

Draft 3**IOW Portsmouth and SE Hampshire Health Authority****NSF Older People Steering Group (District-wide Implementation Team)****Terms of reference****Purpose of the Group**

The Group has been set up to oversee the implementation of the national service framework for older people in IOW, Portsmouth and South East Hampshire district.

The group will:

- Produce an agreed district-wide framework within which locality implementation plans will be prepared and implemented
- Oversee a baseline audit of current services which will identify gaps between current provision and NSF standards
- Ensure that implementation of the NSF is embedded into mainstream plans and accountability arrangements in represented and partner organisations

The Steering Group will also oversee the performance of services through agreed national and regional performance indicators

Additional Implementation arrangements

Each locality will establish a Local Implementation Team (LIT). The LITs will be responsible for all aspects of local implementation. They will report through their chair to the Steering Group.

Two general hospital service implementation teams will be established responsible for the implementation of the aspects of the NSF, which directly affect acute services.

In addition, time limited task oriented groups may be set up to progress specific aspects of implementation. Initial groups will be set up to progress the following:

- Stroke
- Falls
- Single Assessment
- Prescribing
- Equipment – including continence
- Mental Health

Reporting Arrangements

The Steering Group has been set up to discharge the leadership responsibilities of the Health Authority.

The group will report through the Health and Social Care Partnership Group or its successor Chief Executive's/SSD Director's Forum.

Other Steering Group representatives will report to their own organisations through appropriate mechanisms.

Membership

The following core organisations will be invited to send a representative to the group

Health Authority - Chair and facilitation role
 Portsmouth HealthCare Trust
 Portsmouth Hospitals Trust
 IOW HealthCare Trust
 East Hampshire PCT
 Portsmouth City PCT
 Fareham and Gosport PCGs
 IOW PCT
 IOW Social Services
 Hampshire Social Services
 Portsmouth City Social Services
 Age Concern
 South East Regional Office of NHSE

Organisations should be able to send both clinical and managerial representatives as appropriate

Each Local Implementation Team chair will be invited to join the group if not already representing their organisation

Each organisation will send a representative who is able to assume the following responsibilities as a member of the group:

- Have authority to speak on behalf of the organisation they are representing
- On behalf of their organisation be able to sign up to the NSF framework
- Have authority to ensure local plans have consensus and agreement locally and will deliver the essential requirements of the plan
- Be able to agree to the principle of proposed service changes /resource shifts
- Be able to secure commitment of their organisation to the framework and associated implementation plans
- Be able to commit their organisation to undertake specific pieces of work

Frequency of meetings

The group will meet quarterly, with initial meetings more frequently, as required.