

Physical Disability and Sensory Impairment APG

TERMS OF REFERENCE

1. PURPOSE

1.1 The *Physical Disability & Sensory Impairment APG* will ensure the efficient and effective joint planning of agreed health and social care services for *physical disability and sensory impairment services*, thereby contributing to the continued implementation and monitoring of the Health Social Care & Wellbeing Strategy.

2. OBJECTIVES

2.1 JOINT WORKING:

2.1.1 To facilitate effective joint working by engaging with relevant stakeholders in the statutory, voluntary and private sectors across *physical disability and sensory impairment services*.

2.2 IMPLEMENTING THE HEALTH SOCIAL CARE AND WELL-BEING STRATEGY:

2.2.1 To develop an action plan or implementation plan based on the objectives contained within the *physical disability and sensory impairment services* strategy strand of the Health Social Care and Well-Being Strategy and present this to the SCG.

2.2.2 To develop, support, direct and monitor Joint Operational Groups to implement objectives or specific projects where appropriate.

2.2.3 To foster links with other relevant APGs to increase awareness of cross-cutting issues; in this instance

- *Carers APG*
- *Carers Forum*
- *Homelessness APG*
- *Accommodation Subgroup*

2.2.4 To contribute to the development of other APGs action plans or implementation plans where there are known cross-cutting issues; in this instance

- *Carers Strategy*

2.3 STRATEGIC DEVELOPMENT & COMMISSIONING:

2.3.1 To make links between the objectives contained in the relevant strategies which apply to *physical disability and sensory impairment services*; in this instance:

- *Physical Disability Commissioning Strategy 2005-2008*
- *Sensory Disability Commissioning Strategy 2007-2010*

2.3.2 The *Physical Disability APG* will provide the Strategic Commissioning Group (SCG) with evidence of changing need in the *physical disability and sensory impairment service area*.

2.3.3 To determine how well current services meet the needs of *physical disability and sensory impairment service users* and to advise the SCG accordingly.

2.3.4 To make evidence-based recommendations for short, medium and long-term sustained improvement and service development to the SCG.

2.3.5 To coordinate the submission of joint bids for funding of relevant services, including the Flexibilities Special Grant.

2.3.6 To inform the SCG on progress made on the objectives contained in their *Physical Disability Commissioning Strategy Action Plan*.

2.3.7 To inform the SCG on any challenges or delays in progressing particular objectives or projects.

2.3.8 To receive instructions from the SCG.

2.3.9 To provide progress reports as requested by the SCG and contribute towards the development of Annual Report of the Health, Social Care and Well-Being Strategy.

2.6 PUBLIC CONSULTATION AND SERVICE USER INVOLVEMENT:

2.6.1 To ensure that appropriate consultation is undertaken with relevant stakeholders; in this instance

- *Physical Disability Service User Involvement Group*
- *Carers Forum*
- *Accommodation Subgroup*

2.6.2 To develop a service user forum or other mechanism, which enables the *Physical Disability and Sensory Impairment APG* to consult effectively with *Physical Disability and Sensory Impairment service users and carers*.

3. MEMBERSHIP

List

Agency	Name	Title
CCC	Isobel Bull	Service Manager (Chair)
CCC	Ruth Carpenter	Project Officer SU involvement
CCC	Rosemary Counsell	Team Manager, P.D. /sensory impairment service
CCC	Helen Davies	
	Yvonne Farmer	
CCC	Judith Godfrey	Community Education Officer
CCC	Ceri Harris	
CCC	Samantha Harry	Acting Supporting People Manager
CCC	John Houlston	Om, Disabled Facilities & Community
Alarms		
CCC	Linda Jones	Community Learning Manager
CCC	Peter Lawrence	Quality & Audit Manager
SU Rep.	Emma Lawton	Service User Involvement Group
CCC	Andrew Lucas	Social Inclusion Officer
NHS Trust	Julie Mears	
LHB	Anna Mogie	
CCC	David Murray-Dickenson	Service Development Manager
CCC	Sarah Phillips	Contract Support Officer
VAC	Linda Pritchard	Health Social Care & Wellbeing Facilitator
	Veronica Sexton	
CCC	Bob Silvester	Assessment & Care Manager, Team Manager PD/Sensory impairment Service.
NHS Trust	Jennifer Thomas	
CCC	Anthony Williams	Contract Support Officers
CCC	Lisa Wood	Social Worker, Team Manager Phys/Dis & Sensory impairment Service.

4. METHOD OF OPERATION

- 4.1 The *Physical Disability APG* shall elect a Chair.
- 4.2 The Chair will represent the *Physical Disability APG* at SCG meetings.
- 4.3 Meetings shall be on a *monthly*, aligned when appropriate, to inform the meetings of the SCG.
- 4.4 Only in exceptional circumstances, shall a member of the group, nominate a deputy to attend in their place. Where such an exception occurs, the member shall brief the nominated deputy adequately, and delegate decision making powers where possible.

- 4.5** Agenda items can be put forward by any member of the *Physical Disability APG* , by e-mailing the Chair 5 working days prior to the next meeting.
- 4.6** Papers for presentation shall be submitted by e-mail to the Chair 5 working days prior to the next meeting.
- 4.7** Feedback from the *Accommodation Subgroup* should be a standing agenda item at each meeting.
- 4.8** Feedback from *Service User Involvement Group* should be a standing agenda item at each meeting.
- 4.9** Expert input shall be co-opted where necessary.

5. REPORTING ARRANGEMENTS

- 5.1** Each member of the *Physical Disability APG* shall take responsibility for briefing appropriate individuals and groups within their own organisations, departments or service areas.
- 5.2** Feedback from all APGs shall be a standing item on the SCG agenda.
- 5.3** The named APG Chair shall attend SCG meetings and feed back to the group.
- 5.4** SCG feedback shall be a standing item on the agenda of the *Physical Disability APG*.

6. REVIEW OF TERMS OF REFERENCE

- 6.1** The *Physical Disability APG* terms of reference shall be reviewed annually.