

Transformation Plan Assurance Group**Terms of Reference****1. Background**

- 1.1 The publication of *Future in Mind (FiM)- promoting, protecting and improving our children and young people's mental health and wellbeing*¹ heralded a call to transform the services offered to children and young people with mental health and wellbeing issues through the development of a local transformation Plan. To support this change Brighton and Hove Clinical Commissioning Group (CCG) has been allocated the following funds (see table one below):

	2015/16	2016/17 onwards
Community Eating Disorder Service for Children and Young People (CEDS-CYP)	£148,848	£154,000
Transformation Plan	£372, 582	£610,259
	£521,430	£764,259

Table One: B&H CCG Allocation of funds

1.2 Key issues at a national level identified in FiM:

- Treatment gap – less that 25% to 35% of those with a diagnosable mental health condition accessing support
- Difficulties in accessing services with an increase in referrals, caseload complexity and waiting times
- Complexity of care pathway with the potential for children and young people to fall through the net.
- Specific issues relating to access to out of hours and crisis services

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414024/Childrens_Mental_Health.pdf

- Specific issues relating to access to vulnerable groups.

1.3 In January 2016 a Joint Strategic Needs Assessment (JSNA) was published on children and young people's mental health and wellbeing (0-25 years) in Brighton and Hove. The JSNA identified issues that largely mirrored those identified at a national level but also identified particular issues in relation to transitioning between children and adult services.

1.4 In light of the recommendations from FiM and the local JSNA the aspirations for the Transformation Plan are to:

- a) Place emphasis on building resilience, promoting good mental health through prevention and early intervention;
- b) Make mental health support more visible and easily accessible for young people adopting the principle that *no door is the wrong door*;
- c) Ensure services are built around the needs of children, young people and their families, moving away from a system defined in terms of services organisation;
- d) Build additional capacity across the system to deliver treatment and care with evidence-based outcomes;
- e) Improve the linking services so care pathways are easier to navigate for all children and young people, including those who are most vulnerable;
- f) Ensure access to responsive services in a crisis especially out of hours; and
- g) Prepare for adulthood by ensuring young people transition well at different stages of their life, especially at 18 years old

1.4.1 Delivering this Transformational change will be require who system working and will be underpinned by involving children and young children and young people and parents and carers in co-design of plans and services.

1.4.2 The Local Transformation Plan for Brighton and Hove can be found on the CCG website by following this link.
<http://www.brightonandhoveccg.nhs.uk/plans>

2. Purpose

2.1 The purpose of Transformation Plan Assurance Group is to ensure improvements in children and young people's mental health are delivered in line with the aspirations of the Transformation Plan. This will be achieved through a partnership approach bringing together commissioners across the system to oversee the delivery, monitoring and on-going development of the Local Transformation Plan.

2.2 The group will ensure that all stakeholders' perspectives are accounted for, will promote participation and engagement, and develop recommendations for transformation of service delivery.

3 Responsibilities

- 3.1 The Transformation Plan Assurance Group's responsibilities are to ensure the Transformation Plan:
- a) Is underpinned by the FiM principles;
 - b) Reflects national guidance for example specific waiting time standards;
 - c) Responds to local need;
 - d) Has adequate assurance in its delivery through regular monitoring including management of risk, enabling compliance with the NHS England assurance process; and
 - e) Is updated as required and at least annually in accordance with need and to respond to any national/ local guidance or policy or strategic change.

4 Membership and attendance

4.1 The Transformation Plan Assurance Group shall be comprised of representatives from the following:

Name	Organisation and title
Gill Brooks (Deputy Chair)	B&H CCG CAMHS Commissioning Manager
Anne Foster (Chair)	B&H CCG Head of Commissioning
Dr Becky Jarvis	B&H CCG MH Clinical Lead
Regan Delf	BHCC Assistant Director Children's Services
Helen Gulvin	BHCC Assistant Director Children's Services
Kerry Clarke	BHCC Public Health Commissioner
Ian Notely	B&H CCG Finance

Janet Moralee	B&H CCG PMO
Vince Hau	B&H CCG Informatics
Marguerite MacFarlane	SE Clinical Network (NHSE)

- 4.2 Children and Young People, parents, carers and providers will be represented via the Children and Young People’s MH Partnership Group.
- 4.3 Members should be of a senior level with a lead responsibility for their respective organisations.
- 4.4 Members should designate a deputy if they are unable to attend a meeting.
- 4.5 Members will be responsible for ensuring that their own organisation or group is fully briefed on decisions.
- 4.6 Membership will be kept under review.
- 4.7 To ensure the meetings are meaningful, actions can be reviewed and recommendations made, there will be sufficient attendance. It is expected that there will be at least the Chair or Deputy Chair present and at least 3 other members.

5 Frequency and structure of meetings

- 5.1 The Transformation Plan Assurance group will meet on a monthly basis. The frequency of meetings will be reviewed every 6 months.
- 5.2 All communications relating to meetings will be disseminated and papers/ reports circulated in a timely manner.
- 5.3 Agenda items should be forwarded to the Chair one week prior to meetings.
- 5.4 The meetings will take place at Lanchester House.

6. Recommendations and reporting lines

- 6.1 The Transformation Plan Assurance group will be accountable to the CCG Governance Committees (see structure chart overleaf).
- 6.2 All organisations will be responsible for ensuring any service development and change to service provision will be signed off within their internal governance structures.

7. Review of Terms of Reference

- 7.1 These Terms of Reference will be reviewed on at least a 6 monthly basis.

Health and Wellbeing Board
Oversees Joint Strategic Needs Assessments and sets the Strategic Direction for Children’s Services in the City. Facilitates an integrated approach and holds constituent partners to account for delivering on key outcome measures.

Senior Officer Group for Children’s Services
 Quarterly Meeting – Chaired by Director for Children’s Services
 It includes, CCG Exec and Council/Public Health Exec Leads, Commissioning Leads.
 To meet quarterly to provide strategic leadership to the commissioning of Children’s Services. Ensure a high level quality & performance monitoring. Establish ad-hoc reviews/service redesign work etc. ensuring City responds to assessed need/new guidance/best practice.

- CCG Governance Structures**
- Performance & Gov committee – overseas financial and governance arrangements
 - Clinical Strategy Group – signs of Strategy and changes to Clinical Pathways
 - Quality Assurance Committee – Oversees quality and safeguarding compliance
 - Senior Leadership Team – Oversees financial delivery, contract performance & delivery

Local Authority Governance Structures

Council Children's Committee

Children’s Services Departmental Management Team

Performance and Review Board

Transformation Plan Assurance Group monitors the progress of the Plan, makes decisions and recommendations and ensures NHSE assurance process is achieved

CYP MH Partnership Group made up of all system stakeholders, inform, update, share best practice, develop services and make recommendations and support decisions from the Transformation Plan Assurance Group

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