

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

**Neighbourhood Steering Group Representative**

**Role Description**

* Neighbourhood Steering Group
* Neighbourhood Board Membership
* About the Representative Role
* Person Specification
* The Commitment / Accountability
* Support & Expenses
* The Structure of HSCF

**Neighbourhood Steering Group**

The Neighbourhood Steering Group programme is an ambitious and transformational programme to re-organise how we deliver primary care, community health and social care services across City and Hackney. We are developing 8 neighbourhoods across City and Hackney. Each neighbourhood will look after a population of 30,000 to 50,000 people through integrated local health and social care services. The neighbourhoods remit is both to meet local people’s needs and keep people healthy through pro-active and preventative interventions. The post holder needs to work with and support change across a wide range of stakeholders including primary care, community nursing, mental health, social work, patients, carers and residents. The intention is not to layer on additional services but instead to re-organise current service provision.

**Neighbourhood Board Membership**

* Amy Wilkinson (AW – WCYP Workstream Director)
* Aysun Aglik – (AA – Patient Rep)
* Deborah Colvin (DC – City and Hackney GP Confederation)
* Dr Rhiannon England (RE – Mental Health Clinical Lead)
* Dr Sana Mufti (SaM – Consultant Geriatrician, HUH)
* Ilona Sarulakis (Isa – Principle Head of Adult Social Care, LBH)
* Jackie Brett (JB - Hackney CVS)
* Jennifer Walker (JW – Neighbourhood Development Lead)
* Kate Wignall (KW – Prevention Programme Director)
* Kornilia Givissi (KG - Director of Psychological Therapies and Wellbeing Services, Mind in the City, Hackney and Waltham Forest)
* Laura Sharpe (CEO – City and Hackney GP Confederation)
* Mervyn Freeze (MF – Head of Integrated Independence Team, Homerton)
* Nina Griffith (NG Unplanned Care Workstream Director)
* Priscilla Kent (PK - Consultant Psychiatrist, ELFT)
* Raj Radia (RR - Community Pharmacy)
* Sarah McCubbin (SmC – Sarah McCubbin)
* Shazia Deen (SD – Project Manager, LBH)
* Shirley Mugrath (SM - Patient Rep)
* Simon Bell (SB – Head of Business Development, HUH)
* Siobhan Harper (SH - Planned Care Workstream Director)
* Stephanie Coughlin (SC – Clinical Lead - Neighbourhoods)= chair of steering group
* Zelina Kaya (ZK – Neighbourhood Coordinator)
* Zoe Dhami (ZD – Integration and Policy Office, COL)

**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 represent the VCS at the Neighbourhood Provider Design group meetings and ensure that VCS are integral to any model proposed
2. To represent the VCS at the Neighbourhood Steering Group and feedback on the work of the voluntary sector alongside other providers and ensure that the voluntary sector is an equal partner and contributes appropriately to broader discussions
3. To coordinate co-production of VCS side of proposed model
4. To liaise with HSCF Steering Group and SIGs to present and gain feedback on proposed Neighbourhood Model
5. To prepare briefings to present to the HSCF Steering Group on progress of the model
6. To, in conjunction with other Hackney CVS staff, outreach to smaller local community groups that represent the diverse communities of Hackney and the City to ensure that those organisations are aware of and able to engage in the Neighbourhood Model
7. To develop a project plan, milestones and risk register for the voluntary sector as part of the neighbourhood development programme
8. To link thinking of the role of the voluntary sector in neighbourhoods to other programmes of work in the voluntary sector such as social prescribing and Connect Hackney to avoid duplication and ensure that resources are well used
9. To design with partners in the voluntary sector and partners in the neighbourhood programme an options appraisal to look at how neighbourhoods can be connected to and make best use of voluntary sector organisations for their local residents

**Person Specification**

1. Good understanding of current trends within health and social care and how these impact on patients, services and communities. Applicant should be able to show evidence of strategic understanding of the health and social care system in City and Hackney
2. Good understanding of Integrated Commissioning and its implications for residents, services and communities
3. Good understanding of integrated care and multidisciplinary team working
4. Excellent understanding of the local Voluntary & Community Sector
5. An understanding of the needs of particularly marginalised groups
6. An understanding of the process of planning and managing workloads with conflicting demands, to ensure deadlines are met and tasks are completed
7. Problem solving skills and an ability to support others to develop innovative solutions to complex problems
8. Ability to analyse and interpret data to develop and improve services
9. Knowledge of City & Hackney Health and Social Care and associated VCS networks
10. Knowledge of the One Hackney and City Programme and the transferable learning for the voluntary sector from this programme of work

**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 Neighbourhood Board meetings in the year (quarterly) or to give adequate notice to arrange cover.
* To attend 75% of VCS Transformation Leadership Group meetings ( Monthly meetings) per year.
* To attend a SIG (Special Interest Group) 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 Strategy Board 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 Strategy Board 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 Neighbourhood Board.

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