

**Health & Social Care Forum (HSCF)**

**Clinical Reference Group**

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**Clinical Reference Group**

The Clinical Reference Group will be overseeing the City and Hackney Neighbourhood Health and Care Services project (previously known as Community Services 2020).

**Background Information**

The Community HealthServices Contract

* The Community Health Services (CHS) Contract with the Homerton Hospital is being extended until March 2020.
* The current model of CHS that is commissioned in the City and in Hackney is essentially the same as the model transferred from the PCT in 2013.
* Other CCGs have set a precedent for competitively tendering CHS service and/or transformed CHS by commissioning the in innovative ways and by increasing integration with other services.
* The expiry of the CHS Contract presents an opportunity for the ICBs to transform community services in City and Hackney so that it supports the Neighbourhood model and to better integrate health and social care services.

**A Model for the Future**



**About the Representative Role**

Representatives will be selected by and accountable to the City & Hackney Health & Social Care Forum, but will be representing the wider Voluntary & Community Sector and do not have to be current members of the City & Hackney Health & Social Care Forum.

The main elements of the role are to:

1. To attend Clinical Reference Group meetings, and actively engage with the work of the Clinical Reference Group in between these meetings, including completing agreed actions to deadlines.
2. To attend VCS Transformation Strategy Board Meeting (monthly meetings) and HSCF Forum meetings (quarterly) to ensure that you have an understanding of the diversity of Health & Social Care Voluntary & Community Sector issues
3. Feedback at meetings and via the newsletter/Trello issues coming up at the meetings
4. Attend and participate in premeetings with voluntary and statutory sector partners as required
5. Foster good relationships with statutory and VCS and patient / public partners
6. To provide leadership, governance and oversight of delivery, progress and performance of approved projects in the CEPN Delivery Programme.
7. To be accountable to HEE, NHS England, City & Hackney CCG and Hackney Transformation Board for ensuring resources allocated to Clinical Reference Group meeting are spent on delivering the mandated agenda.
8. To ensure financial sustainability and stability of the Clinical Reference Group meeting including Clinical Reference Group Programme Management.
9. To use expertise, leadership and influence to broker, enable and advise on the Clinical Reference Group and workforce contribution to service redesign and new models of care.
10. To represent Clinical Reference Group at workshops, events, Boards and similar forums as necessary.
11. To provide strategic direction, guidance and input.
12. To actively promote and champion the Clinical Reference Group, community, social care and primary care workforce development and education.
13. Contribute to, provide positive challenge and reach shared agreement/approval for all major Clinical Reference Group plans and funding applications.
14. To ensure that emerging opportunities through funding, collaboration or other means that meet the strategic aims of the Board are highlighted for consideration by its membership.
15. To act where necessary to remove barriers and support solutions to any issues arising that are adversely affecting the Clinical Reference Group.
16. To review, endorse, contribute and validate benefits delivered by the network.

**Person Specification**

1. Understanding of the background, role and potential of the Clinical Reference Group Programme Board.
2. Understanding of national and local policy drivers for health and social care service delivery
3. Experience of strategic management and commitment to advancing and supporting the purpose of strategic partnership.
4. Active commitment to and ability to progress partnership working and networking.
5. Active commitment to promoting equality and diversity underpinned by a clear understanding of the link between inequality and disadvantage and how policy decisions can impact on diverse and disadvantaged communities.
6. Ability to separate own organisational needs from the needs of the Forum
7. Ability to consult, use this information usefully, and to feedback on discussions.
8. Ability to productively and positively raise issues of concern to the Voluntary & Community Sector both in meetings and in pre meeting work.
9. Commitment to the independence of the Voluntary Sector in purpose, voice and action
10. Ability to consistently treat other people with respect and be aware of the way in which you communicate with other people and your impact on them

**The Commitment / Accountability**

As these are the most important representative roles in the Health & Social Care Forum structure it requires a time commitment of approximately one-day month. Please ensure that you have sufficient time, management backing and support from within your own organisation.

Specific commitments we require of the representative are:

* To attend all of the Clinical Reference Group meetings in the year or to give adequate notice to arrange cover.
* To attend 75% of VCS Transformation Leadership Group meetings ( Monthly meetings) per year.
* To attend a Network meeting at least once per year- *when required*
* To attend 75% of HSCF Forum meetings (quarterly).
* To attend 75% of cross network meetings (Quarterly).
* To circulate or post on the website the main points of the agenda to the forum for comments and to take forward HSCF members views at the meeting.
* To work in partnership with the Children and Young Peoples Providers Forum and Hackney Refugee Forum , Safer Young Hackney and the LGBT+ networks to ensure that Voluntary Sector and Community Group issues are represented in the most effective and coordinated way.
* To work in partnership with Healthwatch Hackney to ensure that service users issues are raised in a constructive and unified way.
* To build positive relationships with key statutory officers and members , whilst retaining an independent ‘critical friend’ perspective.

**In addition**

You will be required by the Board to declare any interests and to sign a guiding principles document.

**Confidential discussions:**

You may on occasion be asked to take part in confidential discussions at strategic meetings. The Forum position is that it is better to have the VCS position represented than not, but that this should be minimised and the VCS Transformation Leadership Group meeting members should always be aware of when representatives are taking part in confidential discussions.

Where possible you should be notified in advance that this will be the case so you can alert VCS Transformation Leadership Group Members members in advance- i.e. let them know the topic if not the content. If you have not been notified in advance, please request this happens in future, and once the meeting is over please email the steering group with the topic of the confidential discussion

**Support & Expenses**

The VCS Transformation Leadership Group is the policy forum and peer support group for all representatives

The VCS Transformation Leadership Group will develop briefings on the agreed VCS response to issues arising from Clinical Reference Group meetings.

You will receive support from the Director of Communities & Partnerships with cross cutting issues, pre meetings or post meeting debriefs as required.

You will receive support from the Network coordinator who has the responsibility to circulate information on your behalf and collect responses from HSCF members.

Where possible we shall arrange for representatives to meet the Board Chairs before the meeting.

Costs will be covered for the following expenses, incurred as a result of work carried out in the role of voluntary/community sector representative in Transformation of Health & Social Care

This will include:

* Attendance at Partnership meetings, including sub committees and working groups
* Attendance at training related to role as representative in Transformation of Health & Social Care
* Other work carried out specifically as voluntary/community sector representative

These expenses will be paid through Hackney CVS from its core contract budget which includes provision for the networks. Please note that there is a limited budget for support for voluntary and community sector representatives (£10k per annum) and Hackney CVS is not authorised to go beyond this budget.

Therefore:

* Please make claims regularly at the end of each quarter
* Please ensure that claims do not cover more than one financial year
* Please enquire beforehand before making commitments to large amounts of expenditure, e.g. large training fees.
* In certain cases, the Networks Coordinator may require authorisation from Finance team at HCVS before agreeing expenditure.

*HCVS reserves the right to refuse payments that it deems unreasonable, if not previously agreed.*

**The Structure of HSCF**

The City & Hackney Health & Social Care Forum has existed for over 30 years in one form or another. The HSCF was originally set up to ensure the effective involvement of health and social care voluntary and community sector (VCS) organisations and groups in the local Joint Consultative Committee and Joint Planning structures.

HSCF is a network of 140 Voluntary & Community Sector (not for profit) groups working in Health & Social Care in Hackney & the City.

We aim to bring groups together to:

* share good practice
* share resources
* develop partnerships and consortia
* support VCS groups & representatives to input into statutory policy & planning meetings

We offer:

* Networking opportunities through Special Interest Groups,
* Forum meetings, seminars and conferences on areas affecting local groups.
* Representation of VCS perspective via accountable VCS reps
* A weekly newsletter with funding, jobs, policy etc.

**VCS Transformation Leadership Group**

We have a VCS Transformation Leadership Group which is made up of representatives from various transformation boards. This meeting meets monthly. This is the decision making body and policy forum for the HSCF.

**Networks**

We currently have seven Networks and they are:

* + CYPPF- Children & Young People Provider Forum
	+ Hackney Advice Forum
	+ HRF- Hackney Refugee Forum
	+ Learning Disabilities
	+ LGBTQ+
	+ Mental Health
	+ Older People & Disabled People Forum
	+ Sexual Health SIG
	+ Supported Employment Network
	+ User Led Forum

The idea of our Network Meetings are to:

* meet together
* share good practice
* agree common issues
* influence statutory decision making

**Forum Meetings**

Bring together all the membership to discuss issues of concern and / or to hear from statutory officers. Full forum meetings happen quarterly and will be themed on Transformation of Health & Social Care for 2018/19