is on track to deliver Transforming Care Next Steps
- It is engaging well with people involved in the programme
- It is having the right impact

6.2 The TCAB will be able to recommend action to the TCDB, but it cannot make decisions about the delivery programme

7. Meeting frequency

7.1 The TCAB will meet quarterly, following on from the quarterly publication of data on Transforming Care.

8. Secretariat

8.1 The secretariat function for the Board will be overseen by the DH Senior Programme Co-Ordinator working with the delivery programme.

Transforming Care: new ways of working together

Transforming Care Assurance Board
This checks the work is going well and doing the things in the plans.

Transforming Care Delivery Board
This makes decisions. The lead person from each organisation is on this board.

Managing the Programme

Working with Stakeholders

The right Care in the Right Place

Information

Staff

Checking care in health and care services

Giving power to people and families

Lead:
NHS England
ADASS
Local Government Association

Lead: Department of Health

Also: NHS England, ADASS/LGA, Care Quality Commission, PHE, HSCIC

Lead: HEE
Also: NHS England, ADASS/Local Government Association, Department of Health, Skills for Care

Lead: Care Quality Commission
Also: NHS England, Department of Health

Lead: Department of Health
Also: ADSS/LGA, NHS England

ANNEX B

Membership Name	Organisation
Alistair Burt (Co-Chair)	Minister of State for Community and Social Care, Department of Health
Scott Watkin (Co-Chair)	Self-advocate
Jon Rouse	Department of Health
Sarah McClinton	Department of Health
Lyn Romeo	Department of Health
Alison Alexander	Association of Directors of Adult Social Services
Marion Ingram	Association of Directors of Adult Social Services
Jonathan Hurley	National Forum of People with Learning Disabilities
Viv Cooper	Challenging Behaviour Foundation
Ann Earley	Representing Winterbourne View families
Professor Tony Holland	University of Cambridge
Shaun Webster	Self-advocate
Sarah Mitchell	Local Government Association
Beverley Dawkins	Challenging Behaviour, National Strategy Group
Vicki Raphael	National Valuing Families Forum

Attendees

Jane Cummings	NHS England
Lolade Onabolu	NHS England
Dr Dominic Slowie	NHS England
Ray James	Association of Directors of Adult Social Services