

Supported Housing Group: Terms of Reference

Purpose

The Oxfordshire Health and Wellbeing Board is the principal structure for Oxfordshire with responsibility for promoting the health and well being of the people of the county.

The commissioning of housing related support is a key function of the Board.

The Supported Housing Group will provide guidance and advice to the Health Improvement Board, the Adult Health and Social Care Board and the Children and Young Peoples Board in their role of supporting the Health and Wellbeing Board to fulfil its responsibilities in regard to the commissioning of housing related support, delivering service change and improved outcomes through partnership working.

The Supported Housing Group will have oversight of the commissioning of the full range of housing related support services that will enable adults, who are vulnerable for many different reasons, to live independent lives in the local community.

As well as having particular responsibility for advising on the commissioning strategy for housing related support services that are within the remit of the Health Improvement Board, the Supported Housing Group will be consulted about and advise upon all proposals to make changes to budgets and/or commissioning priorities for the provision of all other housing related support services. In this way, the implications of funding and service decisions in one part of the partnership structure can be considered across the whole structure to ensure that there are no inadvertent adverse consequences for other services.

Responsibilities

The Supported Housing Group has the following responsibilities

Strategic Overview of all Housing Related Support Services

To maintain an overview of **all** commissioning and policy development work in regard to housing related support in the county to ensure there are no gaps in service provision and to ensure that services are developed in a co-ordinated way to meet needs as effectively as possible.

To consider the findings of the Joint Strategic Needs Assessment and otherwise map emerging needs and to make recommendations accordingly with regard to how the provision of housing related support can meet the needs identified.

Supporting and advising the Health Improvement Board

To provide guidance and recommendations to the Health Improvement Board in respect of the strategic commissioning of housing related support services to meet the needs of homeless persons, offenders and those at risk of offending, persons at risk due to domestic abuse, drug and alcohol abuse.

To propose the commissioning strategy for housing related support and annual plan to the Health Improvement Board for its consideration.

To assist in the delivery of priorities, objectives and outcomes in the Health and Wellbeing Strategy with regard to the provision of housing related support and the prevention of homelessness.

Participating in the contracting of housing related support services

To advise on the content of service specifications for housing related support services.

To provide representatives to take part in the assessment of tenders and selection of service providers, when appropriate to do so.

Monitoring service performance

To receive quarterly performance indicator and service outcome reports with regard to **all** commissioned housing related support services.

To monitor expenditure against budget in respect of housing related support services that are within the remit of the Health Improvement Board and to recommend appropriate action to prevent the budget being overspent.

Expert advice to other commissioners of housing related support

To provide advice to the Adult Health and Social Care Board and relevant Joint Management Groups in respect of the strategic funding and commissioning of housing related services for older people, adults with mental health needs and adults with learning disabilities or physical disabilities

To provide advice to the Children and Young Peoples Board in respect of the strategic funding and commissioning, of housing related services for young people and teenage parents.

To provide advice and recommendations in respect of the funding, commissioning, development and delivery of housing-related support services to Oxfordshire County Council's Joint Commissioning Team.

To advise upon the likely impact of proposals to make changes to budgets and/or commissioning priorities for the provision of housing related support for adults with mental health needs, young people and teenage parents, older people and adults with learning disabilities and physical disabilities.

To have input into the commissioning strategies affecting the delivery of housing related support to any other client groups e.g. Mental Health Young People, Physical disability, Community Safety, Older People joint commissioning strategies.

Membership of the Group

The following partners to the Supported Housing programme will each send a senior representative to the Supported Housing Group:

- a) Oxfordshire County Council – as administering authority
- b) Cherwell District Council
- c) Oxford City Council
- d) South Oxfordshire District Council
- e) Vale of White Horse District Council
- f) West Oxfordshire District Council
- g) Thames Valley Probation Service
- h) Oxfordshire Clinical Commissioning Group

The following will also be invited to send representatives to the Supported Housing Group:

- i) Oxfordshire County Council – Children, Education & Families
- j) Oxfordshire County Council - Joint Commissioning Team (Older People)
- k) Oxfordshire County Council – Safer Communities Unit
- l) Oxfordshire Drug and Alcohol Action Team
- m) Oxfordshire Supporting People Provider Forum (two)
- n) Oxfordshire Supporting People User Group (two)

In addition, other stakeholder representatives may be asked to attend to present papers or assist the business of the meeting.

Governance

The chair of the Group will be taken on an annual basis by one of the local housing authorities.

The chair or their nominated deputy will attend meetings of the Health Improvement Board to present any papers of the Group, offer advice and to answer questions.

The chair or their nominated deputy may need to attend the Adult Health and Social Care Board and the Children and Young Peoples Board or other commissioning groups to offer advice or to represent the view of the Health Improvement Board or the Supported Housing Group.

The Group will be quorate if at least five members are present, to include representatives of not less than three of the local housing authorities.

All individual members of the Group will take joint responsibility for the overall delivery of work required to meet its responsibilities.

It is the role of each individual member to ensure that the best overall distribution of resources for the provision of housing related support is achieved for all vulnerable people in Oxfordshire.

Individual members will take responsibility for:

- Ensuring effective dissemination and communication routes exist within the organisation on behalf of whom they attend
- Taking forward any issue within their own organisation or constituency that requires action on the part of that partner

The Group aims to arrive at a consensus on all decisions but it may also make recommendations that have not achieved a consensus provided it reports the reservations expressed by members who held a minority opinion.

Meetings will usually be held quarterly on the first Wednesday of the month. Additional meetings may be called or meetings may be cancelled at the discretion of the chair.

Papers will be distributed at least five working days in advance of meetings unless prior notice has been given that papers will not be available within this timescale.

Minute taking and the distribution of papers will be undertaken by a member of the Oxfordshire County Council Joint Commissioning Team.

These terms of reference shall be reviewed at least every two years.