Appendix 2

Self Directed Support User Group

TERMS OF REFERENCE – May 2009

1. *Objectives*
    a. To raise the profile of Direct Payments and Self Directed Support in the London Borough of Sutton.
    b. To provide expert advice to new and existing users on how to manage their own support.
    c. To ensure all information provided during the set up and continuing management of one's own support is clear, concise and relevant.
    d. To scrutinise and contribute to Council policy and procedures relating to Self Directed Support.

2. *Background*
    a. Putting People First (2008) and the Local Authority Circular on Transforming Social Care (2008) make clear that the Local Authority must deliver the Personalisation Agenda. It is expected that, by 2011, all Authorities will have made significant progress in enabling people to manage their own support.
    b. The traditional care management process needs to be redesigned to enable people to make informed choices and control as much (or as little) of their support package as they wish. People can use any combination of resource (third sector, friends, family, occupational therapists, health service staff, social workers and the current care managers) to develop and implement their support plan. The Council will have a responsibility to work with citizens, carers, advocates and representative groups to define how this requirement will be met, to implement the changes required and to stimulate the market to meet this need as required.

3. *Role of Group*
    a. The group will contribute to the broader Transformation of Social Care (TSC) and will fulfil a role as a reference group for changes to Direct Payments processes.
    b. The group will also be responsible for facilitating stakeholder events throughout the year to promote Direct Payments and Self Directed Support. This will include working within an agreed budget.

4. *Accountability and Reporting*
    a. The group will be autonomous and user led but will feedback to the TSC Support Planning and Brokerage workstream. It will only be quorate if the meeting is made up of at least 50% of people who have experienced a social care service in Sutton.

5. *Group Approach*
    a. The group will meet once every month.
    b. Work collaboratively with key partners.
    c. Agree an action plan to achieve the objectives outlined above
    d. Monitor progress on the plan.
    e. Take action when there are risks to not achieving the deliverables.
    f. The group may invite additional members to attend as required.
    g. The group will take national and local developments into account.
    h. The minutes will be open to any Direct Payment recipient on request.

6. *Proposed Membership*

    Chair: Tom Alexander, Personalisation Manager (LBS)
    Michelle Bates, Expert by experience
    Nicola Davies, SDS Service Manager (SCILL)
    Alison Jones, User and Engagement Officer (LBS)
    Kelvin Knights, Expert by experience
    Carol Ruffell, Expert by experience
    Tracey Tucker, Expert by experience

    Circulation List:

    Andrew Clark, Service Standards and Planning Manager (LBS)
    Stephanie Finch, TSC Programme Manager (LBS)
    Simon Breeze, User and Engagement Officer (LBS)
    Penny Thomas, Service Planning Manager (LBS)

7. *Review*

    The Terms of Reference and Membership of this group will be reviewed in 6 months.