

**Manchester City Council
Report for Resolution**

Report to: Health Scrutiny Committee – 26 May 2016

Subject: Draft Terms of Reference and Work Programme for the Home Care Task and Finish Group

Report of: Governance and Scrutiny Support Unit

Summary

This report sets out the proposed terms of reference and work programme for the Home Care Task and Finish group.

Recommendations

The Committee is invited to:

1. Agree the membership of the Task and Finish Group.
 2. Agree the terms of reference for the Task and Finish Group.
 3. Agree the work programme of the Task and Finish Group, which will be reviewed by the group at each of its meetings.
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Wards Affected: All

Contact Officers:

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Position: Scrutiny Support Officer
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Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

Minutes of the Health Scrutiny Committee meeting held 25 February 2016.

1.0 Introduction

- 1.1 At its meeting of 25 February 2016, following consideration of the Budget Reports and Business Planning at the January meeting the Health Scrutiny Committee agreed to establish a Task and Finish Group to undertake a detailed investigation into the delivery of Home Care (see minutes HSC/16/18).
- 1.2 The proposed name for the group is the 'Home Care Task and Finish Group'. The term 'Task and Finish Group' is used to refer to subgroups which carry out an investigation and report their findings.
- 1.3 This report sets out a programme of work to investigate the areas identified by Committee members. The Committee is asked to discuss and make any necessary revisions to the Terms of Reference and Work Programme for the investigation.
- 1.4 The draft terms of reference and work programme for this Subgroup are attached as appendices 1 and 2.

2.0 Membership

- 2.1 The Committee is invited to approve the membership of the Task and Finish Group.

3.0 Recommendations

- 3.1 Recommendations to the Committee are listed on the first page of this report.

Title	Home Care Task and Finish Group
Membership	To be agreed at the meeting on 26 May 2016
Lead Executive Members	Councillor Paul Andrews – Executive Member for Adult Health and Wellbeing
Strategic Directors	Hazel Summers - Strategic Director of Adult Social Care
Lead Officers	Hazel Summers - Strategic Director of Adult Social Care
Contact officer	Lee Walker – Scrutiny Support Officer
Objectives	<ol style="list-style-type: none"> 1. To understand the current delivery of Home Care for disabled people and older people. 2. To review the findings that are relevant to Home Care of the recent Adult Social Care consultation exercise. 3. To understand the views of both service users and providers. 4. To understand the proposed offer for the future delivery of Home Care.
Key Lines of Enquiry	<ol style="list-style-type: none"> 1. The group will consider the current delivery model of Home Care. 2. The group will consider evidence from service users and a range of providers. 3. The group will conduct appropriate site visits to witness services provided and hear the views of service users. 4. The group will consider the future delivery of an integrated model of service delivery.
Operation	This subgroup will report its findings to the Health Scrutiny Committee by submitting minutes to the Committee. The Committee will be asked to endorse any recommendations from the Subgroup.
Access to Information	<p>Meetings of the Subgroup will be open to members of the media and public except where information that is confidential or exempt from publication is being considered.</p> <p>Papers for the Subgroup will be made available to members of the media and public on the Council's website and the main entrance to the Town Hall except where information which is confidential or exempt from publication is being considered.</p>
Schedule of Meetings	To hold a number of substantive meetings (to be determined) with one additional meeting to agree the final report.
Commissioned	May 2016

**Health Scrutiny Committee – Home Care Task and Finish Group
Work Programme – May 2016**

Meeting 1 – Date / Time and Venue to be confirmed				
Report Deadline:				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
The current delivery of Home Care for disabled people and older people.	To receive a presentation that describes the current delivery model of Home Care. This will include information on; - current challenges identified - work force and recruitment issues - links to other City Council services - the commissioning and allocation of services - information regarding providers of Home Care	Councillor Andrews	Hazel Summers	
Outcome of the Adult Social Care consultation exercise	To receive a report regarding the outcomes of the Adult Social Care consultation exercise that relate to the provision of Home Care.			
Terms of Reference and Work Programme	To review and agree the Subgroup's terms of reference and work programme, and consider any changes or additions that are necessary.		Lee Walker	

Meeting 2 – Date / Time and Venue to be confirmed				
Report Deadline:				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Views of service users	To understand and hear the views of service users the group will undertake a number of visits to service users in receipt of Home Care. This will allow	Councillor Andrews	Hazel Summers	

	members of the group to discuss the service and hear their views.			
Terms of Reference and Work Programme	To review and agree the Subgroup's terms of reference and work programme, and consider any changes or additions that are necessary.		Lee Walker	

Meeting 3 – Date / Time and Venue to be confirmed

Report Deadline:

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Views of Home Care providers	To understand the views of Home Care providers. The group will hear from a number of invited providers of Home Care.	Councillor Andrews	Hazel Summers	Invitees to be confirmed
Terms of Reference and Work Programme	To review and agree the Subgroup's terms of reference and work programme, and consider any changes or additions that are necessary.		Lee Walker	

Meeting 4 – Date / Time and Venue to be confirmed

Report Deadline:

Item	Purpose	Lead Executive Member	Lead Officer	Comments
Future delivery of Home Care 2017/18	To receive a report that describes the proposed future delivery of an integrated Health and Adult Social Care model of Home Care. -This will be described in both a Manchester and Greater Manchester context. - This report will also provide information on career pathways for young people.	Councillor Andrews	Hazel Summers	
Terms of Reference	To review and agree the Subgroup's terms of		Lee Walker	

and Work Programme	reference and work programme, and consider any changes or additions that are necessary.			
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Meeting 5 – Date / Time and Venue to be confirmed				
Report Deadline:				
Item	Purpose	Lead Executive Member	Lead Officer	Comments
Final Report	To agree the final report and recommendations of the Task and Finish Group.	Councillor Andrews	Lee Walker	