

Appendix A

TERMS OF REFERENCE FOR THE LEARNING DISABILITY SERVICES TASK AND FINISH GROUP

Background

On 8th November 2017, the Adults and Health Scrutiny Committee ('the Committee') agreed to form a Task and Finish (T&F) Group to conduct further scrutiny of the delivery of SCC's contract for Learning Disability (LD) services in Somerset. LD services are delivered through Discovery, a Social Enterprise Vehicle created by Dimensions. Discovery started delivering LD services to Somerset people in April 2017.

Authority

The Committee delegates its authority, within these Terms of Reference, to the T&F Group for this task. The T&F Group's authority cannot exceed that of the Committee, to which the T&F Group is to report.

Task and Purpose

The T&F Group is to investigate specific concerns of the Committee, assess its findings and make recommendations to the Committee in order to improve the Committee's scrutiny of LD services.

Scope

In Scope. The concerns the T&F Group is to investigate and assess are the adequacy of:

- Discovery's governance arrangements for its contractual delivery of LD services;
- arrangements for Discovery's management chain to continuously hear the 'voice of the customer' (including LD service users, their carers and families) and the voice of Discovery staff;
- Discovery's staffing (turnover, loss, recruitment, and retention) and staff training and experience, and Discovery's HR planning to ensure that staffing will not compromise the standard of service;
- measures of Discovery's contract performance, including Key Performance Indicators, that provide good evidence for the Committee to scrutinise Discovery's delivery of LD services.

Out of Scope. The T&F Group is not to investigate or comment on the terms of the contract, including staff terms and conditions.

If in Doubt. Any doubt about the scope of the task is to be referred to the Chair of the T&F Group and, if necessary, to the Chair of the Committee.

Time

The T&F Group is to present its report, with recommendations, to the Committee Meeting scheduled for 7th March 2018, or the nearest date if re-arranged.

Composition

The T&F Group is to be: Councillor Rod Williams (Chair); Councillor Mandy Chilcott; and Councillor Bill Revans. They are to be supported by the Democratic Services team. A quorum will be 2 T&F Members.

Modus Operandi

The Chair of the T&F Group is to liaise between the T&F Group and the Committee, organise the work of the T&F Group and arrange support by the Democratic Services team in order to deliver the task. Councillors Chilcott and Revans are to support the Chair of the T&F Group. The T&F Group is to interview selected stakeholders, visit locations, assess its findings and make recommendations in a single report. The report is to be presented by the Chair of the T&F Group to the Chair of the Committee.