

**Barnet Supporting People Programme**

# **Core Strategy Group**

**Terms of Reference**

and

**Memorandum of Understanding**

**With The  
Supporting People Commissioning Board  
and the London Borough of Barnet  
(the Administering Authority)**

April 2006

## **Barnet Supporting People Core Strategy Group - Terms Of Reference**

### **Authority and Accountability**

The Core Strategy Group is a partnership of key organisations responsible for statutory services concerned with commissioning health, social care, housing and community safety services for vulnerable people in Barnet, together with Supporting People service provider representatives and customers or their representatives.

The Core Strategy Group (CSG) is accountable to the Barnet Supporting People Commissioning Board (BSPCB), which reports to the Local Strategic Partnership (LSP).

The relationship between the Core Strategy Group, the Commissioning Board and the Administering Authority is set out in the second part of this document

### **Aims**

The Core Strategy Group's key responsibilities are to

- drive the development and implementation of Barnet's Supporting People Strategy
- ensure that the service programme achieves the BSPCB's aims and objectives
- ensure continuous quality improvement, efficiency and value for money of the programme

The main tasks are as follows

- Lead on the development of the Supporting People Strategy for approval by the Commissioning Board, ensuring that all relevant interests are represented in its formulation.
- Undertake such tasks related to the Annual Plan and the Supporting People programme as may be requested by the BSPCB
- Identify the desired outcomes of the Supporting People programme and use these to consider the success of current services and how this could be improved
- Monitor implementation of the Supporting People programme and recommend action to obtain best value from resources
- Ensure that there is synergy between the Supporting People strategy and other relevant strategies
- Identify opportunities for programme development and changes in investment
- Ensure comprehensive consultation on the delivery and development of the programme and the Supporting People strategy. This will especially include involving customers and potential customers of services.
- Contribute to cross authority and sub-regional planning and commissioning.
- Build the capacity of the Supporting People service sector to deliver partnership objectives

## **Membership**

The Supporting People Accountable Officer will chair the Core Strategy Group. An acting Chair will be appointed from the membership if the Accountable Officer is absent from a meeting

Membership will comprise one representative of each of the following statutory services:

- Barnet Adult Social Services (Younger Adults)
- Barnet Adult Social Services (Older Adults)
- Barnet Adult Social Services (Performance and Strategy)
- Barnet Voluntary Service Council
- Barnet Children & Families Service
- Barnet Mental Health Service
- Barnet Housing Service (Homelessness)
- Barnet Housing Service (Strategy and Business Support)
- Barnet Primary Care Trust (Health Promotion)
- Barnet Primary Care Trust (Substance Misuse)
- Barnet Probation

Membership will also comprise one representative each from three organisations providing Supporting People services in Barnet. These three representatives shall be nominated by Barnet Providers Forum. Their principal role shall be to:

- represent the views and recommendations of local provider organisations to the Core Strategy Group
- With other providers and the CSG, to identify how the sector can achieve continuous improvement

Each member will nominate a substitute and will be responsible for ensuring attendance.

The Core Strategy Group may agree to co-opt representatives from other organisations concerned with Supporting People in order to assist its work.

Meetings will normally be attended by staff of the council's Supporting People Team and Borough Treasurer's Service. Neither these staff nor co-opted representatives shall have voting rights

Membership of the Core Strategy Group will be reviewed annually or as changes in local and national policy may prompt.

## **Service User Representation**

The Core Strategy Group is tasked with ensuring appropriate representation of service users, or their proxies where direct representation cannot be arranged, in the business of the Group. The arrangements for this are to be proposed by the Group for the Commissioning Board's approval for implementation as quickly as practicable

## Meetings & Papers

Meetings will be held bi-monthly, subject to review from time to time, or more frequently as circumstances may require.

Meetings will be facilitated by Barnet's Supporting People Team

Any member may request inclusion of an item on the agenda of a meeting. Relevant papers should be passed to the Supporting People Team for circulation

Agenda papers will normally be circulated 5 working days before each meeting

Draft minutes will normally be circulated by e-mail following each meeting and will be deemed to have been approved unless an objection is raised by one or more voting members within 12 working days of the date of circulation

The minutes of meetings will be published on the spkweb following approval by the Core Strategy Group

## Voting and Quoracy

The members specified above and their substitutes will have voting rights. Decisions will normally be by consensus. In the event of disagreement, a vote will be taken and the majority view will prevail

The chair shall have casting vote in the event of an even balance of voting

A minimum of five voting members must be present. The chair shall have the power to waive this requirement as appropriate

## Confidentiality and Conflict Of Interest

The matters discussed by the Core Strategy Group will include sensitive or contentious items and information relating to the business of individual Supporting People providers. Each member must accept responsibility for ensuring confidentiality is maintained concerning all such business.

The matters discussed will also include commercial items involving potential conflicts of interest for individual members. Members must declare all relevant interests prior to any such business being discussed. Members in doubt concerning the interpretation of the preceding paragraphs should seek guidance from the council

**CSG members who are responsible for Supporting People provider functions** shall not be present in discussion of Items such as reports of the findings of service reviews and of the outcome of market testing or tender exercises. Such items will normally be tabled as a separate and concluding part of the agenda for each meeting.

## Tasks

The Core Strategy Group will:

- Lead on the periodic review and refinement of the Supporting People Strategy and Annual Plan and recommend significant changes to the Commissioning Board
- Ensure links and consistency between Supporting People strategy and other relevant Strategies and associated Plans and policy developments, for example:
  - The Community Plan
  - Housing, Homelessness and Regeneration Strategies
  - Care Group-specific Strategies;
  - Health Improvement Plan;
  - Community Safety Strategy
- Coordinate analyses of the supply of services and demand from each primary need group
- Identify gaps in services and recommend priorities for change to the BSPCB
- Specify appropriate models of service delivery for each primary need group and promote innovation
- Develop shared targets and performance indicators for the CSG and Supporting People team
- Advise on appropriate forms of contract, performance and outcome measurement and value for money assessment to inform commissioning and specification of services and against which to monitor the progress of existing services
- Receive reports on programme performance and propose action in response to slippage in project completions and projected under- and over-spends
- Identify additional funding opportunities to add value to Supporting People grant investment
- Identify, appraise and recommend to the BSPCB specific options and proposals for new services and for decommissioning or remodelling existing services
- Ensure appropriate consultation mechanisms are in place for each primary need group, and are used to inform development of the Strategy and improvements to services
- Receive reports of Supporting People service reviews and
- Advise on cross authority and sub-regional planning and commissioning.
- Encourage the sharing and development of good practice amongst service providers by working with the provider forum to set up structures that will deliver opportunities for continuous improvement
- Monitor the council's role as Supporting People Administering Authority and the performance of the Supporting People Team

## **Memorandum of Understanding between the Core Strategy Group, the Supporting People Commissioning Board & the London Borough of Barnet (the Administering Authority)**

This Memorandum of Understanding describes how the Commissioning Board and the Core Strategy Group will allocate and co-ordinate work in relation to the delivery of the Supporting People programme. It will be reviewed annually.

### **Partnership Roles and Responsibilities**

The Commissioning Board, the Core Strategy Group and the council as the Administering Authority, will operate in partnership to plan, commission and oversee the delivery of effective support services for vulnerable people

Each partner body will fully cooperate with every other such body in the interests of the Supporting People programme as a whole and will not in any way restrict or confine their participation to matters affecting their own functions

Statutory partners will additionally be responsible for integrating the Supporting People strategy and programme within the mainstream functions of the organisations they represent, and for coordinating work across organisations

The Commissioning Board, the Council in its capacity as Supporting People Administering Authority and the Core Strategy Group will comply with the Directions and Regulations of the Office of the Deputy Prime Minister in respect of their respective functions and responsibilities for the Supporting People programme.

Each partner will provide the resources reasonably required in terms of the time of members and of the organisations they represent

### **Accountabilities**

Barnet Council as the Administering Authority is the only body with the appropriate legal status to receive the Supporting People grant. The Commissioning Board cannot receive the Supporting People Grant nor can it establish contracts for services in its own right. The Council as Administering Authority will carry out these functions as host authority for the Commissioning Board.

The Core Strategy Group will advise the Commissioning Board on development of the Supporting People Strategy and Annual Plan, and will develop detailed policies and plans for each primary need group for approval by the Commissioning Board

The Commissioning Board will direct the Council through the Supporting People Strategy and the associated plans. It will also agree an annual plan which will direct the use and application of Supporting People Grant.

The Supporting People Annual Plan agreed by the Commissioning Board will be subject to consultation with Barnet Council's Cabinet and associated decision making apparatus, including where required relevant scrutiny committees, before provision to the Office of the Deputy Prime Minister for information.

Any proposed variation by the Council's Cabinet to the Commissioning Board's approved Supporting People Strategy or the Supporting People Annual Plan will be referred back to the Commissioning Board for agreement.

## **Summary of Key Responsibilities**

The Core Strategy Group will:

- Champion the Supporting People programme in Barnet
- Ensure full and effective consultation with all stakeholders
- Be responsible to the Commissioning Board for defining options and priorities concerning strategy, investment and service delivery
- Ensure that the Supporting People strategy is consistent with other relevant strategic plans and identify the contribution to these that the Supporting People programme can make
- Recommend specific policies and plans for approval by the Commissioning Board
- Undertake tasks and work requested by the CB

The Commissioning Board will:

- Oversee the programme and give directions about Supporting People processes and to the CSG
- Receive reports from and consider the recommendations of the Core Strategy Group
- Set strategic objectives, agree the Supporting People Strategy and Annual Plan and ensure delivery of the programme
- Ensure that the Strategy is consistent with the Community Plan and the objectives of the Local Strategic Partnership

The Administering Authority will

- Use its best endeavours to enable the Commissioning Body and the Core Strategy Group to carry out their functions and responsibilities.
- Propose priorities for the work of the Core Strategy Group and the Commissioning Board, and alert them to urgent matters requiring decision
- Ensure that the Strategy, Annual Plan and other relevant plans reflect approved developments
- Be responsible for delivery of the approved programme
- Ensure that the government's Directions concerning the Supporting People programme and use of the Grant are adhered to.