

## Transforming Adult Social Care – Programme Assurance Draft Terms of Reference

<b>Document</b>	Transforming Adult Social Care- Programme Assurance, Terms of Reference
<b>Owner</b>	Programme Board
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1.0	17/08/2009	First Draft by Mike Nicholls & Jon Ray
1.1	23/10/09	Update by Jon Ray
1.2	02/11/09	Comment from Alan Sinclair

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### Introduction

In December 2007 [Putting People First](#) was published outlining the transformation of adult social care (TASC).

Oxfordshire has taken a Programme approach to deliver the objectives of Putting People First. The programme assurance team has been established to verify and monitor work undertaken by the programme team to assure the programme board that implementation of the objectives is being achieved. The programme assurance function follows the model outlined by the Managing Successful Programmes methodology.

### Why is an assurance function needed?

- Provide confidence to the programme board and stakeholders that the programme is being managed effectively
- Provide confidence to the Programme board and stakeholders that the programme is on target to achieve the defined deliverables, benefits and outcomes
- Highlight issues and concerns that put at risk successful project delivery at a time when effective management action could mitigate the problem

### Purpose of the Programme Assurance Function

- **Focus and Deliverability** – Identify hotspot areas of programme where management attention is required to ensure the successful delivery of the programme and realisation of its defined benefits. Focusing efforts on and assuring the ability to deliver planned outcomes and benefits to time, cost and quality.
- **Provide Confidence in systems and controls** – Assure the Programme board, the programme and its sponsors that effective systems and controls

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are in place for elements such as reporting, planning, issues and risk management, change control etc.

- **Assure governance** – Provide the programme board with confidence that roles and responsibilities are effectively defined and appropriate accountability is in place from executive sponsors to programme and project team members.
- **Confirm communications** – Assure the programme board that transparent and consistent communication upward to the executive management team and across all stakeholders is taking place.
- **Cross- Programme view** – From unique ‘cross-programme’ perspective, identify deficiencies and opportunities for improvement within programme silos

### Role of Members of the Programme Assurance Function:

- Maintain an oversight of all work done within the TASC programme; detailed quality checks should be discretionary rather than a requirement
- Verify project progress against the business case
- Monitor progress against the agreed tolerances
- Raise concerns to the programme director
- Escalate to the programme board when issues cannot be resolved at programme level
- Review issues and risks, assessing their impact on the programme
- Audit programme documents before they are presented to the programme board for sign off.
- Review project risk registers to ensure they are managed and updated
- Review of the Transforming Adult Social Care team metrics<sup>1</sup> and ensuring that these are being delivered against.

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<sup>1</sup> The programme will have a series of metrics to judge its success. Once these metrics are agreed the assurance function will be responsible for monitoring these.

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### Meetings

It is expected that the Programme Assurance function will have an initial meeting to agree its terms of reference and chair. The Programme Assurance function will have to agree its focus areas and how it wants to fulfil its responsibilities.

### Key Decisions

The group will raise concerns directly to the Programme Director. If the Programme Director is unable to resolve an issue the Assurance team will escalate to the programme board.

### Taking Minutes

All meetings will be minuted. The chair will be responsible for ensuring that the minutes are produced and circulated.

### Membership

The Chair will be a member of the Transforming Adult Social Care programme board on a rolling basis; for the initial meeting this will be the Head of Adult Social Care.

Name	
	Audit
	Councillor
	Key Stakeholders – Partners (PCT, OBMH)
	Service Users / Carers
	Providers
	Voluntary Organisations
	Representative from Department of Health / Improvement & Efficiency South East
	County Council Staff

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### Behaviours

The Transforming Adult Social Care programme has adopted the behaviours below and it is expected that the programme assurance function will work to these behaviours as part of their duties.

### TASC team Mantra

1. **Involve people**
2. **Ditch the jargon**
3. **Let go of being expert**
4. **Let the user lead what we do**
5. **Create space for thinking**
6. **Be curious**
7. **Be open minded**
8. **Encourage closer working**
9. **Listen to and act on feedback**
10. **Model the desired behaviours**

